



Board of Finance Meeting - Monday, September 18, 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:

Please click the link below to join the webinar:

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Webinar ID: 946 7914 7465

****CCTV link: https://www.youtube.com/playlist?list=PLIjLFn4BZd2PwCge7INoKug676jIf_iUA ****

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

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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	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 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	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	2. Public Forum
Department	Council and Board
Type	Action Procedural
Recommended Action	open Public Forum close Public Forum

3. Consent Agenda

Subject	3.1. Motion to adopt the consent agenda and take the actions indicated
Meeting	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	3. Consent Agenda
Department	Council and Board
Type	Action (Consent) Procedural
Recommended Action	Motion to adopt the consent agenda and take the actions indicated
Subject	3.2. September 5, 2023 Board of Finance Minutes, Draft
Meeting	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 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. Airport Equipment purchase over \$50,000: Ford F-550 Chassis, Cab, and Body - Airport
Meeting	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 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 approve and recommend that the City Council approve and authorize the purchase of a 2023 Ford F550 from Nucar Ford of St. Albans in the amount of \$55,152.90
Subject	3.4. Approval of Marina Slip and Mooring Fees - BPRW
Meeting	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 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 recommend that the City Council approve the 2024 Marina fees as set by the Harbor Commission during its September 12, 2023 meeting, subject to review by the City Attorney's Office
Subject	3.5. Authorization to Execute Lease Amendment No. 2 to the General Services Administration (GSA) Lease - Airport
Meeting	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 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 approve and recommend to the City Council that the Mayor of Burlington, Miro Weinberger, be authorized to execute Amendment No. 2 to the Lease Agreement with the U.S. General Services Administration, subject to the final review and approval by the Office of the City Attorney
Subject	3.6. Execute a Contract Amendment with Engineers Construction, Inc. (ECI) for the Design-Build services for the Flynn Avenue Sewage Forcemain Rehabilitation - DPW/Water Resources
Meeting	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	3. Consent Agenda
Department	Public Works Department - Water Resources
Type	Action (Consent)
Recommended Action	to approve and recommend that the City Council retroactively authorize and ratify the Director of Public Works' execution of a contract amendment with Engineer's Construction, Inc. for the Design-Build services for the Flynn Avenue Sewage Forcemain Rehabilitation increasing the maximum limiting amount of the Agreement by \$4,213 for a total authorized expenditure not to exceed \$192,525, subject to the review and approval of the City Attorney's Office
Subject	3.7. Old North End Greenway Construction Grant Project Commitments Form - DPW
Meeting	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	3. Consent Agenda
Department	Public Works Department
Type	Action (Consent)
Recommended Action	to approve and recommend that the City Council authorize the Director of Public Works to execute the Project Commitments Form from the Vermont Agency of Transportation for the Old North End Greenway construction, obligating the City to commit a local match of \$166,000 of the total project budget of \$241,000 in furtherance of accepting a reimbursable grant amount up to \$75,000, subject to approval by the City Attorney's Office

Subject	3.8. National Endowment for the Humanities Challenge Infrastructure and Capacity Building Grant - Library
Meeting	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	3. Consent Agenda
Department	Fletcher Free Library
Type	Action (Consent)
Recommended Action	1. To approve and recommend the City Council authorize for the Director of the Fletcher Free Library to execute the Award Agreement with NEH, to accept a grant amount of \$245,425.00.00, with project costs to be paid upfront by the City of Burlington and then reimbursed by NEH, including a local match of \$736,275.00 in City Capital funds, for a total project budget of \$981,700.00; subject to final review and approval by the City Attorney's Office and Chief Administrative Officer. 2. Move to approve and recommend that the City Council accept the recommendation of the City's Capital Committee to approve the creation of the Fletcher Free Library project budget for Fiscal Year 2024, for use of Capital Funds as described in the affiliated memorandum and related attachments, subject to the review and approval of the Chief Administrative Officer.

4. FY25 Budget Presentation - CAO

Subject	4.1. FY25 Budget Presentation - CAO
Meeting	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. FY25 Budget Presentation - CAO
Department	Clerk/Treasurer's Office
Type	Information Presentation

5. FY23 Fiscal Health Report - CAO

Subject	5.1. FY23 Fiscal Health Report - CAO
Meeting	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	5. FY23 Fiscal Health Report - CAO
Department	Clerk/Treasurer's Office
Type	Action Information Report

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

6. For Approval and Recommendation to the City Council

Subject	6.1. Reclassification of two (2) Clerk Treasurer's positions and not filling of one (1) position - CT/HR
Meeting	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	6. For Approval and Recommendation to the City Council
Department	Clerk/Treasurer's Office
Type	Action
Recommended Action	To approve and recommend approval to the City Council for the: Modification, retitle, and reclassification of the Director of Financial Operations, a regular service, fulltime, exempt, non-union position with a market factor range of \$118,055.69 to \$165,325.93 to Director of Finance, a regular service, full-time, exempt, non-union position with a market factor range of \$127,900 to \$191,900. Modification, retitle, and reclassification of the Banking & Cash Operations Manager, a regular service, full-time, exempt, non-union Grade 21 to Assistant Director of Finance, a regular service, full-time, exempt, non-union Grade 23.
Subject	6.2. Authorization to Execute the Design Contract for the Queen City Park Road (QCPR) Sidepath - DPW
Meeting	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	6. For Approval and Recommendation to the City Council
Department	Public Works Department
Type	Action
Recommended Action	1. To approve and recommend that the City Council authorize the Director of Public Works to execute a contract with Hoyle Tanner & Associate Inc. in an amount not to exceed \$214,245, and further authorize the Director of Public Works to execute any necessary future amendments using up to \$21,000 (10%) in available contingency funds, for a total authorized amount of \$235,245, for the development of the design of the QCPR Sidepath project, subject to the review and approval of the City Attorney's Office. 2. To approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to affect all necessary budget amendments and transfers of funds from the sources identified in the attached budget amendment form to amend the project budget to total \$1,035,000 for the Queen City Park Road Sidepath Project.
Subject	6.3. Allocation Of Bond Proceeds For Public Improvements - Rock Point Bridge Project - CT
Meeting	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	6. For Approval and Recommendation to the City Council
Department	Clerk/Treasurer's Office
Type	Action Resolution
Recommended Action	to recommend that the City Council approve the attached resolution

Subject	6.4. Rock Point Bridge - Authorization to Award Construction Contract and Proposed Budget Amendment - DPW
Meeting	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	6. For Approval and Recommendation to the City Council
Department	Public Works Department
Type	Action
Recommended Action	1. To approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to affect all necessary budget amendments and transfers of funds to amend the project budget to total \$1,219,128.51 as detailed in Attachment B for the Rock Point Bridge Replacement Project. 2. To approve and recommend that the City Council authorize the Director of Parks, Recreation and Waterfront (BPRW), or their designee, to execute a construction contract with Desroches Construction Services in an amount not to exceed 984,131.00, and to further authorize the use of an additional \$98,413.00 in contingency funds (10%), for a total authorized expenditure in the amount of \$1,082,544.00.

Subject	6.5. 195-201 Flynn Avenue 2019 Third MOU Extension - DPW
Meeting	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	6. 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 one-year, term-only, no cost extension of the Second 2019 Chittenden Solid Waste District – City of Burlington Memorandum of Understanding through September 30, 2024, and authorize the Mayor to execute said agreement subject to the review and approval of the City Attorney’s Office

7. Communication Regarding 195-201 Flynn Avenue Real Estate Purchase or Lease Options (verbal) **expected executive session**

Subject	7.1. Communication Regarding 195-201 Flynn Avenue Real Estate Purchase or Lease Options (verbal) **expected executive session**
Meeting	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	7. Communication Regarding 195-201 Flynn Avenue Real Estate Purchase or Lease Options (verbal) **expected executive session**
Department	Public Works Department
Type	Action Procedural

Recommended Action	move to enter executive session pursuant to 1 VSA 313(a)(2) to discuss the negotiating or securing of real estate purchase or lease options regarding the parcels located at 195-201 Flynn Avenue currently owned by CSWD
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8. Adjournment

Subject	8.1. Motion to adjourn
Meeting	September 18, 2023 - Board of Finance Meeting - Monday, September 18, 2023, 5:00 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	8. Adjournment
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adjourn

**BURLINGTON BOARD OF FINANCE
BUSHOR CONF. ROOM, FIRST FLOOR, CITY HALL *OR*
REMOTE MEETING WITH CALL-IN NUMBER
BURLINGTON, VERMONT
MINUTES OF MEETING
DRAFT
September 5, 2023**

MEMBERS PRESENT:	Ali Dieng (via Zoom) Joe Magee (via Zoom) Mark Barlow Miro Weinberger
OTHERS PRESENT:	Jordan Redell Kyle Clauss Cindi Wight Max Madalinski Kim Bleakley Chapin Spencer Laura Wheelock

1.0 CALL TO ORDER and AGENDA

1.1 Motion to amend/adopt the agenda

Mayor Weinberger called the Board of Finance meeting to order at 5:03 PM.

MOTION by Councilor Barlow, SECOND by Councilor Magee, to adopt the agenda.

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

2.0 PUBLIC FORUM

2.1 Verbal Comments

Sharon Bushor thanked Councilors for the agenda item that offers \$15,000 in Council Initiative Funds for the Community Health Center to conduct a study for parking, given that some of the parking options in the Old North End are being eliminated. She also expressed appreciation for the Mayor's prioritization of housing in his housing agenda. She suggested that more work could be done to try and make new housing units more affordable (such as with a higher inclusionary zoning percentage threshold). She requested that the administration looks at how to balance the needs of the business community with the need for housing in the City.

3.0 CONSENT AGENDA

3.1. August 7, 2023 Board of Finance Minutes, Draft - approve the minutes.

3.2 Calendar Year 2023 Crack-Sealing Program – Authorization to Award Construction Contract – DPW – approve and authorize the Director of Public Works to execute a contract with Sealcoating, Inc.—doing business as “indus”—for Calendar Year 2023 Crack-Sealing for a resulting contract of up to \$83,954.00 with an additional \$9,200.80 (~9.8%) in contingency, totaling \$93,154.80; provided this authorization is contingent on the contract and any amendment thereto having the prior approval of the City Attorney and Chief Administrative Officer.

3.3 Approval of Final Development Budget for the Elmwood Emergency Shelter Community – CEDO – approve and retroactively authorize the Director of the Community and Economic Development Office to accept and execute all pertinent documents for the following grant funds for the completion of the Elmwood Emergency Shelter Community: 1. Additional grant funds in the amount of \$4,620 from VLITE; 2. Grant funds in the amount of \$9,900 from the Vermont Community Foundation; 3. Reimbursement funds in the amount of \$81,278 from the Petroleum Cleanup Fund.

3.4 Security Camera Wiring and Installation – BPRW – approve and recommend that the City Council authorize the execution of a contract with The Royal Group, Inc., for a price not to exceed \$86,243.71 to complete the installation of security cameras, and to authorize Cindi Wight, Director of Parks, Recreation, and Waterfront, to execute the contract and any related documents needed to carry out the project, subject to review by the City Attorney’s Office.

3.5. Municipal Energy Resilience Program Mini-Grant – BED - move to approve and authorize the BED General Manager or their designee, subject to final review and approval by the City Attorney’s Office, to accept and execute grant agreements for the State of Vermont Municipal Energy Resilience Program (MERP) Mini-Grant (Grant #:01155_A172_5401_C_DEPARTMENT_M) in the amount of \$4,000 to fund translation into multiple languages of materials promoting BED’s Energy Assistance Program.

MOTION by Councilor Magee, SECOND by Councilor Barlow, to adopt the consent agenda and take the actions indicated for items 3.1-3.5.

VOTING: unanimous; motion carries.

4.0 FOR APPROVAL AND RECOMMENDATION TO THE CITY COUNCIL

4.1 Update on Initial Receipt and Obligation of Nationwide Settlement Opioid Money – CAO and Mayor

Mayor Weinberger said that this settlement money will flow to the City for around 20 years, and will be used for specific initiatives to address the opioid crisis. He said that additionally, \$75,000 of the funding will be committed to support the Vermonters for Criminal Justice Reform (VCJR) program. He noted that funding for VCJR is needed and that there has been a dearth of funding at the State level at this juncture.

Councilor Barlow asked whether this funding could be used for crises related to other drugs (such as methamphetamine). Mayor Weinberger replied that the funding requirements are relatively flexible, and noted that many drug users co-use opioids and other drugs such as methamphetamines. He said that he would like to explore further other related uses for the funding.

MOTION by Councilor Magee, SECOND by Councilor Barlow to 1. Agree and recommend to the City Council that it authorize and approve moving all opioid settlement agreement money received to date and all forthcoming into assigned fund balance labeled ‘Opioid Money’ to be spent only as directed by such agreements, and to further authorize the Chief Administrative Officer or designee to affect all necessary budget amendments and transfers of funds to complete such allocation; and 2. Agree and recommend to the City Council that it authorize and approve earmarking and expenditure of \$75,000 of opioid settlement agreement money to support VCJR, and further authorize the Chief Administrative Officer or designee to execute an agreement and all other necessary documents to memorialize such expenditure, subject to any necessary review by the City Attorney’s Office.

DISCUSSION:

- **Councilor Magee expressed appreciation that the City is stepping up and providing support for VCJR. He asked whether a full Council update on the areas in which the City is looking to invest when this funding starts flowing. Mayor Weinberger replied that he will continue to update the Council once the funds start flowing to the City.**

VOTING: unanimous; motion carries.

4.2 Champlain St. Park Renovations Construction, Contractor Contract – BPRW

Associate Project Manager Madalinski began by noting that this project is for the Champlain Street Park, and the scope is largely driven by input from the community on how they would like to see this green space put to use. He said that the contractor would clean up brush, replace the fence, add lighting, and enlarge the playground space. He provided more detail on the site plan design. He noted that the City put this work out to bid and received a number of competitive bids for the work. He said that they are proposing to move forward with the lowest-cost bidder, which would also provide the best playground options.

Councilor Barlow asked for clarification on the funding and whether Penny for Parks funding from previous years was allocated for this project. Director Wight replied that about \$39,000 of Penny for Parks funding hasn't been allocated yet, and that they would propose using a portion of that for this project.

MOTION by Councilor Barlow, SECOND by Councilor Magee, to 1. Approve and recommend that the City Council approve and authorize the execution of a contract with Waterman Siteworks, LLC, for a price not to exceed \$163,844.00 for the Champlain Street Park Renovations Construction project, plus a project contingency of \$19,887.50, for a total authorized expenditure in the amount of \$183,731.75, 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 review by the City Attorney's Office; and 2. To approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to affect the necessary budget amendment and transfer of \$10,000.00 in funds from the Penny for Parks unallocated restricted fund balance to the Champlain St. Park Renovations Project as outlined on the Budget Amendment Request Form.

VOTING: unanimous; motion carries.

4.3 Lakeview Cemetery Exterior Restoration – BPRW

Facilities Manager Bleakley noted that there is a historic home at the Lakeview Cemetery that is currently being used as a City employee office, meeting area for the public, and that it acts as a secondary building to the adjacent chapel. She said that the building is used frequently and has had deferred maintenance on it. She said that the City is proposing to conduct restoration to the outside of the building to ensure that it is structurally sound and safe. She noted that the design work had been started several years prior.

MOTION by Councilor Barlow, SECOND by Councilor Dieng, to approve and recommend that the City Council authorize the execution of a contract with Farrington Construction Company, for a price not to exceed \$238,976.00, to complete exterior restoration at Lakeview Cemetery, plus a project contingency of \$35,846.00 (total request including contingency not to exceed \$274,882.00), and to authorize Cindi Wight, Director of Parks, Recreation & Waterfront, to execute the contract and any related documents needed to carry out the project, subject to review by the City Attorney's Office.

VOTING: unanimous; motion carries.

4.4 North Winooski Avenue Project and Community Health Centers Parking – DPW

Director Spencer noted that the City has been coordinating with the State on a repaving plan, which includes a section of North Winooski Avenue that was repaved this year. He noted that the City has been working with the community on the implementation of the Winooski Avenue Corridor Study in 2018-2020 as well as the Parking Demand Management Plan for North Winooski Avenue, which seeks to achieve the City's multi-modal transit goals while limiting the impacts on parking on the Avenue. He noted a number of strategies put into place to minimize the impact of a recently-installed two-block section of bicycle lanes on part of the Avenue, including a grant program for businesses along the corridor, working with businesses to open up private off-street parking for public parking, reduction of parking fines for time-limited violations, and working with the Community Health Centers of Burlington (CHCB) to explore more off-street parking options. He noted that CHCB has spent around \$13,000 with a design firm to determine whether off-street parking in adjacent parcels would be viable options for them, and noted that CHCB has asked the City to fund the next phase of this study and design work. He noted that this request was endorsed by the Transportation, Energy, and Utilities Committee (TEUC). He noted that the City and CHCB have looked at whether there are other federal or state funding sources for this project, but that they are acting in good faith with CHCB to request this use of Council Initiative Funding.

MOTION by Councilor Dieng, SECOND by Councilor Magee, to recommend the City Council approve the use of \$15,000 of Councilor Initiative Funds for the Community Health Centers to conduct additional geotechnical study and design work for off-street parking adjacent to their facility and authorize the Director of Public Works to execute an agreement with Community Health Centers to facilitate transfer and terms of acceptance of such funds, subject to review by the City Attorney's Office.

DISCUSSION:

- **Councilor Barlow thanked Director Spencer for DPW's continued work to find off-street parking for CHCB.**

VOTING: unanimous; motion carries.

4.5 Acceptance of VTrans Town Highway Class 2 Roadway Program Grant #P02156 for North Avenue Road Surfacing – DPW

Director Spencer said that this is for a contract to surface a section of North Avenue that is in poor shape.

MOTION by Councilor Barlow, SECOND by Councilor Magee, to approve and recommend that the City Council authorize the Director of Public Works to accept and execute the Town Highway Class 2 Roadway Program Grant #P02156 from the Vermont Agency of Transportation, in an amount up to \$200,000, for the mill and fill of asphalt on North Avenue between Plattsburg Avenue and Staniford Road, where such acceptance includes commitment of local matching funds which equal 20% of the grant award, with such execution of grant documents being subject to the prior review of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.6 Budget Amendment for 79 Pine Street Salex Tax Reallocation Funds for the BTC Public Improvements Project – DPW

Senior Engineer Wheelock noted that this is a sales tax reallocation as an opportunity to invest in large public improvements projects. She said that this amendment would allow for expenditure and receipt of these funds. She noted that this item is for the public improvements projects being conducted by the CityPlace Partners.

MOTION by Councilor Magee, SECOND by Councilor Dieng, to approve and recommend that the City Council authorize the use of \$480,052 in 79 Pine St Sales Tax Reallocation funds towards the BTC Public Improvements Project Budget - Great Streets Bank

and Cherry Street Project Budget and authorize the Chief Administrative Officer or designee to effectuate all necessary budget amendments and transfers of funds in substantial conformance with Attachment 1 in furtherance of securing this reimbursable state funding.

VOTING: unanimous; motion carries.

4.7 Acceptance of Grant Agreement (CA0811) for the Congressionally Directed Spending Church Street Side Street – Cherry Street associated with the BTC Public Improvement Project – DPW

Councilor Barlow asked whether sidewalk reconstruction is in scope for this project. Senior Engineer Wheelock said that there is one block of on Cherry Street that isn't eligible for Waterfront TIF for local funds, and that the City has needed to find that \$600,000 elsewhere. She said that they are using General Obligation Bond funding that was going to be used to replace sidewalks to pay for this portion of the project (which includes sidewalks and other streetscaping).

Councilor Magee asked how this is being paid for, given that it is a tight budget year. Senior Engineer Wheelock replied that for the grant funding, it is reimbursable once the City incurs the expense, and that the turnaround time between expenditure and reimbursement is around 3 months.

MOTION by Councilor Dieng, SECOND by Councilor Barlow, to 1. Approve and recommend that the City Council authorize the Director of Public Works to execute the Cooperative Agreement from the Vermont Agency of Transportation to accept a grant amount of \$12,000,000 for construction of the Church Street Side Street (Cherry) Project, with project costs to be paid upfront by the City of Burlington and then reimbursed by the Vermont Agency of Transportation, with a local match of \$3,000,000 in City funds (20%), for a total project budget of \$15,000,000, subject to approval by the City Attorney's Office; 2. To approve and recommend that the City Council approve the necessary amendments to the BTC Public Improvements Project Budget – Great Streets Bank and Cherry Street Project Budget by adjusting the accounts as described in the affiliated memorandum and attachments and further authorize the Chief Administrative or designee to effect all necessary transfer of funds in furtherance of such amendments; and 3. To approve and recommend that the City Council approve and authorize the use of the VTrans At-the-Ready process for Professional Design Consultant Procurement.

VOTING: unanimous; motion carries.

4.8 Authorization to Amend Project Budget and Execute the Construction Contract for East Avenue Traffic Calming – DPW

Senior Engineer Wheelock said that this is to install two raised intersections as part of traffic calming.

MOTION by Councilor Magee, SECOND by Councilor Dieng, to 1. Approve and recommend that the City Council authorize the Chief Administrative Officer, or her designee, to affect all necessary budget amendments and transfers of funds from Transportation Capital as needed to create the Traffic Calming project budget in the amount of \$396,320.10 in accordance with the attached Budget Amendment (Attachment 1) for the East Avenue Traffic Calming Project; and 2. To approve and recommend that the City Council authorize the Director of Public Works to execute a contract with S.D. Ireland Brothers Corp. in an amount up to \$360,291.00, and any necessary future change orders using up to \$36,029.10 (10%) in available contingency funds, for a total authorized amount of \$396,320.10, for the construction of the East Avenue Traffic Calming project, subject to the review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

5.0 ADJOURNMENT

5.1 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 6:00 PM.

RScty: AACoonradt



BURLINGTON INTERNATIONAL AIRPORT

TO: City of Burlington, Board of Finance

FROM: Nic Longo, Director of Aviation

DATE: 09/18/2023

SUBJECT: Airport Equipment purchase over \$50,000: Ford F-550 Chassis, Cab, and Body

Request:

The Patrick Leahy Burlington International Airport seeks approval for the purchase of a Ford F-550 in the amount of \$55,152.90.

Executive Summary:

Background:

The Airport currently operates both 2011 and 2003 Tier 3 diesel trucks. The current EPA emissions standard is Tier 4. With this trade-in and purchase, the Airport will receive a new model vehicle meeting current emission regulations, thereby reducing emissions. Furthermore, the 2003 vehicle being traded in is planned to be replaced by an electric vehicle in the near future. The truck to be purchased is a 2023 Ford F-550 cab and chassis with a dump truck body. This truck will be used as a plow and de-ice unit in the winter and for general maintenance duties in the summer.

Sourcing:

Three quotes were obtained for this trade-in and purchase from Nucar Ford of St. Albans, G. Stone Motors, and McGee Ford of Montpelier.

Supplier	New Truck	Trade Credit	Airport Price
G. Stone	\$80,276.00	\$13,000.00	\$67,276.00
McGee	\$74,485.00	No Trade Credit	\$74,485.00
Nucar	\$78,152.90	\$23,000.00	\$55,152.90

Motions:

The Airport respectfully requests the following motions:

Board of Finance

1. "To approve and recommend that the City Council approve and authorize the purchase of a 2023 Ford F550 from Nucar Ford of St. Albans in the amount of \$55,152.90."

Thank you for your continued support.

Board of Finance and City Council Submission Checklist

Department: Airport Submitter: H. Dusablon

Title/Subject: Request for Approval for Ford F-550 Vehicle Purchase

	Approval:	Meeting Date:
☒	Board of Finance	9/18/23
☐	City Council	
☐	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	9/1/2023	N. Longo
Mayor's Office informed and approved memo	Yes	9/13/2023	S. Sheehan
Board/Commission, if required	Yes	9/6/2023	
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	9/8/2023	K. Clauss
CAO has reviewed budget, financing, and memo	Yes	9/13/2023	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	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.



To: Board of Finance
City Council

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

Date: September 18, 2023

Re: Approval of Marina Slip and Mooring Fees

Executive Summary:

Parks, Recreation & Waterfront is requesting:

- Approval of 2024 Marina slip and mooring fees for the 2024 season.

COST Recovery Goals related to Marinas

Category – Enterprise

Our cost recovery goals for Enterprise range from 100-150%

Enterprise categories have a commercial service or contract, similar to a private operation, including specialized services, and are generally more tourist-focused.

The cost recovery *Enterprise* category requires the least subsidy from the taxpayers because it serves a unique group of users. The activity (motor and sail boating) has a higher price point than other activities, similar to our campground. Our marina enterprise group covers approximately 150% of expenses. It includes indirect costs but not capital expenses, typically covered through bonds or Penny for Parks (small projects). The investment in capital expenses supports an open public facility, including restrooms, public docks, and water testing of beaches with our Harbor Master boat and marina staff.

Background:

Per Appendix D of the Burlington Code of Ordinances, Rules and Regulations of the Burlington Parks and Recreation Department, sec. 2(B)(8), the City Council must approve annually the marina mooring and slip fees.

For Seasonal Boaters, primarily Burlington residents, we applied a 5-6% fee increase to account for our increased expenses for labor and utilities.



We increased at a higher % our transient rates, putting the majority of our revenue increases on our visitors. Based on other marinas that share Burlington Harbor, there was room to elevate these to more market rates while still accounting for our older facility and lack of amenities. Fee increases to transient/overnight slips and moorings will leverage seventy percent of our projected increased revenue. We anticipate that the transient boater increase will net approximately \$50,000 in additional revenue, nearly 100% of that coming from non-residents of Burlington.

In addition, we are adding Peak Transient Boater rates for July and August and increasing the fees for our July 3rd Celebration night to reflect the current marketplace within Burlington Harbor.

The Harbor Commission unanimously approved the fees at their 9/12/23 meeting.

Fees

Description	Current	New Price	% Increase FY24
Daily Transient docking after one hour	\$5.00/hr	\$10.00/hr	100.00%
Overnight Slips	\$2.25/ft.	\$2.75/ft.	22.00%
Overnight Slips Peak Rate		\$3.00/ft	33.00%
Transient moorings after 5:00pm	\$1.25/ft.	\$1.50/ft.	20.00%
Seasonal Boathouse Dock Resident	\$97.00/ft	\$102.00/ft	5.15%
Seasonal Boathouse Dock Non-Resident	\$112.00/ft	\$118.00/ft	5.35%
Seasonal Perkins Pier Dock Resident	\$77.00/ft	\$81.00/ft	5.19%
Seasonal Perkins Pier Dock Non-Resident	\$89.00/ft	\$94.00/ft	5.61%
Seasonal Mooring Rates Resident	\$51.00/ft	\$54.00/ft	5.88%
Seasonal Mooring Rates Non-Resident	\$59.00/ft	\$63.00/ft	6.77%
Boater Waiting List	\$25/year	No Change	
Monthly Slip	\$30/ft	\$32.00/ft	6.60%
Monthly Mooring	\$23/ft	\$25.00/ft	8.60%
Commercial Slip Rates for existing slips	non-resident plus 20%	No change	
Commercial Rate for dedicated areas (Spirit)	2022 - 5% of gross (leased contract)	2023 - 5.25% of gross (leased contract)	
July 3rd Slip (flat rate)	\$200.00	\$250.00	25%
July 3rd Mooring (flat rate)	\$125.00	\$150.00	20%



Motions:

Board of Finance Motion

To approve and recommend that the City Council approve the 2024 Marina fees as set by the Harbor Commission during its September 12, 2023 meeting, subject to review by the City Attorney's Office.

City Council Motion

To approve the 2024 Marina fees as set by the Harbor Commission during its September 12, 2023 meeting, subject to review by the City Attorney's Office.

Board of Finance and City Council Submission ChecklistDepartment: BPRW Submitter: Cindi WightTitle/Subject: 2024 Marina Fees

	Approval:	Meeting Date:
☒	Board of Finance	9/18/2023
☒	City Council	9/18/2023
☒	Concurrent	9/18/2023

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	9/6/2023	Click or tap here to enter text.
Mayor's Office informed and approved memo	Yes	9/13/2023	Click or tap here to enter text.
Board/Commission, if required	Yes	9/12/2023	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A	9/11/2023	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	9/11/2023	Kyle Clauss
CAO has reviewed budget, financing, and memo	Yes	9/14/2023	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?	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.



PATRICK LEAHY BURLINGTON INTERNATIONAL AIRPORT

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

FROM: Nic Longo, Director of Aviation

DATE: September 18, 2023

SUBJECT: Authorization to Execute Lease Amendment No. 2 to the General Services Administration (GSA) Lease

Request:

The Patrick Leahy Burlington International Airport ("Airport" or "BTV") seeks Board of Finance recommendation and City Council approval to execute a second amendment to its lease with the U.S. General Services Administration ("GSA").

Executive Summary:

Background:

The original Lease Amendment No. 2, brought before the Board of Finance and City Council in March 2023, was not signed, as the terms and the preferred location of the office space of that agreement have since changed. After we bid this project out, the cost to renovate an existing office space using GSA specifications was far greater than anticipated. Therefore, it was mutually decided by both parties to pursue an alternative long-term plan.

In this updated Lease Amendment No. 2, the Transportation Security Administration ("TSA") will be moving offices from their current first-floor space in the Airport to an area located within the Consolidated Screening Checkpoint ("CSC"), adjacent to the new TSA screening area. Both BTV and GSA have agreed that the new office and breakroom should be located within this space as opposed to the former Airport Administration office location. While the Airport and GSA design the new site locations, the GSA requested a change in square footage to their existing lease to address the temporary reduction in usable space. Upon completion and acceptance of the new designed space, the Airport will come back to the Board and Council with either a new lease agreement or third amendment, which is still being determined by GSA. As the terms, and preferred location of that agreement have since

The affected area will be temporarily reduced from 2,871 rentable square feet to 2,181 rentable square feet, equating to a temporary reduction in rent during design/construction of the new space from \$159,109.82 to \$120,849.21. Upon completion of the design of the new spaces, the lease will have an increase in total rentable square footage and an increase in associated revenue, which will be brought back to The Board of Finance and City Council as Amendment No. 3.

Motions:

The Airport respectfully request the Board of Finance and City Council adopt the following motions:

Board of Finance

1. "To approve and recommend to the City Council that the Mayor of Burlington, Miro Weinberger, be authorized to execute Amendment No. 2 to the Lease Agreement with the U.S. General Services Administration, subject to the final review and approval by the Office of the City Attorney."

City Council

1. "To approve that the Mayor of Burlington, Miro Weinberger, be authorized to execute Amendment No. 2 to the Lease Agreement with the U.S. General Services Administration, subject to the final review and approval by the Office of the City Attorney."

Thank you for your continued support.

Department: Airport Submitter: H. Dusablon
 Title/Subject: Request for authorization to Execute Lease Amendment No. 2 to the General Services Administration (GSA) Lease

	Approval:	Meeting Date:
☐	Board of Finance	
☐	City Council	
☒	Concurrent	9/18/23

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	8/28/2023	N. Longo
Mayor's Office informed and approved memo	Yes	9/13/2023	S. Sheehan
Board/Commission, if required	Yes	9/6/2023	
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	9/8/2023	K. Clauss
CAO has reviewed budget, financing, and memo	Yes	9/13/2023	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	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.



MEMORANDUM

TO: Board of Finance and City Council

FROM: Ashley Walenty, DPW - Water Resources

DATE: September 18, 2023

CC: Chapin Spencer, DPW Director
Megan Moir, Division Director Water Resources

RE: Execute a Contract Amendment with Engineers Construction, Inc. (ECI) for the Design-Build services for the Flynn Avenue Sewage Forcemain Rehabilitation

REQUEST:

The Department of Public Works ("DPW") and its Water Resources Division ("WRD") seeks retroactive approval and authorization, through the attached resolution:

1. To execute a contract amendment with Engineers Construction, Inc. ("ECI") to increase the maximum limiting amount for the design-build services for the Flynn Avenue Sewage Forcemain Rehabilitation by \$4,213 to a total amount of \$192,525.

BACKGROUND:

The Remote Wastewater Infrastructure Improvements Project is a project that is a part of the Clean Water Resiliency Plan (CWRP) which received 92% voter approval for the Bond vote in November 2018.¹ The original Clean Water State Revolving Fund (CWSRF) project loan (for \$1,663,802) for the pump station improvements at Flynn Avenue and Fletcher Place was authorized by the Board of Finance and City Council in October 2020². The Fletcher Pump Station and Flynn Avenue Pump Station projects were substantially completed in 2021, with a full upgrade to all pumping systems including mechanical and electrical equipment and the addition of a generator at Flynn and a storage tank at Fletcher, in case of power failure. The forcemain serving the Fletcher Pump Station was also successfully replaced. Flynn's forcemain was also set for renewal via cured in place pipe methods, but site conditions have resulted in a series of challenges detailed below.

Flynn Avenue Force Main Renewal

Part of the Flynn Avenue Pump Station system project also involved rehabilitating the force main, which is the pipe that carries the pumped sewage up to the gravity main sewer system so that the sewage can flow to a wastewater treatment plant. This pipe has broken multiple times throughout the 40+ years the pipe has been in service, including most recently the when the pipe broke in two separate locations in 2020. Due to its location in a separate storm sewer area and proximity to the Lake breaks to this line can easily result in discharges of untreated sewage to the Lake.

¹ More information on the CWRP can be found here: <https://www.burlingtonvt.gov/dpw/water/cwrp/>

² <http://go.boarddocs.com/vt/burlingtonvt/Board.nsf/goto?open&id=BTYPM264DB24>

³ <https://go.boarddocs.com/vt/burlingtonvt/Board.nsf/goto?open&id=BDCL3A548C23>

The original design rehabilitation for the Flynn Avenue sewage forcemain was to utilize a cured-in-place pipe ("CIPP") lining technique to rehabilitate the existing forcemain in place.

Change in Construction Method

However, during the pre-construction video inspection it was determined that the angle of the pipe bends in the forcemain were too significant to allow for relining. Additionally, utility and railroad conflicts were such that these bends could not be easily resolved through excavation. The City met with Vermont Rail System ("VRS") and Vermont Agency of Transportation ("VAOT") to discuss the preferred construction alternatives for the rehabilitation of the sewage forcemain and it was determined that the best alternative would be to install the new forcemain via a different trenchless installation method (jack and bore) in a different alignment to the original forcemain to remove the conflicting utility interferences.

The original construction contractor, S.D. Ireland (SDI), indicated that they did not have the means or methods to perform the trenchless work, so the City executed a construction change order to remove the sewage forcemain rehabilitation work on Flynn Avenue from their construction contract. The City then initiated the procurement of a new contractor to perform the required trenchless work.

A Request for Proposals ("RFP") for the new work was drafted and approved by the Attorney's Office, and posted on the City RFP website. The City received only one proposal, from ECI, in the amount of \$163,750. While the proposal estimate that was received from ECI is slightly higher than the bid amount associated with the forcemain rehabilitation from the Flynn Ave pump station project, the ECI proposal also encompassed additional design work for the different type of rehabilitation. In June 2022, WRD obtained Board of Finance and City Council authorization for a loan amendment to increase the amount to \$1,852,099 and authorization for a contract with ECI for a base amount of \$163,750 plus 15% contingency (\$24,562) for a total of \$188,312.

Addressing Additional Construction Challenges

Fast forward to 2023, when the Champlain Parkway identified the presence of ledge (solid bedrock) in the vicinity of the forcemain work. This quickly necessitated an amendment (amendment #1, using contingency) to fund additional probing activities to fully characterize the extent of the ledge.

Unfortunately, during the construction of the forcemain work under the railroad tracks, additional site conditions required a significant change in the scope of work, from jack and bore to horizontal directional drilling (HDD) which also required additional design documents and submission to VRS and VAOT to approve the different method of trenchless work. The VRS and VAOT approvals were secured with a very narrow window of time prior to the Champlain Parkway work on Flynn Avenue. Given the narrow construction window and given that a City-initiated Champlain Parkway delay such as this would likely result in sizeable financial damages from the Champlain Parkway contractor, the DPW Director authorized ECI to complete the force main work.

As is sometimes the case with these type of projects, with the lag in invoicing, it was not clear at the time whether or not this change in scope might still be within the amended contract amount (due to certain items being under expended), and thus it was decided to postpone the request for a contract amendment until the invoicing was complete. Following the completion of the work, the final invoice resulted in an overall total \$4,213 higher than the contract amount including the contingency amount approved by Board of Finance and City Council in June 2022.

PROJECT COST AND LOAN SUMMARY:

The State approved the cost for the redesign and construction of the Flynn Avenue sewage forcemain rehabilitation by the use of an approved small purchase procedure under an amendment to the existing CWSRF loan, RF1-248 – Flynn/Fletcher Pump Station Rehabilitation.

The following summary table outlines the current costs that comprise the total CWSRF Step III Loan amount including the updated small purchase amounts for both small purchases associated with this loan. Step III Construction Loans roll up all of the costs incurred on a project, including previous Step I (Planning) or Step II (Final Design) loans.

The amended loan amount of \$1,852,099 will still cover the overage incurred by ECI's small purchase contract since as the final invoiced costs for the original Step III contract with S.D. Ireland was less than the contracted amount.

Flynn and Fletcher Pump Station Improvements (*Revised costs shown in italics*)

Item	Estimated Costs	Funding
Preconstruction eligible costs which include consulting engineers and staff engineers	\$163,187	Self-Funded Amount NTE: \$17,697 Original Step III Loan Authorization NTE: \$1,663,802 Amended Step III Loan Authorization NTE: \$1,852,099
Step III: DPW Staff Engineering NTE	\$43,000	
Step III: Hoyle Tanner and Associates Construction Engineering	\$160,786	
Hoyle, Tanner & Associates ESA Amendment #1 (Self-Funded)	\$17,697	
Hoyle, Tanner & Associates ESA Amendment #2	\$34,985	
Step III: Final Construction Invoiced Amount (SDI's Contract)	\$1,140,755.77	
Step III: Small Purchase #1 – Trailer Mounted Bypass Pump	\$62,701	
Step III: Small Purchase #2 – Flynn FM Trenchless Rehab – Final Invoiced Amount	\$192,525	
Loan Principal Forgiveness:	-\$85,532	
TOTAL LOAN NTE:	\$1,712,408	

FUNDING

There is no change to the Loan amount. The debt service for the \$1,852,099 loan (repayable over 20 years at 2%) was already included as part of the FY2024 budget and proposed Wastewater rate.

ATTACHMENTS:

- A. Attachment A: ECI Proposal
- B. Attachment B: Executed ECI Contract Amendment No. 1 – Ledge Probing Work

MOTIONS:

The DPW Water Resources Division respectfully requests that the Board of Finance and City Council approve the following motions:

Board of Finance Actions:

1. "To approve and recommend that the City Council retroactively authorize and ratify the Director of Public Works' execution of a contract amendment with Engineer's Construction, Inc. for the Design-Build services for the Flynn Avenue Sewage Forcemain Rehabilitation increasing the maximum limiting amount of the Agreement by \$4,213 for a total authorized expenditure not to exceed \$192,525, subject to the review and approval of the City Attorney's Office."

City Council Actions:

1. "To approve and retroactively authorize and ratify the Director of Public Works' execution of a contract amendment with Engineer's Construction, Inc. for the Design-Build services for the Flynn Avenue Sewage Forcemain Rehabilitation increasing the maximum limiting amount of the agreement by \$4,213 for a total authorized expenditure not to exceed \$192,525, subject to the review and approval of the City Attorney's Office."

Thank you for your consideration of this request.



ENGINEERS CONSTRUCTION, INC.

Burlington Department of Public Works
53 Lavalley Lane
Burlington, VT 05401

May 3, 2022

Attention: Ashley Walenty, P.E.
Water Resources Engineer

RE: RFP for Design Build Trenchless Rehabilitation of Flynn Avenue Sewage Forcemain

Dear Ashley,

Please allow this documentation to serve as bid package for the Design Build Trenchless Rehabilitation of Flynn Avenue Sewage Forcemain RFP.

Note that the proposal is based on soil ground conditions (no rock) and also excludes by-pass pumping. Both of those items may be addressed as a change order if necessary.

If awarded ECI key field staff members will be Tom Loyer (project manager) and Mike Wright (ECI Trenchless Superintendent). Ben Heath, P.E. will be the lead for the Design Phase of the work.

Recent references:

Green Mountain Power
Cory Sullivan
Distribution Designer
Office: 802.655.8715
Cell: 802.825.0684

Cory.Sullivan@greenmountainpower.com

Install of power distribution system under VRS tracks at Shelburne Museum Solar Field Project

Kris Carter,
Green Mountain Power
Office: 802-770-3441

Kristina.Carter@greenmountainpower.com

Install of power distribution system under VRS tracks in Clarendon, VT

Additional references available upon request



ENGINEERS CONSTRUCTION, INC.

Proposed schedule is as follows:

Design work, and related tasks, survey, meetings, etc.... to be completed within 45 days after notice to proceed (barring delays that are out of ECI control).

Construction of final design is anticipated to be 10 to 20 days and will start as early as possible after BPW secures necessary agreements between Vermont Railway Systems (VRS) and Vermont Agency of Transportation (VTRANS). This proposal assumes BPW will secure agreements no later than October 1, 2022 to assure a November 30, 2022 completion.

Attached documents include:

- Bid Form
- Signed Livable Wage Ordinance
- Signed Outsourcing Ordinance
- Signed Union Deterrence Ordinance

Please let me know if any questions or additional needs.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tom Loyer", with a long, sweeping underline.

Tom Loyer
Vice President

BID FORM - DESIGN-BUILD TRENCHLESS REHABILITATION FLYNN AVENUE SEWAGE FORCEMAINContractor: ENGINEERS CONSTRUCTION INC. Address: PO BOX 2187, SOUTH BURLINGTON, VT 05407Contact: THOMAS LOYER Telephone/Email: 802-598-5791/TOM@ECIVT.COM

Subcontractor(s), if applicable: _____

BID ITEM	DESCRIPTION	EST. QTY	UNIT	COST PER UNIT	SUBTOTAL
1	Design Phase	1	LS	\$ 30,500.00	\$30,500.00
2	Mobilization/ Demobilization	1	LS	\$ 5,000.00	\$5,000.00
3	6" Dia. Forcemain Installation	1	LS	\$128,250.00	\$128,250.00

TOTAL BID (SUM OF ITEMS 1 THROUGH 3): \$163,750.00 *AS QUALIFIED

1. BIDDER hereby agrees to commence WORK under this contract on the date of issuance of the NOTICE TO PROCEED and to fully complete the PROJECT by November 30, 2022. BIDDER further agrees to pay as liquidated damages, the sum of \$ 200 for each consecutive calendar day thereafter as provided in Section 4 of the General Conditions if project delays are caused by the BIDDER. We anticipate the NOTICE TO PROCEED will be issued by June 30th, 2022.

A Performance Bond and a Payment Bond, each for 100% of the Bid value, will be submitted at the time of Contract award. Irrevocable Letters of Credit for 100% of the Bid value may be substituted by the Contractor for each of the Bonds. The Payment Bond (or Irrevocable Letter of Credit) will not be released until satisfactory evidence has been provided to the City that all outstanding debts, liens, and judgments incurred by the Contractor for the performance of subcontractors, or supplies and materials incorporated into the Work have been paid. The Performance Bond (or Irrevocable Letter of Credit) will be held in force for one year after the Substantial Completion and will serve as warranty of the Contract. The Irrevocable Letter of Credit for Performance (if used in place of a Performance Bond) may not be reduced or released prior to completion of the one year warranty period unless authorized by the City and approved by the Lending Authority.

BIDDER acknowledges receipt of the following ADDENDUM:

By signing this bid sheet, the Contractor agrees to abide by all specifications and conditions in these Contract Documents.



Signature THOMAS LOYER

VICE PRESIDENT

Title

MAY 3, 2022

Date

Certification of Compliance with the City of Burlington's Livable Wage Ordinance
Engineers

I, THOMAS LOYER, on behalf of Construction ("the Contractor") in connection with a contract for Trenchless services that we provide to the City, hereby certify under oath that the Contractor (and any subcontractors under this contract) is and will remain in compliance with the City of Burlington's Livable Wage Ordinance, B.C.O. 21-80 et seq., and that

(1) as a condition of entering into this contract or grant, we confirm that all covered employees as defined by Burlington's Livable Wage Ordinance (including the covered employees of subcontractors) shall be paid a livable wage (as determined, or adjusted, annually by the City of Burlington's chief administrative officer) and provided appropriate time off for the term of the contract;

(2) a notice regarding the applicability of the Livable Wage Ordinance shall be posted in the workplace(s) or other location(s) where covered employees work;

(3) we will provide verification of an employee's compensation, produce payroll or health insurance enrollment records or provide other relevant documentation (including that of any subcontractor), as deemed necessary by the chief administrative officer, within ten (10) business days from receipt of a request by the City;

(4) we will cooperate in any investigation conducted by the City of Burlington's City Attorney's office pursuant to this ordinance; and

(5) we will not retaliate (nor allow any subcontractor to retaliate) against an employee or other person because an employee has exercised rights or the person has cooperated in an investigation conducted pursuant to this ordinance.

Date MAY 3, 2022

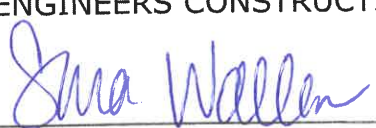
By: Contractor


THOMAS LOYER
VICE PRESIDENT
ENGINEERS CONSTRUCTION INC

Subscribed and sworn to before me:

Date MAY 3, 2022

Notary



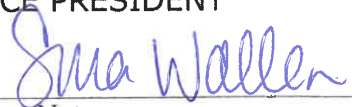
Certification of Compliance with the City of Burlington's Outsourcing Ordinance

I, THOMAS LOYER, on behalf of
ENGINEERS CONSTRUCTION INC (Contractor) and in connection with the
DESIGN-BUILD TRENCHLESS REHABILITATION FLYNN AVENUE SEWAGE FORCEMAIN
_____ [project], hereby certify under oath that (1) Contractor shall comply with the City of
Burlington's Outsourcing Ordinance (Ordinance §§ 21-90 – 21-93); (2) as a condition of entering
into this contract or grant, Contractor confirms that the services provided under the above-
referenced contract will be performed in the United States or Canada.

Dated at WILLISTON, Vermont this 3 day of MAY, 2022

By: 
Duly Authorized Agent **THOMAS LOYER**
VICE PRESIDENT

Subscribed and sworn to before me: _____


Notary **SARA WALLEN**
EXP 1/31/23
157.0001748

Certification of Compliance with the City of Burlington's
Union Deterrence Ordinance

I, THOMAS LOYER, on behalf of ENGINEERS CONSTRUCTION INC.
(Contractor) and in connection with D/B TRENCHLESS REB FLYNN AVE (City
contract/project/grant), hereby certify under oath that ENGINEERS CONSTRUCTION INC.
(Contractor) has not advised the conduct of any illegal activity, and it does not currently, nor will
it over the life of the contract advertise or provide union deterrence services in violation of the
City's union deterrence ordinance.

Dated at WILLISTON, Vermont this 3 day of MAY, 2022

By: 

Duly Authorized Agent THOMAS LOYER
VICE PRESIDENT

**FIRST AMENDMENT TO THE AGREEMENT BETWEEN ENGINEERS
CONSTRUCITON, INC. (“ECI”) AND THE CITY OF BURLINGTON REGARDING
THE DESIGN-BUILD TRENCHLESS REHABILITATION OF FLYNN AVENUE
SEWAGE FORCEMAIN**

A first amendment to the Agreement between Engineers Construction, Inc. (“ECI”) and The City of Burlington regarding the Design-Build Trenchless Rehabilitation of Flynn Avenue Sewage Forcemain (the First Amendment”) is made and entered into as of the 4th day of ~~March~~^{April}, 2023, by and between the City of Burlington, a Vermont municipal corporation (“City”), and the Engineers Construction, Inc. (“Contractor”) (collectively, “the parties”).

Background

- A. The parties entered into that certain agreement, dated as of July 6th, 2022 (the “Agreement”) in order to design and construct approximately 490 feet of 6-inch diameter sewage forcemain located on Flynn Avenue utilizing trenchless rehabilitation methods.
- B. The parties desire to enter into this First Amendment in order to:
 - 1) Include ledge probing services along the proposed alignment of the new sewage forcemain; and
 - 2) Extend the term of the contract from November 30th, 2022 to June 1st, 2023.

NOW THEREFORE, in consideration of the Background described above and other good and valuable consideration, IT IS AGREED by and between the City and Engineers Construction, Inc. as follows:

- 1. In Section 2. (Effective Date and Term), paragraph B (Term) the original text shall be revised as follows, with deletions indicated by strikethroughs and additions indicated by underlines:

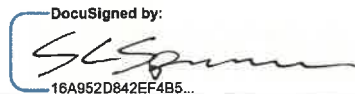
B. Term. This Contract and the Parties’ respective performance shall commence on the Effective Date and expire on ~~November 30, 2022~~ June 1, 2023 or upon satisfaction of the City unless sooner terminated as provided herein.

- 2. Replace Attachment B named Contractor’s Response to Request for Proposals dated May 3, 2022 with the new Attachment B named Contractor’s Response to Request for Proposals with Updated Scope of Work dated March 17, 2023 and will be adopted by reference and made part of this Agreement.

3. Except as specifically amended by the terms of this First Amendment, the Agreement remains in full force and effect. Unless specifically defined in this First Amendment, all terms shall have the meanings contained in the Agreement.

IN WITNESS WHEREOF, this First Amendment is executed as of the day and date first above written.

CITY OF BURLINGTON, VERMONT

By: 
Chapin Spencer, Director of Public Works
Duly Authorized Agent

Engineers Construction, Inc.

By: 
Duly Authorized Agent
Thomas Loyer - Vice President
(Print Name and Position)

Board of Finance and City Council Submission Checklist

Department: Public Works – Water Resources Submitter: Ashley Walenty
 Execute a Contract Amendment with Engineers Construction, Inc. (ECI) for the Design-
 Title/Subject: Build Services for the Flynn Avenue Sewage Forcemain Rehabilitation

	Approval:	Meeting Date:
☐	Board of Finance	
☐	City Council	
☒	Concurrent	9/18/2023

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	9/11/2023	Chapin Spencer
Mayor's Office informed and approved memo	Yes	9/12/2023	Samantha Sheehan
Board/Commission, if required	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	Choose an item.		
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	9/13/2023	Hayley McClenahan
CAO has reviewed budget, financing, and memo	Yes	9/13/2023	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	Yes	Click or tap here to enter text.
Draft Resolution or Motion?	Choose an item.	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	Choose an item.	Click or tap here to enter text.



**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: Julia Ursaki, PE, Public Works Transportation Engineer
Laura Wheelock, PE, Senior Public Works Engineer

DATE: September 18, 2023

CC: Chapin Spencer, Director of Public Works
Norman Baldwin, PE Assistant Director of Public Works/City Engineer
James Sherrard, Stormwater Program Manager

RE: Old North End Greenway Construction Grant Project Commitments Form

Request:

The Department of Public Works ("DPW") is requesting Board of Finance and City Council approve that the City accepts Vermont Agency of Transportation (VTrans) Bicycle & Pedestrian Program Small Scale Grant for Old North End Greenway Construction. The grant amount is \$75,000 to be paid upfront by the City of Burlington and then reimbursed by VTrans, with a local match of \$166,000 in city funds for a total project budget of \$241,000.

The current VTrans process includes sending the Grant Projects Commitments Form as a first notification and commitment of the municipality for match funding of the project. DPW will return for approval of the Cooperative Agreement between the City and VTrans once it has been received.

Background of the Old North End Greenway

This 1.5 mile greenway is built along a series of quiet residential streets through the heart of Burlington's Old North End Neighborhood. This corridor was a key identified community need in Burlington's comprehensive 2017 plan BTV Walk/Bike plan. This corridor acts as a key East-West bikeway across the city – providing a safe and low-stress / low traffic route between numerous destinations across downtown, UVM, and North Ave.

This facility is built as a series of quiet streets where bike lanes, sharrows, and signage clearly illustrate the intended city scale connectivity. The low traffic speeds are encouraged through a series of (currently temporary) curb extensions through the corridor, narrowing roadway widths and diverting automotive through traffic to nearby collector roadways. This project will replace all current temporary facilities with permanent ones. Funding will replace planters, bollards, and paint with physical curb extensions and rain gardens/bioretention systems. There will be no change in

on-street parking along the corridor from the current conditions.

Planning, engineering design, and quick build installation have already been completed for the Old North End Greenway. This shovel-ready project was awarded funding from the VTrans Bicycle and Pedestrian Program Small Scale Grant, which comes from state funding only (no federal dollars), allowing the project to advance quickly to construction and avoiding costly and time-consuming federal permitting and processes. Design and contract documents have already been developed, and we anticipate construction of this project within the next two years.

Funding for the Old North End Greenway

The funding for this project comes from VTrans Municipal Assistance Bureau Bicycle and Pedestrian Program Small Scale Grant and the local City funded match coming from Transportation Capital funds, as well as a portion from the Stormwater program to support the construction of two bioretention systems.

- VTrans is providing \$75,000
- Transportation Capital is providing \$157,000
- Stormwater Program is providing \$9,000 to support the construction of two bioretention systems

The total project budget is \$241,000. Transportation Capital has the capacity to fund this project with budgeted funds previously allocated by the Capital Committee and the City Council.

Attachments

1. Grant Project Commitments Form from the Vermont Agency of Transportation

Motions

Actions for Board of Finance:

To approve and recommend that the City Council authorize the Director of Public Works to execute the Project Commitments Form from the Vermont Agency of Transportation for the Old North End Greenway construction, obligating the City to commit a local match of \$166,000 of the total project budget of \$241,000 in furtherance of accepting a reimbursable grant amount up to \$75,000, subject to approval by the City Attorney's Office.

Actions for City Council:

To authorize the Director of Public Works to execute the Project Commitments Form from the Vermont Agency of Transportation for the Old North End Greenway construction, obligating the City to commit a local match of \$166,000 of the total project budget of \$241,000 in furtherance of accepting a reimbursable grant amount up to \$75,000, subject to approval by the City Attorney's Office.

**Vermont Agency of Transportation
Municipal Assistance Bureau
Grant Recipient
Project Commitments Form (PCF) – Small Scale Bike/Ped Program Project**

Grant Recipient (*Grantee*): City of Burlington

Project Name Old North End (ONE) Greenway Construction

Name of Municipal employee in *Responsible Charge* of this project regardless of any additional contracted management services: Julia Ursaki, Public Works Transportation Engineer

By signing at the bottom of this document, the *Grantee* agrees to the following:

1. We acknowledge that we are responsible for providing the local share of the project funding and commit to doing so.
2. We are ready to move forward with this project and will sign the grant agreement within one month of receiving it from the State of Vermont Agency of Transportation (VTrans).
3. Within 2 months of receiving a fully executed grant agreement from VTrans, we will begin the process of designing and seeking any needed permits for the project.
4. The *Grantee* shall keep the project moving with a goal of construction within 18 months of the date below.
5. We will submit reports at least quarterly that detail project progress.
6. We understand that a copy of this PCF will be appended to the grant agreement.

Authorized municipal official (Name and Signature)

Date

Board of Finance and City Council Submission Checklist

Department: Public Works Submitter: Julia Ursaki

Title/Subject: Old North End Greenway Construction Grant Project Commitments Form

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	Click or tap to enter a date.
☒	Concurrent	9/18/2023

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	9/7/2023	Chapin Spencer/Norm Baldwin
Mayor's Office informed and approved memo	Yes	9/13/2023	Samantha Sheehan
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	9/13/2023	Hayley McClenahan
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	9/13/2023	Hayley McClenahan
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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

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Contract Attached, if applicable?	Yes	Click or tap here to enter text.
Additional Materials, if necessary	No	Click or tap here to enter text.
Draft Resolution or Motion?	Yes	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	Yes	Board of Finance



To: City of Burlington, Board of Finance
City of Burlington, City Council
From: Mary Danko, Library Director
Date: August 4, 2023
Re: National Endowment for the Humanities Challenge Infrastructure and Capacity Building Grant

Request:

The Fletcher Free Library (FFL) is requesting City Council approval for the acceptance of the National Endowment for the Humanities (NEH) Challenge Infrastructure and Capacity Building Grant which is a 3:1 match.

The grant amount is \$245,425.00 to be paid upfront by the City of Burlington and then reimbursed by NEH. The local match is \$736,275.00 in City Capital funds, for a total project budget of \$981,700.00. This grant required an approval upon application. This request was approved by Board of Finance and City Council at their 9/12/2022 meetings, and the local match request was reviewed and approved by the Capital Committee on 9/8/2022. See BOF memo in Appendix A.

Background of Project: FFL Restoration & Preservation Project

The Fletcher Free Library (FFL) was founded in 1873 and has proudly inhabited one of the four Carnegie public libraries in Vermont since 1904. Our beautiful Beaux-Arts building was slated for demolition in the 1970s due to a myriad of structural issues. A group of concerned citizens took action to not only restore the original building, but to add the 1981 addition that maintained the individuality and grandeur of the original building that was meticulously designed by famed architect, Walter R.B. Wilcox.

While FFL programs grow and adapt, the physical building limits opportunities. Our next renovation will transform the interior. Upgraded facilities will bring the building up to today's energy efficiency standards, meet modern technological needs, and serve the community into the future – while preserving a Burlington architectural gem.

The Library has worked on a Vision Plan and then a Schematic Design Project for our interior transformation. During the Schematic Design phase a building assessment was completed and several areas in need of restoration and preservation were noted.

Exterior restoration and historic preservation is a critical first step to the larger renovation. The exterior of the building is decaying and in urgent need of attention to preserve a deteriorating historic landmark, protect and restore one of the largest public buildings in our City and move the Library renovation toward the next phase of interior transformation. The historic windows will be repaired and bricks and terra cotta will be repointed, as per recommendations in a 2022 FFL library assessment, to prepare for the larger renovation.

The historic preservation and restoration leverages funding from several sources. Further exterior renovation will be accomplished using congressionally directed spending (CDS) funding that is anticipated to be allocated in the coming months from the National Park Service (NPS) Save America's Treasure Grant Fund.

NEH support comes at a crucial time, and will dovetail with NPS funds and allow for FFL to maximize exterior renovation of the Carnegie Building.

The Restoration & Preservation Project is a continuing project from the Schematic Design SD Phase. Dore + Whittier has been approved to continue this work as per the original SD RFP that stated: Future Design/Administration Phases:

The Fletcher Free Library Building Committee (FFL BC) reserves the right to extend the contract with the awarded architect to include future design phases without advertising or to advertise for Architectural Services as best fits the needs of the Committee. The specific scope and fee of future phases will be determined at that time. Respondents must demonstrate to the satisfaction of the FFL BC their capability to perform this scope of work to be deemed qualified. There may be a year or more between the Schematic Design and Detailed Design phases.

Funding for the FFL Restoration & Preservation Project

The NEH program requires a 3:1 match for projects of this size. Federal funds would contribute \$245,425.00 for the proposed project. The grant does not allow operational budgets as a source of matching funds and requires that local match funds be restricted for the purpose outlined in the grant proposal. As mentioned above, the City's Capital Committee approved the obligation of up to \$737,301 of the March 2022 General Obligation Bond Premiums received in FY23 to serve as the necessary match for this grant request. NEH has revised the necessary local match and it is now \$736,275.

We are seeking City Council approval to create the project budget based on the budget provided in the NEH award letter (see below).

The proposed budget amendment would follow the anticipated project schedule below:

Fiscal Year	City Match (Capital)	NEH Federal Match	Total:
FY24	\$64,125	\$21,375	\$85,500
FY25	\$672,150	\$224,050	\$896,200
Totals:	\$736,275	\$245,425	\$981,700

Motions

Actions for Board of Finance:

1. To approve and recommend the City Council authorize for the Director of the Fletcher Free Library to execute the Award Agreement with NEH, to accept a grant amount of \$245,425.00.00, with project costs to be paid upfront by the City of Burlington and then reimbursed by NEH, including a local match of \$736,275.00 in City Capital funds, for a total project budget of

\$981,700.00; subject to final review and approval by the City Attorney's Office and Chief Administrative Officer.

2. Move to approve and recommend that the City Council accept the recommendation of the City's Capital Committee to approve the creation of the Fletcher Free Library project budget for Fiscal Year 2024, for use of Capital Funds as described in the affiliated memorandum and related attachments, subject to the review and approval of the Chief Administrative Officer.

Actions for City Council:

1. Move to authorize the Director of the Fletcher Free Library to execute the Award Agreement with NEH to accept a grant amount of \$245,425.00.00, with project costs to be paid upfront by the City of Burlington and then reimbursed by NEH, including a local match of \$736,275.00 in City funds, for a total project budget of \$981,700.00; subject to final review and approval by the City Attorney's Office and Chief Administrative Officer.
2. Move to accept the recommendation of the City's Capital Committee and approve the creation of the Fletcher Free Library project budget for Fiscal Year 2024, for use of Capital Funds as described in the affiliated memorandum and related attachments, and subject to the review and approval of the Chief Administrative Officer.

Appendix A



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

City Council

FROM: Nicole Losch, Grants Director

Gale Batsimm, Fletcher Free Library Development Director

Mary Danko, Fletcher Free Library Director

Ashley Parker, Capital Program Director

Kim Bleakley, Central Facilities Manager

DATE: September 13, 2022

RE: Proposed Budget Amendment for Fletcher Free Library Local Match toward National Endowment for the Humanities Infrastructure and Capacity Building Challenge Grants for Capital Projects

Executive Summary:

The Fletcher Free Library and Capital Committee jointly seek Board of Finance and City Council approval to spend up to \$737,301 from the FY23 Capital GO Bond Premiums as a local match for the National Endowment for the Humanities Challenge Grant for urgent exterior upgrades to the Library, including repoint masonry and replacing windows.

Overview:

The National Endowment for the Humanities (NEH) is accepting proposals for restoration or renovation of buildings of historical or cultural significance that house humanities collections or are used for humanities activities. Projects are financed through a combination of federal matching funds and related non-federal fundraising.

In February 2022, an assessment of the Fletcher Free Library identified \$2,055,361 in exterior upgrades needed to prevent damage caused by deferred maintenance. The Library and Facilities staff have identified \$983,068 in projects that should be advanced and will not impact the future renovations

envisioned for the Library. Projects that can move forward include masonry work to repoint bricks and Carnegie building window replacement.

In spring 2022, the Library submitted a request for federal funding to complete all exterior upgrades identified in the February assessment. An award of \$500,000 is pending confirmation, leaving \$1,555,361 unfunded. The NEH-supported project combined with the \$500,000 award would complete all exterior upgrades to the Carnegie building except roof repair, which has been excluded in order to coordinate repairs with a forthcoming project.

The Facilities budget has \$25,000 from the Capital GO Bond allocated for Library maintenance in FY23. This is insufficient to complete the maintenance needs identified in February. The March 2022 bond anticipated opportunities to leverage local funds by matching grant funds and \$4m was allocated toward local match requests in anticipation of this need. As traditional fundraising from private parties is often more successful geared towards more visible projects, the Library/Facilities Team went to the Capital Committee to request a portion of the GO Bond Local Match funds be obligated toward the local match requirement for this NEH grant opportunity. The Committee unanimously approved \$737,301 from the FY23 GO Bond Premiums as the local match for the NEH grant to repoint masonry and replace windows.

The NEH program requires a 3:1 match for projects of this size. Federal funds would contribute \$245,767 for the proposed project. The grant does not allow operational budgets as a source of matching funds and requires that local match funds be restricted for the purpose outlined in the grant proposal. Following the Capital Committee's support, we are seeking City Council approval for a budget amendment to add up to \$737,301 in capital bond premium funds for the NEH Challenge Grant.

The proposed budget amendment would include up to:
\$737,301 transferred from: 800-00-700-7900_812 (2023 GO Bond Premiums)
(\$737,301) from: 812-19-700-4990_800
\$737,301 expenditure from: 812-19-700-9500_800

The expected award date for this grant is April 15, 2023. If awarded, the project start date would be between July 1 and October 1, 2023. Upon receipt of the grant award, the Bond Premiums will be moved from Capital to the Library/Facilities project.

Motions

Board of Finance:

To approve and recommend that the City Council approve \$737,301 from the FY23 Capital GO Bond Premiums as a local match for the NEH Challenge Grant and execution of a budget amendment as described above, and to authorize the City's CAO or their designee to execute such budget amendment

City Council:

To approve \$737,301 from the FY23 Capital GO Bond Premiums as a local match for the NEH Challenge Grant and execution of a budget amendment as described above, and to authorize the City's CAO or their designee to execute such budget amendment.

Attachments:

Capital Committee request and approval

Capital Project Funding Opportunity Request Form

Form Completed By & Today's Date: Nicole Losch & Gale Batsimm
September 6, 2022

Grant/Funding Opportunity & Due Date: National Endowment for the Humanities – Cultural Challenge Capital Infrastructure Grant
Due October 5, 2022

Project Title & Brief Description: Fletcher Free Library Exterior Upgrades: masonry & exterior envelope repairs

Department/Staff Involved: Library & BPRW Facilities

Total Project Cost:	\$1,483,068	Amt. of Grant Funds Requested:	\$245,767	Match Required (Y/N) & What %:	Yes – 75%
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Requested Match (source & amount):	\$737,301	Other Funds Secured (Y/N) & Amount:	Unsecured but approved: \$500,000 earmark
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Explain how this funding would provide an opportunity to leverage other funds.

\$2,055,361 was requested for outer envelope improvements to the Carnegie building through an FY23 earmark. \$500,000 was approved and is advancing for Federal approvals. The NEH grant funding will leverage the \$500k earmark in order to accomplish a larger portion of the exterior upgrades needed for FFL deferred maintenance.

Explain Project's Department/Capital Prioritization: (History of Project in Capital Budget)

A February 2022 assessment identified \$2,055,361 in exterior upgrades to prevent damage caused by deferred maintenance. A cost estimate completed July 2022 adjusted amounts.

How does Project Achieve Burlington's Equity Goals:

The Fletcher Free Library is one of the largest public buildings in Burlington and the only one that serves everyone for free. The library serves as a community living room, a third space that welcomes all and provides programs, services, materials for free to the public. FFL endeavors to eliminate race-based disparities through its diverse collection of materials and services.

This project will enable the FFL to continue operating without the risk of closure from deferred maintenance hazards.

Supplemental Funding & Match Amount Requested: (Please attach a project budget to be submitted with grant application.)

This project will include the masonry, Carnegie building windows, and hazardous materials costs identified in the PM&C proposal and updated in July:

\$603,617 – masonry

\$289,842 – Carnegie windows

Subtotal: \$893,459

Total with inflation: \$983,068

Impact of Supplemental Funding on Project Success: (Likelihood of project success with or without this funding.)

This project is on the city's deferred maintenance list. Securing this grant funding, with a city match, ensures this project will be completed in a reasonable timeframe and at a reduced cost to the city.

Reviews & Recommendations/Approvals -

	Review Date:	Recommendation/Approval:
Capital Committee:	9/8/2022	Chapin moved to allocate \$737,301 of capital funds from bond premiums for the FFL exterior envelope project, contingent upon FFL securing the NEH grant and committee members working to better forecast multi-year bond expenditures. Samantha seconded. Voted 7-0-1. Request approved.
Mayor's Office:		

Department: Fletcher Free Library Submitter: Mary Danko
 Title/Subject: National Endowment for the Humanities Challenge Infrastructure and Capacity Building Grant

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	Click or tap to enter a date.
☒	Concurrent	9/18/2023

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	8/23/2023	Click or tap here to enter text.
Mayor's Office informed and approved memo	Yes	8/30/2023	
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	8/23/2023	CA Jared Pellerin
CAO has reviewed budget, financing, and memo	Yes	8/28/2023	CAO Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

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



FY25 Budget Discussion

Board of Finance – September 18, 2023



Context



FY24 Budget: One-Time GF Funding

The total use of one-time funds in FY24 was \$4.55M. Without these ARPA or rainy day funds, to continue to fund essential services, property taxes would have to increase by 8.2 cents!

Total FY24 GF Budget	\$101M
City Revenues	\$96.5M
One-time funds	\$4.55M



FY25 Budget: Projected Expenses

FY24 General Fund Budget	\$101M
3% COLA applied overall	\$3M
Fleet	\$1-2M
Projected FY25 Expenses	\$106M



FY25 Budget: Projected Revenues

The average annual increase in City revenues between 2015-2023 is 3%. We can project that, without changes, we would earn \$99M for the general fund in FY25. This leaves a \$7m hole.

Projected FY25 Expenses	\$106M
Projected FY25 Revenues	\$99M
Projected FY25 Deficit	-\$7M



Analysis for FY25 and Beyond



Potential Solutions

- Options Projected in Mayor's FY24 Budget Memo:
 - Operational Analysis
 - Revenue & Equity Analysis
 - Impact Fee Analysis
 - Fleet Analysis
 - CEDO Financial Sustainability Study
- Additional Options Now Under Consideration:
 - Update PILOT program
 - Review Direct Fees for Services
 - Consider Transportation Utility Fees
 - Potential Public Safety Tax Rate Increase



Operational Analysis to Increase Efficiency

- Hire a consulting firm to improve the efficiency of municipal operations, and therefore increase the value of government services delivered to the community.
- The approach of the study will be based on best practices in both municipal government and private industries (where applicable). This includes comparable practices with cities of equal size based on population, number of full-time equivalents, and services levels.



Operational Analysis and Increasing Efficiency

- The analysis will be on departments with the largest expense budgets, specifically BCA, BPRW, BWD, CEDO, CT, DPW, and P&I.
- Does not include Police or Fire Departments. Staffing study already in progress for Fire Dept. CNA evaluated staffing for Police Dept. in 2021
- Suggested timeline:
 - RFP out by end of Sept with responses due end of Oct
 - Work starts by end of Nov
 - First milestone in early January and final deliverable April 2024 – which allows for incorporation into FY25 budget
- Significant one-time cost, but designed to yield considerable savings.



Revenue & Equity Analysis

- Consultants have prepared visualizations framing insights into the economic of city's land use and development patterns:
 - property value/acre of various land uses
 - tax exempt property, taxable value relative to land area
 - assessed values compared to sales values, pre- & post-reappraisal
 - appeals by property value and impact on citywide grand list value
- Consultant finalizing recommendations for possible action using these insights, working to schedule presentation to BOF/City Council

Next Up:

- Coordinate and consider study's recommendations alongside Reappraisal Ad Hoc Committee recommendations
- Consider other policy next steps illuminated by insights to ensure better equity



Impact Fee Study

- Prepared growth estimates for 2030 and 2050
- Updated Burlington portion of regional transportation model
- Compiled & reviewed Capital Plans for each department receiving impact fees, potential new ones
 - (DPW-Traffic, Schools, Parks, Police, Fire, Library + *Fleet & Facilities*)
- Reviewed Capital Project list for compliance with state Impact Fee Statutes & growth nexus
- By end Sept 2023: using growth estimates + eligible Capital Projects to calculate base fees. Fee categories likely to shift/aggregate in order to support priority capital needs and maximize fees' impact:
 - Support different types of capital infrastructure (i.e. multimodal infrastructure)
 - Better align fees with growth-oriented capital needs
 - Align revenues for covered projects with project schedules & mandated spending deadlines



Impact Fee Study

Next Up:

- Coordinate with and discount base fees to remove any potential “double payment”— i.e. coordinate with existing/new dedicated taxes/fees that pay for the same capital infrastructure (i.e. a TUF)
- Determine any related policy objectives that will impact fee categories or discounts/exemptions (i.e. lower fees for high-scoring TDM)
 - May include phased recommendations such as timing of new fees or future exemptions as new regulations are developed (such as TDM Study recommendations)
- As fees finalized, prepare financial feasibility report for several housing typologies that considers cumulative effect of impact fees, other city permit fees, IZ requirement, etc.
- Future work sessions with BOF on new fees; aiming for Council adoption of new fees schedule to be effective in FY25



Fleet Analysis

- City owns about 400 vehicles and pieces of equipment
- 2019 strategy centralized purchasing, used bonding for vehicles with longer life span (fire trucks, snow plows), and trade in vehicles sooner in order to get more value
- Fleet committee estimates need \$2-3M/annually to sustainably replace GF fleet
- Have scheduled meetings with consultants to help with funding and electrification strategy



CEDO Financial Sustainability Study

- Researching funding models to support offices like CEDO. Need to learn how other small cities fund departments like CEDO since the relative share of federal funding has decreased over time in real dollars and due to inflation.
- CEDO submitted a request to the US Department of Housing & Urban Development (HUD) to identify a range of options to diversify the funding stream to achieve greater fiscal stability for the CEDO.
- The City was successful in securing a commitment and HUD has selected Enterprise Community Partners to serve as the TA providers working with the City.
- Kick-off held on September 14, 2023.
- The deliverable is to find funding models to present to the Mayor and City Council in advance of the budget process for FY25 to ensure the fiscal stability of CEDO.



State and City PILOTs

For FY24, PILOT represents about **\$4.7M of GF revenue** and of that, **94% comes from four places:**

- \$1.1M State PILOT and VPPSA PILOT
- \$2.1 BED PILOT
- \$1.2M Water PILOT

Governed by Charter, PILOT paid by BED and Water is equal to what a private utility would pay in taxes.



Payments - UVM, Champlain, and Others

Institution	FY24 FFS/Voluntary Budget	FY24 Infrastructure Budget
UVM	\$1,479,468	\$386,000
UVM Medical	\$522,744	
Champlain	\$127,151	\$61,890

Additional Payors:

- Howard Health
- Burlington Housing Authority
- Champlain Housing Trust
- Community Sailing Center
- Awakening Sanctuary



Ensuring Equity in Voluntary Payments

- In 2009, the City of Boston created a Task Force to examine the relationship between the City and tax-exempt institutions.
- The Task Force reviewed the PILOT Program, including institutions' community benefits and the actual costs associated with providing City services, then set a standard methodology to ensure equity.
- **Recommend Burlington create a similar Task Force to work with tax-exempt organizations on a review and update to our PILOT Program with goal of equity in paying for services.**



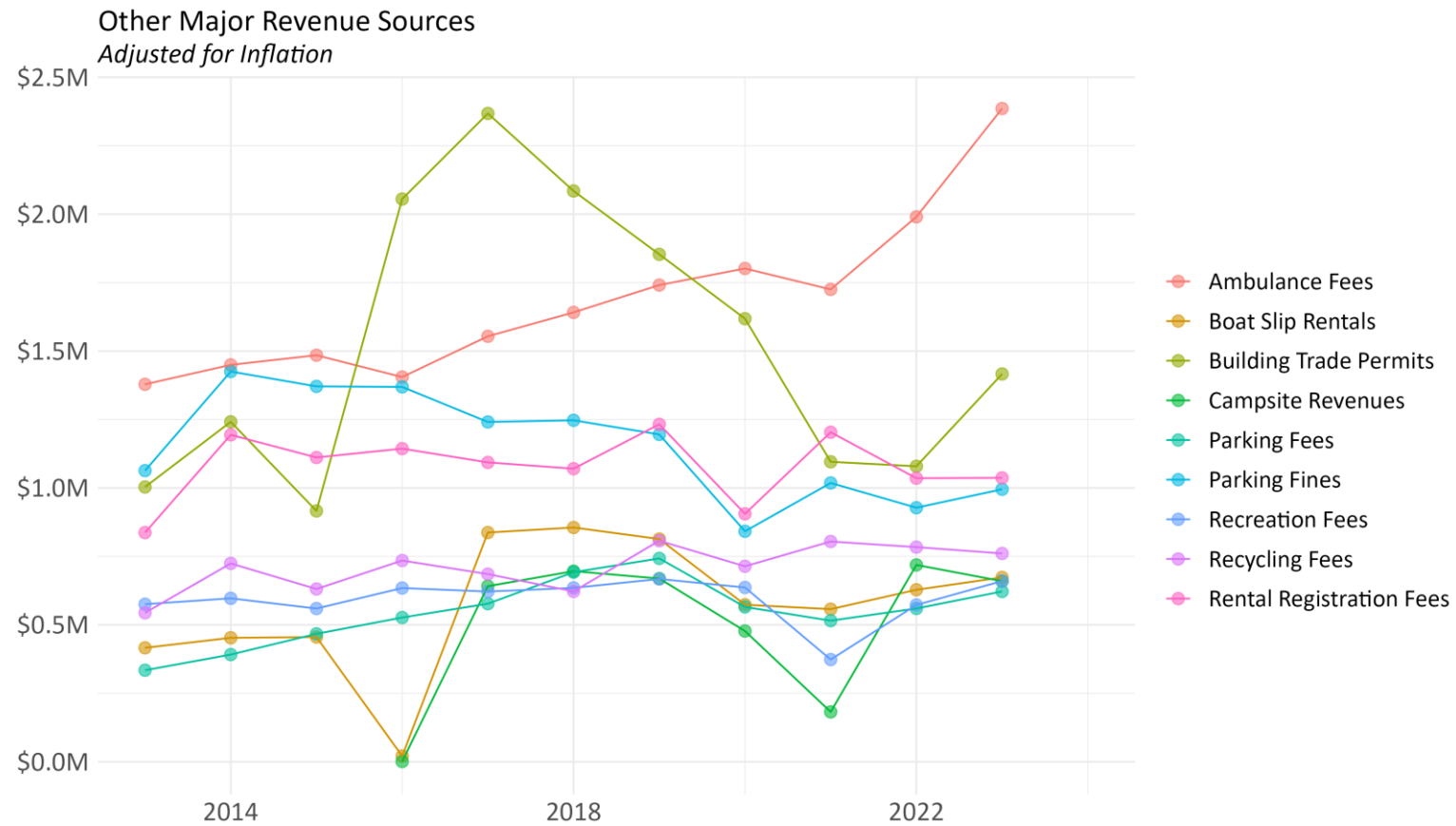
Reviewing Direct Fees for Services

Examples include (not exhaustive):

- Space rental
 - Class registration fees
 - Camp programs
 - Campground rental
 - Boat slips
 - Parking
 - Permits
 - Licenses
 - Recreation fees
- Approximately \$13M of FY24 GF Revenue (13%) with fees growing organically but unevenly over time
 - **Recommend hiring a Local Government Consultant to help City establish appropriate user fees by determining cost of services and providing comparative data.**



Reviewing Direct Fees for Services





Considering Transportation Utility Fees

- TUFs are a permissible user fee (not a tax) assessed annually based on property parcel sizes, adjoining sidewalks & foot traffic density. Billed annually along with Property Tax bills & paid quarterly.
- Divide Burlington into sidewalk districts based on foot traffic. This essentially creates a public utility. Assign a fee per foot of sidewalk. High-traffic districts are charged a higher base fee. Charge each parcel the base fee x the feet their parcel adjoins the sidewalk.
- Funds restricted to building, repairing, and maintaining sidewalks.
- Initial legal review completed stating this is within City authority.



Questions and Discussion



FY25 Budget Discussion

Board of Finance – September 18, 2023



Context



FY24 Budget: One-Time GF Funding

The total use of one-time funds in FY24 was \$4.55M. Without these ARPA or rainy day funds, to continue to fund essential services, property taxes would have to increase by 8.2 cents!

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One-time funds	\$4.55M



FY25 Budget: Projected Expenses

FY24 General Fund Budget	\$101M
3% COLA applied overall	\$3M
Fleet	\$1-2M
Projected FY25 Expenses	\$106M



FY25 Budget: Projected Revenues

The average annual increase in City revenues between 2015-2023 is 3%. We can project that, without changes, we would earn \$99M for the general fund in FY25. This leaves a \$7m hole.

Projected FY25 Expenses	\$106M
Projected FY25 Revenues	\$99M
Projected FY25 Deficit	-\$7M



Analysis for FY25 and Beyond



Potential Solutions

- Options Projected in Mayor's FY24 Budget Memo:
 - Operational Analysis
 - Revenue & Equity Analysis
 - Impact Fee Analysis
 - Fleet Analysis
 - CEDO Financial Sustainability Study
- Additional Options Now Under Consideration:
 - Update PILOT program
 - Review Direct Fees for Services
 - Consider Transportation Utility Fees
 - Potential Public Safety Tax Rate Increase



Operational Analysis to Increase Efficiency

- Hire a consulting firm to improve the efficiency of municipal operations, and therefore increase the value of government services delivered to the community.
- The approach of the study will be based on best practices in both municipal government and private industries (where applicable). This includes comparable practices with cities of equal size based on population, number of full-time equivalents, and services levels.



Operational Analysis and Increasing Efficiency

- The analysis will be on departments with the largest expense budgets, specifically BCA, BPRW, BWD, CEDO, CT, DPW, and P&I.
- Does not include Police or Fire Departments. Staffing study already in progress for Fire Dept. CNA evaluated staffing for Police Dept. in 2021
- Suggested timeline:
 - RFP out by end of Sept with responses due end of Oct
 - Work starts by end of Nov
 - First milestone in early January and final deliverable April 2024 – which allows for incorporation into FY25 budget
- Significant one-time cost, but designed to yield considerable savings.



Revenue & Equity Analysis

- Consultants have prepared visualizations framing insights into the economic of city's land use and development patterns:
 - property value/acre of various land uses
 - tax exempt property, taxable value relative to land area
 - assessed values compared to sales values, pre- & post-reappraisal
 - appeals by property value and impact on citywide grand list value
- Consultant finalizing recommendations for possible action using these insights, working to schedule presentation to BOF/City Council

Next Up:

- Coordinate and consider study's recommendations alongside Reappraisal Ad Hoc Committee recommendations
- Consider other policy next steps illuminated by insights to ensure better equity



Impact Fee Study

- Prepared growth estimates for 2030 and 2050
- Updated Burlington portion of regional transportation model
- Compiled & reviewed Capital Plans for each department receiving impact fees, potential new ones
 - (DPW-Traffic, Schools, Parks, Police, Fire, Library + *Fleet & Facilities*)
- Reviewed Capital Project list for compliance with state Impact Fee Statutes & growth nexus
- By end Sept 2023: using growth estimates + eligible Capital Projects to calculate base fees. Fee categories likely to shift/aggregate in order to support priority capital needs and maximize fees' impact:
 - Support different types of capital infrastructure (i.e. multimodal infrastructure)
 - Better align fees with growth-oriented capital needs
 - Align revenues for covered projects with project schedules & mandated spending deadlines



Impact Fee Study

Next Up:

- Coordinate with and discount base fees to remove any potential “double payment”— i.e. coordinate with existing/new dedicated taxes/fees that pay for the same capital infrastructure (i.e. a TUF)
- Determine any related policy objectives that will impact fee categories or discounts/exemptions (i.e. lower fees for high-scoring TDM)
 - May include phased recommendations such as timing of new fees or future exemptions as new regulations are developed (such as TDM Study recommendations)
- As fees finalized, prepare financial feasibility report for several housing typologies that considers cumulative effect of impact fees, other city permit fees, IZ requirement, etc.
- Future work sessions with BOF on new fees; aiming for Council adoption of new fees schedule to be effective in FY25



Fleet Analysis

- City owns about 400 vehicles and pieces of equipment
- 2019 strategy centralized purchasing, used bonding for vehicles with longer life span (fire trucks, snow plows), and trade in vehicles sooner in order to get more value
- Fleet committee estimates need \$2-3M/annually to sustainably replace GF fleet
- Have scheduled meetings with consultants to help with funding and electrification strategy



CEDO Financial Sustainability Study

- Researching funding models to support offices like CEDO. Need to learn how other small cities fund departments like CEDO since the relative share of federal funding has decreased over time in real dollars and due to inflation.
- CEDO submitted a request to the US Department of Housing & Urban Development (HUD) to identify a range of options to diversify the funding stream to achieve greater fiscal stability for the CEDO.
- The City was successful in securing a commitment and HUD has selected Enterprise Community Partners to serve as the TA providers working with the City.
- Kick-off held on September 14, 2023.
- The deliverable is to find funding models to present to the Mayor and City Council in advance of the budget process for FY25 to ensure the fiscal stability of CEDO.



State and City PILOTs

For FY24, PILOT represents about **\$4.7M of GF revenue** and of that, **94% comes from four places:**

- \$1.1M State PILOT and VPPSA PILOT
- \$2.1 BED PILOT
- \$1.2M Water PILOT

Governed by Charter, PILOT paid by BED and Water is equal to what a private utility would pay in taxes.



Payments - UVM, Champlain, and Others

Institution	FY24 FFS/Voluntary Budget	FY24 Infrastructure Budget
UVM	\$1,479,468	\$386,000
UVM Medical	\$522,744	
Champlain	\$127,151	\$61,890

Additional Payors:

- Howard Health
- Burlington Housing Authority
- Champlain Housing Trust
- Community Sailing Center
- Awakening Sanctuary



Ensuring Equity in Voluntary Payments

- In 2009, the City of Boston created a Task Force to examine the relationship between the City and tax-exempt institutions.
- The Task Force reviewed the PILOT Program, including institutions' community benefits and the actual costs associated with providing City services, then set a standard methodology to ensure equity.
- **Recommend Burlington create a similar Task Force to work with tax-exempt organizations on a review and update to our PILOT Program with goal of equity in paying for services.**



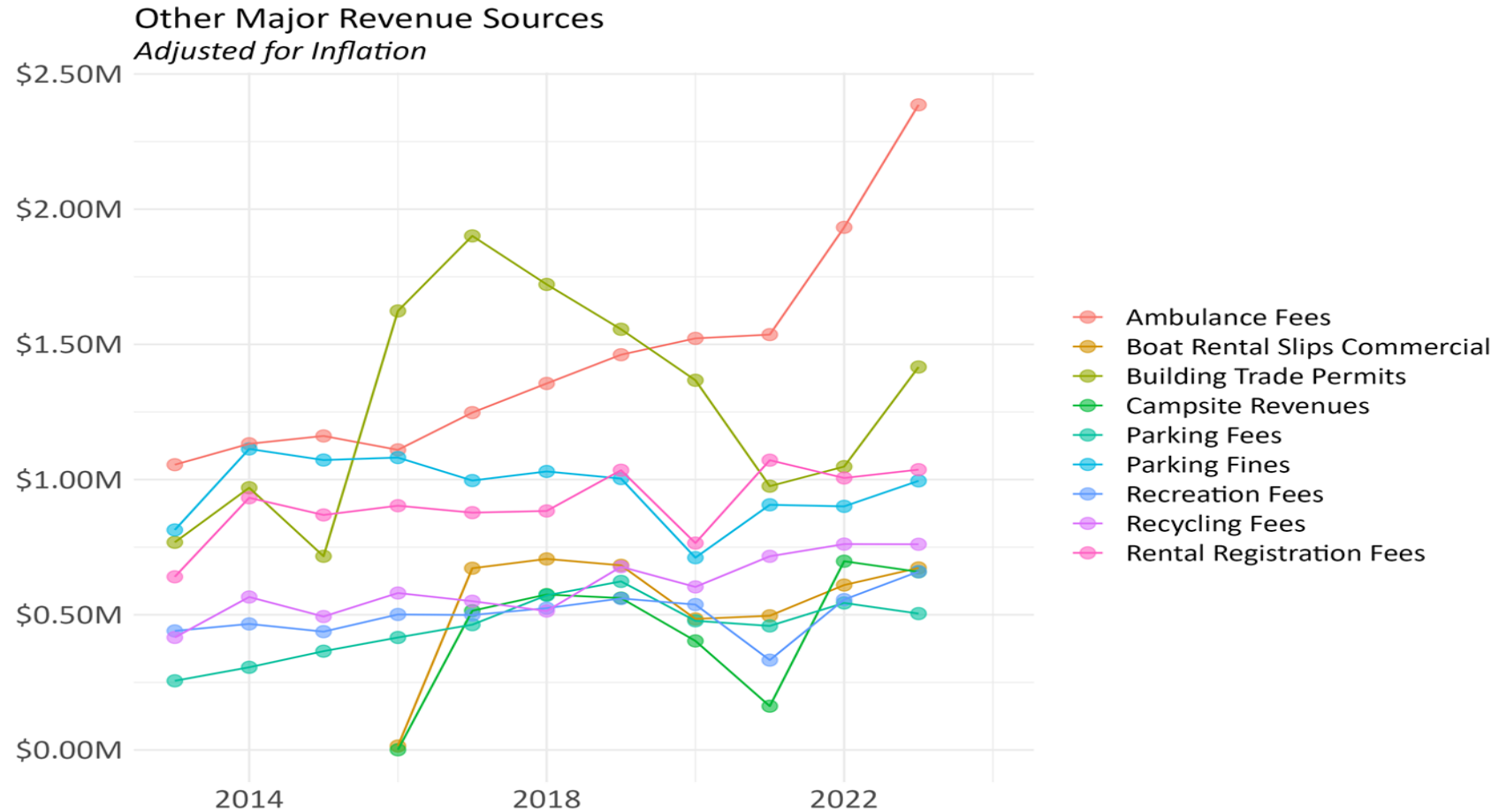
Reviewing Direct Fees for Services

Examples include (not exhaustive):

- Space rental
 - Class registration fees
 - Camp programs
 - Campground rental
 - Boat slips
 - Parking
 - Permits
 - Licenses
 - Recreation fees
- Approximately \$13M of FY24 GF Revenue (13%) with fees growing organically but unevenly over time
 - **Recommend hiring a Local Government Consultant to help City establish appropriate user fees by determining cost of services and providing comparative data.**



Reviewing Direct Fees for Services





Considering Transportation Utility Fees

- TUFs are a permissible user fee (not a tax) assessed annually based on property parcel sizes, adjoining sidewalks & foot traffic density. Billed annually along with Property Tax bills & paid quarterly.
- Divide Burlington into sidewalk districts based on foot traffic. This essentially creates a public utility. Assign a fee per foot of sidewalk. High-traffic districts are charged a higher base fee. Charge each parcel the base fee x the feet their parcel adjoins the sidewalk.
- Funds restricted to building, repairing, and maintaining sidewalks.
- Initial legal review completed stating this is within City authority.



Questions and Discussion



To: Board of Finance and City Council
From: Katherine Schad, Chief Administrative Officer
Re: FY23 Fiscal Health Report
Date: September 18, 2023

Below is the periodic fiscal health report for the City of Burlington.

Since 2012, the City has realized significant improvement in its overall financial condition because the Administration, Department Heads and all City staff, and the City Council made a commitment to improving the City's financial position. This report provides information about the steps that the City took to improve its financial standing and the impacts of those efforts.

The City's Credit Rating

The City of Burlington receives regular reviews by bond credit rating firm Moody's, which performs a thorough analysis of the City's finances. Moody's assigns a credit score to the City and this score is used by financial institutions to understand the relative risk of lending money to Burlington. A better score is important because it leads to lower interest rates and more preferable terms, saving taxpayers money.

A Credit Crisis

Between 2010 and 2012, the City's credit rating was downgraded six steps in three separate actions by Moody's, from a high of Aa3 to a low of Baa3. A Baa3 rating is only one step from junk bond status. Moody's cited the Burlington Telecom liability and advances to other enterprise funds; increasing reliance on short-term borrowing; and multiple years of operating deficits as key reasons for the downgrades. Further, in FY12 the Management Letter from the City's auditor stated the City was "at risk" due to being "overly reliant on borrowing from financial institutions to provide overall City short-term cash requirements."

In response, and as a foundation for improving the City's fiscal picture, the Mayor and City Council received voter approval to issue \$9 million in Fiscal Stability Bonds in 2013. The bond proceeds resulted in an immediate improvement of the City's cash situation and eliminated costly short-term borrowing.

Upgraded to an A

Since the June 2012 downgrade and the 2013 Fiscal Stability Bond issuance, the City has seen four credit rating upgrades **for a total of a six-notch improvement with the most recent**

upgrade to Aa3 being achieved in July 2019 and maintained since, the most recent credit opinion having been issued in August 2023.

Moody's has pointed to the following for Burlington's improved rating:

- Strong City of Burlington management team
- Operating surpluses in recent budget years
- Elimination of short-term borrowing
- Creating and following fund balance policy
- Developing a multi-year capital improvement program
- Stable underlying economy and tax base
- Serving as the economic center of the state
- Strong reserve levels and cash position; and
- Elimination of risks associated with Burlington Telecom litigation.

Impact to Citizens

An improved credit rating has real impacts on the City and its citizens because it is much cheaper to borrow money with an Aa3 rating than with a Baa3 rating.

We have estimated the actual cost of debt service for all bonds issued after the Fiscal Stability Bond to the cost of what those bonds would have been if they had been issued at the Baa3 negative outlook bond rating. Please note that while the Fiscal Stability Bond is not the only reason for the creation of these savings, it was the first key step in this process. **The City has locked in an estimated \$24,108,885 in current dollars of savings, over the terms of the bonds, a direct savings for each taxpayer and rate payer.**

On the November 2022 General Election ballot, 72% of Burlington voters approved \$165,000,000 of general obligation bonds to build a new high school and technical center, with a total project cost estimated to be \$190,000,000. In July 2023, the City Council approved up to \$130M in bonds for the high school, which includes \$40M for the refinancing of a prior bond note associated with the project, which is due September 14, 2023. **We project that when the debt service is complete for the already approved \$130M bond, the City will have saved an additional estimated \$20,566,079 in present value savings, for a total current dollar savings to tax payers and ratepayers of no less than \$44,674,964.**

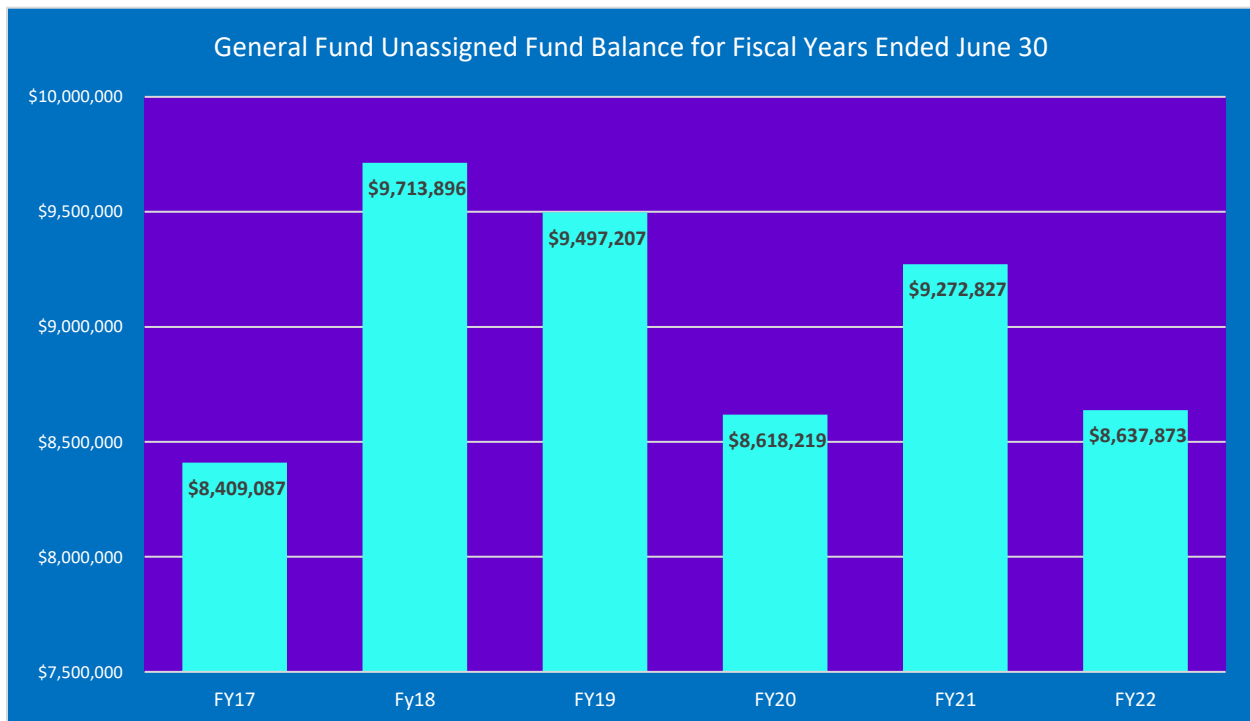
The General Fund Unassigned Fund Balance (also known as The Rainy-Day Fund)

The unassigned fund balance (UAFB) is an important reflection of the City's financial health because it ensures we have the appropriate liquidity to support City operations, cover debt service obligations, and to respond to unforeseen events, such as the COVID-19 pandemic. Further, our fund balance is a direct component of how Moody's assigns its ratings.

The City's [Fund Balance Policy](#) establishes a target level for the UAFB as a minimum of 5% and a maximum of 15% of the City's General Fund operational costs, with a preference for staying in the 10-15% range.

Preparing for the Storm

In FY12 the City had a negative UAFB, primarily driven by the uncollectible Burlington Telecom receivable. This means that there was no rainy-day fund at all for the City. As stated above, the first step to stabilize the situation was issuing \$9 million in Fiscal Stability Bonds. Then the Administration and leadership team worked hard over many years to focus on fiscal management while also still implementing innovative and new programming. As a result, you can see in the chart below that by FY17 the City had over \$8M set aside in case it was needed for a crisis. This rainy-day fund has remained steady despite the COVID crisis and well within our target range.



Closing

In summary, over this past year the City has continued to achieve significant savings as a result of its improved fiscal management and health. That said, financial challenges for the City certainly remain as the larger economic impacts from record-high COVID-related inflation persist. We remain optimistic about the financial health of the City of Burlington. The UAFB remains high and the savings we have achieved as a result of our high credit rating are significant. These are a direct result of the commitment and leadership of the Mayor and the City Council, as well as the continued efforts of all of the City departments. Moreover, this plan has succeeded because Burlington voters have consistently supported this focus with multiple votes. We believe that through continued responsible financial management, maintaining the unassigned fund balance, and identifying new sources of efficiencies, we can achieve further ratings upgrades and additional reductions in our debt service costs, keeping Burlington strong for generations to come.



OFFICE OF THE CLERK/TREASURER City of Burlington

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

Voice (802) 865-7000

To: Board of Finance
City Council

From: Katherine Schad, Chief Administrative Officer
Kerin Durfee, Director of Human Resources
Timothy Clancy, Human Resources Manager

Date: September 18, 2023

Subject: Reclassification of two (2) Clerk Treasurer's positions and not filling of one (1) position

Executive Summary

We propose reclassifying two (2) positions in the Clerk Treasurer's office and despite having approval and an approved budget, not filling one (1) position. The specifics are:

- Reclassification of Director of Financial Operations, a regular service, full-time, exempt, non-union, market factored position to Director of Finance, a regular service, full-time, exempt, non-union, market factored position.
- Reclassification of Banking & Cash Operations Manager, a regular service, full-time, exempt, non-union Grade 21 to Assistant Director of Finance, a regular service, full-time, exempt, non-union Grade 23.
- The Clerk Treasurer's Office recognizes that the general fund budget constraints necessitate not filling the previously approved Budget Manager position and those tasks have been absorbed into the positions above with the reclassifications.

Director of Finance

In February 2023 the previous Director of Financial Operations left the City after a lengthy tenure. At that time the Administration and CT staff decided to review and reconsider what is needed and therefore to update the job description. Over the past six months various CT staff have been filling in for the tasks that the former Director was performing. Significant updates to the attached job description include a larger focus on budgeting and ensuring quality control. The full scope includes overseeing City-wide budgeting, accounting, finance, purchasing, and retirement functions for the City, as well as direct supervision of the Comptroller, Cash & Banking Operations Manager, and Retirement Administrator. Additionally, since the last time this job description was reviewed the CT Office was reorganized and the Director of Operations position was created, for the sake of clarity we are asking that this title be adjusted to Director of Finance.

Assistant Finance Director

With the departure of the Director of Financial Operations, the Cash & Banking Operations Manager has taken on significant additional new tasks, especially related to financing including:

- Responsible for determining the City's short- and long-term borrowing needs to include: Grant Anticipation Notes (GAN), Revenue Anticipation Notes (RAN), and Tax Anticipation Notes (TAN), Bonding, Capital Leasing and other funding mechanisms;
- Confers with bond counsel for the issuance of long-term and short-term borrowing and prepares necessary paperwork for bond authorizations;
- Prepares requests for proposals (RFPs), negotiates, and structures the terms of a deal. Exercises discretion as to when short-term borrowing should be converted to other forms of bonding; and
- Responsible for the City's Official Statement (OS) for all bonding for the General Fund, Burlington School District, and all Enterprise Funds and ensuring Federal Tax Compliance; Continuing Disclosures and paying Bondholders.

Taking these tasks off of the Director of Finance directly allows that person to be more directly involved in the City budgeting process.

Financial Impact

Position Title	FY24 Budgeted Salary	Proposed Reclass Salary
Director of Financial Operations / Finance Director	\$140,191	\$127,900- \$191,900
Budget Manager	\$81,968	\$0
Banking & Cash Ops Manager / Asst Finance Director	\$95,279	\$100,101.68
TOTAL	\$317,438	\$228,001.68- \$292,001.68

This will result in a savings of between \$25,436.32 and \$89,436.32 to the FY24 CT budget which will help to meet planned attrition.

Motions

Board of Finance Motion:

To approve and recommend approval to the City Council for the:

Modification, retitle, and reclassification of the Director of Financial Operations, a regular service, full-time, exempt, non-union position with a market factor range of \$118,055.69 to \$165,325.93 to Director of

Finance, a regular service, full-time, exempt, non-union position with a market factor range of \$127,900 to \$191,900.

Modification, retitle, and reclassification of the Banking & Cash Operations Manager, a regular service, full-time, exempt, non-union Grade 21 to Assistant Director of Finance, a regular service, full-time, exempt, non-union Grade 23.

City Council Motion:

To approve the:

Modification, retitle, and reclassification of the Director of Financial Operations, a regular service, full-time, exempt, non-union position with a market factor range of \$118,055.69 to \$165,325.93 to Director of Finance, a regular service, full-time, exempt, non-union position with a market factor range of \$127,900 to \$191,900.

Modification, retitle, and reclassification of the Banking & Cash Operations Manager, a regular service, full-time, exempt, non-union Grade 21 to Assistant Director of Finance, a regular service, full-time, exempt, non-union Grade 23.

City of Burlington Job Description

Position Title: Director of Finance

Department: Clerk/Treasurer

Reports to: Chief Administrative Officer

Pay Grade: N/C, and TBD Market Based

Job Code: 110

Exempt/Non-Exempt: Exempt

Union: Non-Union

Remote Work Rating: Tier 2

General Purpose:

The Director of Finance is responsible for overseeing City-wide budgeting, accounting, finance, purchasing, and retirement functions for the City, as well as direct supervision of the Comptroller, Cash & Banking Operations Manager, and Retirement Administrator.

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

- Directly supervises Comptroller and Cash and Banking Operations Manager providing guidance over the accounting, purchasing, and finance functions.
- Directly supervises Retirement Administrator and works with outside experts to manage the City’s self-financed retirement plan.
- Prepares or oversees the preparation of: monthly revenue and expenditure reports; monthly, quarterly, and annual City reports; Federal/State reports; and other reports as requested.
- Oversees audits to ensure compliance with Generally Accepted Accounting Principles (GAAP), state and federal requirements and statutes.
- Directs, confers, and coordinates audit process including preparing of ACFR (Annual Comprehensive Financial Report).
- In coordination with CAO, prepares City-wide operating budgets, working closely with CT staff and Department Heads.
- In coordination with the CAO, update and oversee standards and procedures to guide the administration of Citywide organizational budgeting.
- As directed, conduct budget and financial requirement analyses on major budget planning issues and alternatives, including but not limited to, union negotiations.
- Plans and evaluates financial management procedures and implements such procedures.
- Oversees grant financial reports including timely financial reporting to various agencies.

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor's Degree in Business or related field.
- Preference given for candidates that maintain professional designations such as CPA or CGFM.
- At least five (5) years' experience in finance and accounting, with experience in government preferred.
- Thorough knowledge of Generally Accepted Accounting Procedures and regulatory requirements required, knowledge of municipal accounting preferred.
- At least three (3) years of supervisory experience.
- Advanced financial expertise in budget planning and financial forecasting.
- Demonstrated leadership, supervisory and planning skills.
- Excellent verbal and written communication skills.
- Strong analytical and problem-solving skills
- Strong ability to establish and maintain effective working relationships with City Officials and Departments, state and other public officials
- Ability to maintain confidentiality and make decisions in accordance with established policies and procedures.

Physical & Mental/Reasoning Requirements; Work Environment:

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

☒ seeing	☐ ability to move distances (specify) ☐ lifting
☐ color perception	☐ within and between ☐ pounds
☐ (red, green, amber)	☐ warehouses/offices
☒ hearing/listening	☐ carrying (specify)
☒ clear speech	☐ climbing
☒ touching	☐ pounds
☒ dexterity	☐ ability to mount and ☐ driving (local/over ☐ dismount
☒ hand	☐ forklift/truck ☐ the road)
☒ finger	
☐ reading - basic	☐ math skills - basic
☒ reading – complex	☒ analysis/comprehension
	☒ math skills - complex

☐ writing - basic

☒ writing - complex

☐ shift work

☒ works alone

☒ works with others

☒ verbal contact w/others

☒ face-to-face contact

☒ inside

☒ judgment/decision

☒ clerical

making

☐ outside

☐ pressurized

equipment

☐ extreme heat

☐ moving objects

☐ extreme cold

☐ high places

☐ noise

☐ fumes/odors

☐ mechanical equipment

☐ hazardous materials

☐ electrical

equipment

☐ dirt/dust

Supervision:

Directly Supervises: 2

Indirectly Supervises: 8

Disclaimer:

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

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Created August 2023

City of Burlington Job Description

Position Title: Director of Financial Operations

Department: Clerk/Treasurer

Reports to: Chief Administrative Officer

Pay Grade: N/C, and TBD Market Based

Job Code: 110

Exempt/Non-Exempt: Exempt

Union: Non-Union

General Purpose: Reporting to and partnering with the Chief Administrative Officer (CAO) to oversee the City's financial operations, except for Burlington Electric Department and Burlington School District, to continuously improve all of the City's financial systems while increasing revenues and decreasing expenses. As a member of the senior leadership team, the Director of Financial Operations (DFO) will be an advisor to department managers, evaluating and assisting them with financial plans, economic, and cash modeling.

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

Administrative / Accounting Functions:

- Act for the Chief Administrative Officer (CAO) in his/her absence.
- Under direction of CAO responds to Public Record Requests and citizen complaints related to City's financial systems.
- Oversee day-to-day function of finance team to include financial, accounting, payroll, retirement, and procurement personnel.
- Build, and look for opportunities to expand scope and responsibility of finance team, including but not limited to the administrative function of the team.
- Team management responsibility include training, mentoring problem resolution, performance evaluation, and the building of an effective team dynamic. Plan, direct, and monitor the work of department personnel. Coordinates with CAO and then implements personnel actions within established policies, procedures, and contractual agreements.
- Prepare and produce staffing forecasts systems, and works with Payroll department to then create on a weekly, monthly, quarterly, and annual basis and comparative data on results vs. forecasts as requested; identify opportunities for improvement and recommend solutions.
- Create systems that can report on historical data and forecasting from applicable systems for position control.
- Coordinate with CAO and then develop and oversee creations of department standard

operating procedures and necessary training programs; draft and recommend department policy changes to the CAO.

- Draft and coordinate with CAO and then implement department and City wide accounting Standard Operating Procedures as appropriate works with the Human Resources Department.
- Develop and lead systems for internal controls such as Committee of Sponsoring Organization (COSO) modules, implementation and maintenance of internal controls, and regularly updates CAO on internal control progress. Coordinates with CAO to set internal control goals and systems to measure success.
- Identify and then lead the finance and accounting team effort to achieve Federal, State, and Professional awards for the highest standards in municipal accounting / report – such as Government Financial Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting.
- Coordinate overall strategy with CAO regarding Audit Management Letter (ML), and Management Discussion Analysis (MDA), and then develops an implementation strategic plan to correct findings. Updates CAO of success of strategic plan.
- Analyze position control data for active employees, assess system, and recommends steps and systems to improve data management accuracy.
- Oversee the creation of the City of Burlington Annual Benefit Statements to City employees.
- Expand current ability of accounting software, and creates new systems so as to better assess revenue streams and thereby develop and implement innovative solutions that generate new revenue streams. This includes building customized interfaces, imports, templates, financial, and the creation of summary data that allows for full drill down capability to the detailed level with the push of a button.
- Prepare or oversee the preparation of financial statements and reports on a monthly and annual basis. Provide and build special financial reports upon request.
- Analyze and develop position control data for forecasting budgetary accuracy.
- Continuously assess and identify and implement ways to improve systems management, configuration, operation, and related infrastructure of the City wide Fixed Asset System, Sage.
- Oversee the administration of the City wide indirect and direct costing modules which includes: workers compensation, general liability and insurances, allocation of payroll, human resources, information technology, governmental services, retirement, health, life insurance, dental, and legal costs to all departments of the City.
- Coordinate with CAO and then lead the Clerk/Treasurer's efforts to institute, benchmark, and track progress on finance and accounting performance metrics across all City Departments with emphasis on the Clerk/Treasurer's Office of continuous performance improvement efforts.
- Continuously improve the administrative systems for the Burlington employees customized retirement database which includes the tracking of benefits to their members, which are financed by contributions from members, departments, and a dedicated tax from taxpayers. Oversee work of Retirement and Insurance Administrator, work with actuary regarding Federal reporting requirements to provide required data and improve

systems by which we can provide this data.

- Manage the City and Burlington School District census retirement data for all active, vested, and retired employees and the utilization of database to track all retirement data for the City by union type and rules to include: vesting periods, rates of returns, deferrals, employer contributions, maintains all historical data and oversees staff implementation of custom builds, and continuous training with staff to maintain and report on the data as required of union contracts, annual actuarial reporting, and compliance with Generally Accepted Accounting Principles.
- Ensure all systems are tracked and data is managed in accordance with City Ordinances.
- Establish and administer a system that tracks the needs of users and monitors user access security, performance and managers parameters to provide fast responses to front-end users using New World, VC3, Land Records, and Board Docs.
- Coordinate with CAO and then implement systems and procedures to ensure compliance with applicable laws, audit, and reporting requirements for State and Federal Grants.
- Coordinate with the CAO to develop systems to assist in the creation of the Annual Budget; monitor expenditures and revenues. Assist CAO, Mayor and Board of Finance in preparing annual City budget; provide ongoing control and maintenance of adopted budget. Develop systems whereby on at least a quarterly basis City can accurately project fiscal year final revenues and expenses.
- Provide to all City departments other than Burlington School District, high-level technical support on accounting and budget related system; establish City-wide accounting procedures, provide training, and insure compliance.
- Provide support and /or management of special projects as assigned by the CAO.
- Coordinate with CAO to manage the annual City audit. Develop audit schedules for each entity of the City; verify accuracy of data and disclosures; and supervise production of annual report.
- Develop systems for accounting team and other departmental finance staff to ensure that entries are accurate and conform to Generally Accepted Accounting Principles (GAAP); Responsible for accurate reconciliation of all account transactions of the City to the department records on a monthly basis.
- Collaborate with Assistant City Clerk to assess land records and vital record systems to then continuously improve management systems of these areas. Ensure City of Burlington Land Records Management is compliant with City Ordinances and State Law.
- Develop high level of understanding of all union contracts, develops systems to assist Payroll and Human Resources to implement appropriate sections of current contracts, assist City contract negotiation team with recommendation to upcoming contracts, develop system to identify and then update total compensation data, and assist City negotiation team as requested.
- Coordinate with CAO to set central purchasing revenue enhancement and expenditure reductions goals, and then creates systems to measure goal achievement. Supervise central purchasing staff and directly assist in negotiating with vendors and banks identify and then meet goals. Develop systems or access to data so as to compare prices, discounts, and quality of levels of City wide purchases.
- Responsible for System for Award Management (SAM) for the entire City, and manages

the oversight of all federal and state grants awards to include renewal, compliance, reporting, procurement, disbursement and reimbursement of funds. The management of SAM is a pre-requisite in submission of grant applications.

- Maintain and update all accounting computer systems with coordination of CIO, including the general ledger and all sub-ledgers of the City.

Financing Functions:

- Investigate, initiate and maintain effective working relationships with banks, auditors, financial advisors, and credit analysts, and other financial institutions. Coordinates with CAO and then initiates Request for Proposal process (RFP) for auditor, actuary, banks, etc. makes recommendation to CAO to then be approved by Board of Finance and City Council.
- Recommend to CAO and then implement all steps and processes related to City financing including financial closing costs as allowed by City Charter, management of time schedules related to financing, management of the project team involved in the financing deals to include: consultants such as Public Finance Group (PFM), underwriters of the bonds, lawyers on record, accountant firm, and bond council. Update CAO on progress of implementing financing deals.
- Create draft presentations, review with CAO, and then present City financial performance, project surplus of funds, cash flow, and future borrowings to Moody's, Fitch, and S&P for overall credit rating for City, and all departments.
- Create systems that ensure City receives respectively Enterprise closing costs payable for investment of Clerk/Treasurer's Office time for the successful sale or refinance deals for all bonds.
- Create and oversee implementation of systems for timely and accurate cash management for the City, to include preparing certified cash flow certificates, Lines Of Credit (LOC), Tax Anticipation Notes (TAN), Grant Anticipation Notes (GAN), and Revenue Anticipation Notes (RAN) as allowed by City Charter.
- Invest City funds per the City's Investment Policy, including management of daily cash flow exceeding \$200 million annually. In addition, management per bond covenant and City Charter is required for trusts, special funds, and reserve maintenance is required. At least quarterly reviews investment strategies with CAO.
- Produce the City of Burlington's Official Statement (OS) for all bonding and potential refinancing for the General Fund, Burlington School District, and all Enterprise Funds. The OS is used to market and sell City of Burlington's Government (GO) bonds, and Certificate of Participations (COP). Total bonding for City commonly exceeds \$25 million annually.
- Recommend to CAO method of sale of bonds and implements strategy, prepare underwriter request for proposals (RFP) and summary of proposals if negotiated, structure bonds, prepare rating agency material, market and sale of bonds to bidders on behalf of the City.
- Ensure all financial, operating data, debt compliance, credit rating changes are communicated to meet both Internal Revenue Services (IRS) and Security Exchange Commission (SEC) required tax and non-tax filings are done in a timely, reliable manner.

- Coordinate with CAO on rate setting to ensure debt compliance, reserve requirements, compliance with bondholders are met, liquidity, and EBIDTA is met for Enterprise Funds.
- Perform various analysis including refunding analysis, rating analysis, debt and call analysis, internal rate of return (IRR), and net-present value (NPV) on proposed deals.
- Review bond proposals from underwriters, whether solicited or unsolicited, and make recommendation to CAO, Mayor, Board of Finance, and City Council.
- Previously Counsel approved to function as Officer of the City the DFO oversees overall financing structure of the borrowing. Coordinates with CAO to develop Resolutions for specific terms of borrowings.
- As Officer of the City, DFO communicates directly with investors to assist in negotiating the price of bonds. Works in conjunction with financial advisors, and underwriters. Communication provides an overview of financial operations directly with potential investors that may lead to successful sale of the bonds. Coordinates with CAO.
- Maintain outstanding debt book, recommend financing vehicles.

Technology Functions:

- Apply state-of-the-art approaches from other state / municipalities and relevant advances in information and digital technology to refine a strategic plan for the Clerk Treasurer's Office based on the financial vision and data-driven innovation strategy.
- Manage the data mining process of analyzing data from different perspectives and summarizing it into useful information - information that can be used to increase revenue, decrease costs, or both. Lead in the development of a data-driven innovation strategy for the Clerk Treasurer's (CT) Office which includes (a) leading CT's efforts to collect, analyze, and disseminate data to the public and across City departments, (b) facilitating the institutionalization of data-driven decision-making and continuous improvement processes across departments, and (c) promoting openness through the use of accessible, public data.
- Design, develop and implement department systems and work as liaison with the CIO to assist as needed with City-wide information management systems, procedures and programs, including necessary training programs
- Research and recommend improvements in information accounting management systems related to financial, position management and control, grants, procurement, community development tracking, payroll, and 10- year capital plan.
- Oversee, maintain and develop custom built databases used to produce monthly financial to include: weekly payroll forecasting, actuarial reporting, compliance with GASB 68, applicant and benefit tracking solutions used by the City of Burlington, including but not limited to acquisition, conversion, testing, execution, effective use, and training of staff.
- Responsible for all interfaces of software administration to include New World (NW), and Board Docs. Responsible for end users to connect to NW, and VC3 financial system using the local land network, and the Cloud environment. This includes effective provisioning, installation, and maintenance of systems.
- Individual will assist departments with technical issues in the initiation and planning phases of project management for: Grant Tracking, Community Development Module,

Tax Reporting requirements, VC3 our Cloud based provider for our accounting system, and the Retirement Database. These activities include the definition of needs, benefits, and technical strategy; research & development; technical analysis and design; support of information technology in executing, testing, and rolling-out new City- Wide solutions in coordination with CIO.

- Database administrator job duties include: identifies database requirements by interviewing potential users; analyzing department applications, and designs proposed customized system.
- Ability to customize financial solutions based on knowledge of union contracts. The individual will have to maintain retirement vesting periods for all active employees, update rates of returns based on collective bargaining units, and maintain highly confidential information.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Master of Business Administration (MBA) or Master's Degree, with major in accounting or finance, or a related field required.
- Serve in the capacity as such, as a Chief Financial Officer, Chief Operating Officer, Chief Administration Office, or Vice President of Finance/or accounting for a minimum of ten (10) years. Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- In addition, (5) years combined related experience working with Enterprise Funds and non- profits is required.
- Demonstrates continuous improvement to streamlining Accounting, Operating, and Database systems.
- Knowledge of multiple technology platforms including Microsoft Servers, web- based products, expertise in Microsoft Database query design, cloud-based computing and CISCO networking required.
- Knowledge of financial reporting tools such as F9, Cognos, Crystal, or Business Analytics software required.
- Thorough knowledge of budget development and administration, including fund accounting.
- Previous management of staff required with experience managing teams,
- Required direct supervisor experience of 3, and indirect experience supervising 10.
- Considerable knowledge of personnel administrative practices and procedures.
- Considerable knowledge of management principles and practices; ability to accomplish work through others.
- Ability to plan and forecast department workload, including equipment and staffing requirements, develop objectives and arrange resources to assure the accomplishment of objectives.
- Experience in bond offerings to include GO and Enterprise Funds.
- Advanced financial skills required in private, public and negotiated deal placement.

- Thorough knowledge on ROI, Total in Costs (TIC), points, leverage, NPV, escrows, arbitrage, premiums, and discounts.
- Must be consistent and accurate.
- Initiative, creativity, and attention to detail required.
- Strong problem solving and organizational skills required.
- Ability to work well under pressure and appropriately deal with stress.
- Ability to meet schedules and deadlines while working with minimal supervision.
- Ability to work independently and in a team environment.
- Ability to communicate effectively both orally and in writing with City management and departmental staff.
- Ability to establish and maintain good relations with co-workers and public relations.
- Ability to listen to and appropriately react to a supervisor's constructive criticism and incorporate said criticism to improve performance.
- Maintain cooperative relationships with Commissioners, City Councilors, Financial Advisors, legal counsel, and regulatory agencies.
- Ability to obtain a working knowledge of departmental operations and procedures, City Charter, and ordinances and pertinent state and local regulations.
- Experience with information systems, data mining, and all Microsoft Products a plus.
- Advanced skills in management and financial reporting to include knowledge and experience working with numerous applications.
- Flexibility, adaptability and commitment to constant improvement and innovation.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

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

☒ seeing	☐ ability to move distances	☐ lifting (specify)
☐ color perception	☐ within and between	☐ pounds
☐ (red, green, amber)	☐ warehouses/offices	☐ carrying (specify)
☒ hearing/listening	☐ climbing	☐ pounds
☒ clear speech	☐ ability to mount and	☐ driving (local/over
☒ touching	☐ dismount forklift/truck	☐ the road)
☒ dexterity	☐ pushing/pulling	
☒ hand		
☒ finger		
☐ reading - basic	☐ math skills - basic	☒ analysis/comprehension
☒ reading – complex	☒ math skills - complex	☒ judgment/decision

☐ writing - basic	☒ clerical	making
☒ writing - complex		
☐ shift work	☐ outside	☐ pressurized equipment
☒ works alone	☐ extreme heat	☐ moving objects
☒ works with others	☐ extreme cold	☐ high places
☒ verbal contact w/others	☐ noise	☐ fumes/odors
☒ face-to-face contact	☐ mechanical equipment	☐ hazardous materials
☒ inside	☐ electrical equipment	☐ dirt/dust

Supervision:

Directly Supervises: 4 Indirectly Supervises: 12

Disclaimer:

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

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Created February 2016.

City of Burlington Job Description

Position Title: Banking & Cash Operations Manager

Department: Clerk/Treasurer's Office

Reports to: Director of Financial Operations

Pay Grade: 21

Job Code: 1279

Exempt/Non-Exempt: Exempt

Union: Non-Union

Remote Work Rating: Tier 2

General Purpose: This position provides senior level accounting services, including supervision, in support of the City's central accounting function. This position may also provide accounting services to all City Departments. This position is also responsible to research, negotiate, and initiate agreements with financial institutions, vendors and suppliers for cost savings so as to continuously improve the City's financial position and cash management systems.

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

Finance / Accounting Functions:

- ✓ Research and meet with financial institutions and negotiates terms related to City's cash that increases interest payments to the City, and or reduce City's borrowing costs.
- ✓ Recommend ways to improve and integrate all City's cash management systems; banking, credit card companies, consultants, etc. to create efficiency and highest level of internal controls.
- ✓ Responsible for determining the size of short-term borrowings to include the Grant Anticipation Note (GAN), Revenue Anticipation Notes (RAN), and Tax Anticipation (TAN). Prepare request for proposals, negotiate, and structure the terms of deal.
- ✓ Responsible for managing the City's Cash Flow and all Cash Management and Business Deposit products and services to include profitability updating agreements and compliance requirements.
- ✓ Manage risk related to Cash Management products and services.
- ✓ Direct supervision of fiscal staff to include leading, coaching & team building to increase communication, motivation and cooperation in achieving goals. This may include, evaluation, on-going training, one on one support and disciplinary action when necessary.
- ✓ Design and maintain system controls to ensure internal/external vendor compliance and audit readiness.

- ✓ Invest City and Perpetual Care Funds to maximize return on investment in accordance with State of Vermont Statutes and Board of Finance and City Council's Investment Policy.
- ✓ Assist in production of the Official Statement (OS) for all bonding for the General Fund, Burlington School District, and all Enterprise Funds.
- ✓ Build strong relationships with all City departments, lawyers, bankers, and auditors.
- ✓ Work with all City departments for short-term borrowing and banking needs.
- ✓ Direct Liaison for the Department of Public Works and Church Street Marketplace.
- ✓ Reconcile, create and file mandated reports such as quarterly Sales & Use Tax Returns and 1099 miscellaneous. Reconciliation of Pension Investments, and Retirement and Perpetual Care Funds.
- ✓ Oversight of all bank reconciliations.
- ✓ Draft and enforce City accounts payable policies and procedures and monitors compliance with Federal and State laws and regulations.
- ✓ Report at least quarterly to Chief Administrative Officer (CAO) and Director of Financial Operations (DFO) as to progress in improving City's cash position.
- ✓ Help draft required yearly Fiscal Stability Bond analysis.
- ✓ Perform and/or supervise accounting duties such as the preparation of journal entries, bank statement reconciliation, general ledger account reconciliation and billing, including but not limited to, payroll, accounts payable, revenue collections, and fixed asset accounting.
- ✓ Assist in the preparation of the City's budget by providing necessary information and suggestions.
- ✓ Develop and maintain appropriate accounting standards and procedures in accordance with Generally Accepted Accounting Principles (GAAP) and other regulatory guidelines and requirements.
- ✓ Work in conjunction with other team members on all audits. This may include the reconciliation of assigned general ledger accounts producing schedules and documentation as well as responding to auditor inquiries.
- ✓ Ensure timely and accurate posting of transactions associated with the City's fiscal and accounting functions.
- ✓ Assist in the processing, checking and posting of transactions associated with the City's fiscal and accounting functions.
- ✓ Responsible for working in conjunction with other senior management team members in cross training of critical tasks to ensure coverage during absences.
- ✓ Responsible for departmental training on compliance guidelines and procedures, at least once per year.

Central Purchasing Functions:

- ✓ Analyze price proposals, financial reports, and other information to determine reasonable prices.
- ✓ Negotiate and renegotiate pricing for the City of Burlington with vendors and suppliers.
- ✓ Evaluate and monitor contracts to be sure that vendors and supplies comply with the terms and conditions of the contract and to determine need for changes.

- ✓ Provides general supervision of all City purchasing functions.
- ✓ Build and maintain good relationships with new and existing suppliers.
- ✓ Collaborate with other entities to centralize types of purchases that are best suited to achieve economies of scale and lower costs.
- ✓ Implement three-year plan to centralize purchasing activity with the goal to achieve economies of scale and lower costs. Work with vendors and City departments to implement and facilitate these savings.
- ✓ Draft purchasing policies and procedures in conjunction with other City departments with the goal of process improvement; brings to supervisor and City Attorney for final approval before implementation.
- ✓ Present measurable goals for purchasing savings, and/or cost reductions, and when approved initiate steps to meet or exceed saving's goals; document goal achievement.
- ✓ Initiate bid/quote process for City for services, supplies and equipment; consult with users and outside consultants to develop specifications; prepare bid documents and oversee the bid process; perform bid analysis and make recommendations regarding purchases.
- ✓ Work relationships with vendors to stay current with trends and technologies, products and services.
- ✓ Meet with key stakeholders and others with a collaborative approach on an at least a quarterly basis to assess future cost savings.
- ✓ Prepare monthly reports detailing cost initiatives for CAO and BoF.
- ✓ Ensure that the City reaches out to other municipalities to determine interest in joint purchasing.
- ✓ Assess State purchasing plans to determine whether City can/should take advantage of programs such as Municipal Vehicle etc.
- ✓ Collaborates with DFO to identify opportunities for refinancing debt and thereby saving costs.
- ✓ Lead and builds C/T purchasing team to include but not limited to Accounts Payable Team and Administrative Assistant position.
- ✓ Lead efforts to most cost efficiently utilize City credit cards and identifies methods by which we can receive cash back and/or reduce fees.

Non-Essential Job Functions:

- ✓ Performs other duties as required.

Qualifications/Basic Job Requirements:

- ✓ Bachelor's Degree in Accounting, Business Administration, or related field and five (5) years of relevant experience in accounting and banking. Additional experience may be substituted for a degree requirement on a two-for-one-year basis.
- ✓ Minimum of three (3) years supervisory experience required.
- ✓ Thorough knowledge of general accounting principles and banking practices required.
- ✓ Working knowledge of computerized accounting systems including the ability to operate spreadsheets, word-processing, and database software in a Windows based environment.
- ✓ Ability to delegate, direct and review the work of subordinate staff and the ability to train associates in accounting practices and procedures.

- ✓ Ability to work with vendors in price and/or contract negotiations.
- ✓ Must possess knowledge in modern purchasing methods, procedures, and specifications preparation.
- ✓ Must possess knowledge in purchasing software.
- ✓ Must possess knowledge in methods and techniques utilized in analyzing the quality of services, supplies, and equipment and in sources of purchasing information.
- ✓ Must possess knowledge in budgets and revenue control.
- ✓ Ability to write specifications, prepare bid documents, handle bidding process and analyze all bid results.
- ✓ Ability to analyze, understand and negotiate legal contracts and forms.
- ✓ Ability to perform detailed work related to purchasing with judgment, accuracy, confidentiality and promptness.
- ✓ Must be consistent and accurate.
- ✓ Initiative, creativity, and attention to detail required.
- ✓ Strong problem solving and organizational skills required.
- ✓ Ability to work well under pressure and appropriately deal with stress.
- ✓ Ability to meet schedules and deadlines while working with minimal supervision.
- ✓ Ability to work independently and in a team environment.
- ✓ Ability to communicate effectively both orally and in writing with City management and departmental staff.
- ✓ Ability to establish and maintain good relations with co-workers.
- ✓ Ability to listen to and appropriately react to a supervisor's constructive criticism and incorporate said criticism to improve performance.
- ✓ Flexibility, adaptability and commitment to constant improvement and innovation.
- ✓ Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- ✓ Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- ✓ Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- ✓ Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements: Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

x	seeing		ability to move distances within warehouses and offices
	color perception (red, green, amber)	x	lifting (specify 30 pounds)
x	hearing/listening		carrying (specify 30 pounds)
	clear speech		climbing

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

Supervision:

Directly Supervises: __4__

Indirectly Supervises: ____

Disclaimer:

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

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

(revised February 2011). Revised June 2015 Revised February 2016. Revised July 2017. Revised January 2023 with Remote Work Rating.

City of Burlington

Job Description



Position Title: Assistant Finance Director

Department: Clerk/Treasurer's Office

Reports to: Director of Finance

Pay Grade: 23

Job Code: 1279

Exempt/Non-Exempt: Exempt

Union: Non-Union

Remote Work Rating Tier: Tier 2

General Purpose:

This position provides senior level accounting services, is a leader in the Clerk & Treasurer's Department, and provides supervision and development of staff in support of the City's central accounting function. It will also provide oversight, advice, and administration of the City's various finance-related activities including cash flow/cash handling, debt, investments, and purchasing with a specific focus on generating savings.

Essential Job Functions:

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

- Researches, negotiates, and initiates agreements with financial institutions pertaining to the City's cash handling, borrowing, purchasing, and investment portfolio. Focus on cost savings so as to continuously improve the City's financial position and cash management.
- Directs City investment allocations, decides mix of investment vehicles, depository, and investment terms. Monitors & ensures adherence to the City's investment policy in all financial dealings.
- Directs Perpetual Care Fund investments to maximize return on investment in accordance with State of Vermont Statutes and the City's investment policy.
- Responsible for managing the City's cash flow, cash management services, and deposit products to include profitability updating agreements and compliance requirements related to debt and risk mitigation.
- Reports at least quarterly to the Chief Administrative Officer (CAO) and Director of Finance as to progress in improving City's cash position.
- Delegates authority for the receipt, disbursement, banking, protection, and custody of funds, securities, and financial instruments.
- Responsible for determining the City's short- and long-term borrowing needs to include: Grant Anticipation Notes (GAN), Revenue Anticipation Notes (RAN), and Tax Anticipation Notes (TAN), Bonding, Capital Leasing and other funding mechanisms.

- Confers with bond counsel for the issuance of long-term and short-term borrowing and prepares necessary paperwork for bond authorizations.
- Prepares requests for proposals (RFPs), negotiates, and structures the terms of a deal. Exercises discretion as to when short-term borrowing should be converted to other forms of bonding.
- Responsible for the City's Official Statement (OS) for all bonding for the General Fund, Burlington School District, and all Enterprise Funds and ensuring Federal Tax Compliance; Continuing Disclosures and paying Bondholders.
- Identifies and implements ways to improve and integrate all City's cash management systems (point-of-sale, gateways, third-party processors, banking, etc.) with a focus to reduce cost, increase efficiency, and maintain the highest level of security and internal controls.
- Direct supervision of fiscal staff to include leading, coaching & team building to increase communication, motivation and cooperation in achieving goals. This may include, evaluation, on-going training, one on one support and disciplinary action when necessary.
- Designs and maintains system controls to ensure internally (staff) and externally (vendors, partners) in accordance with GAAP and City policies.
- Drafts and enforces the City's accounts payable policies and procedures and monitors compliance with Federal and State laws and regulations.
- Oversight of 1099NEC & 1099MISC filing to ensure compliance with the Internal Revenue Service.
- Analyzes price proposals, financial reports, and other information to determine reasonable prices.
- Collaborates with departments to negotiate and renegotiate pricing for the City of Burlington with vendors and suppliers as necessary with the goal to achieve economies of scale and lower costs.
- Meets with key stakeholders and others with a collaborative approach on at least a quarterly basis to assess future cost savings.
- Initiates bids/quotes process for City for services, supplies and equipment; consult with users and outside consultants to develop specifications; prepares bid documents and oversees the bid process; performs bid analysis and make recommendations regarding purchases.
- Oversees purchasing policies and procedures and works with CAO and City Attorney on making changes and updates to manual. .
- Leads efforts to most cost efficiently utilizing the City's purchasing cards and identifying methods by which we can receive rebates and/or reduce fees.
- Responsible for working in conjunction with other senior management team members in cross training of critical tasks to ensure coverage during absences.
- Work in conjunction with other team members on all audits. This may include the reconciliation of assigned general ledger accounts producing schedules and documentation as well as responding to auditor inquiries.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor's Degree in Business or related field. Additional experience may be substituted for degree requirement on a two-for-one year basis.
- At least five (5) years' experience in finance and banking.
- Thorough knowledge of Generally Accepted Accounting Procedures and regulatory requirements required.
- At least three (3) years of supervisory experience.

- Demonstrated leadership, supervisory and planning skills.
- Excellent verbal and written communication skills.
- Strong analytical and problem-solving skills
- Ability to maintain confidentiality and make decisions in accordance with established policies and procedures.

Physical & Mental/Reasoning Requirements; Work Environment:

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

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

	fumes/odors
	dirt/dust
	hazardous materials
	electrical equipment
	mechanical equipment

Supervision:

Directly Supervises: 4

Indirectly Supervises: 0

Disclaimer:

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

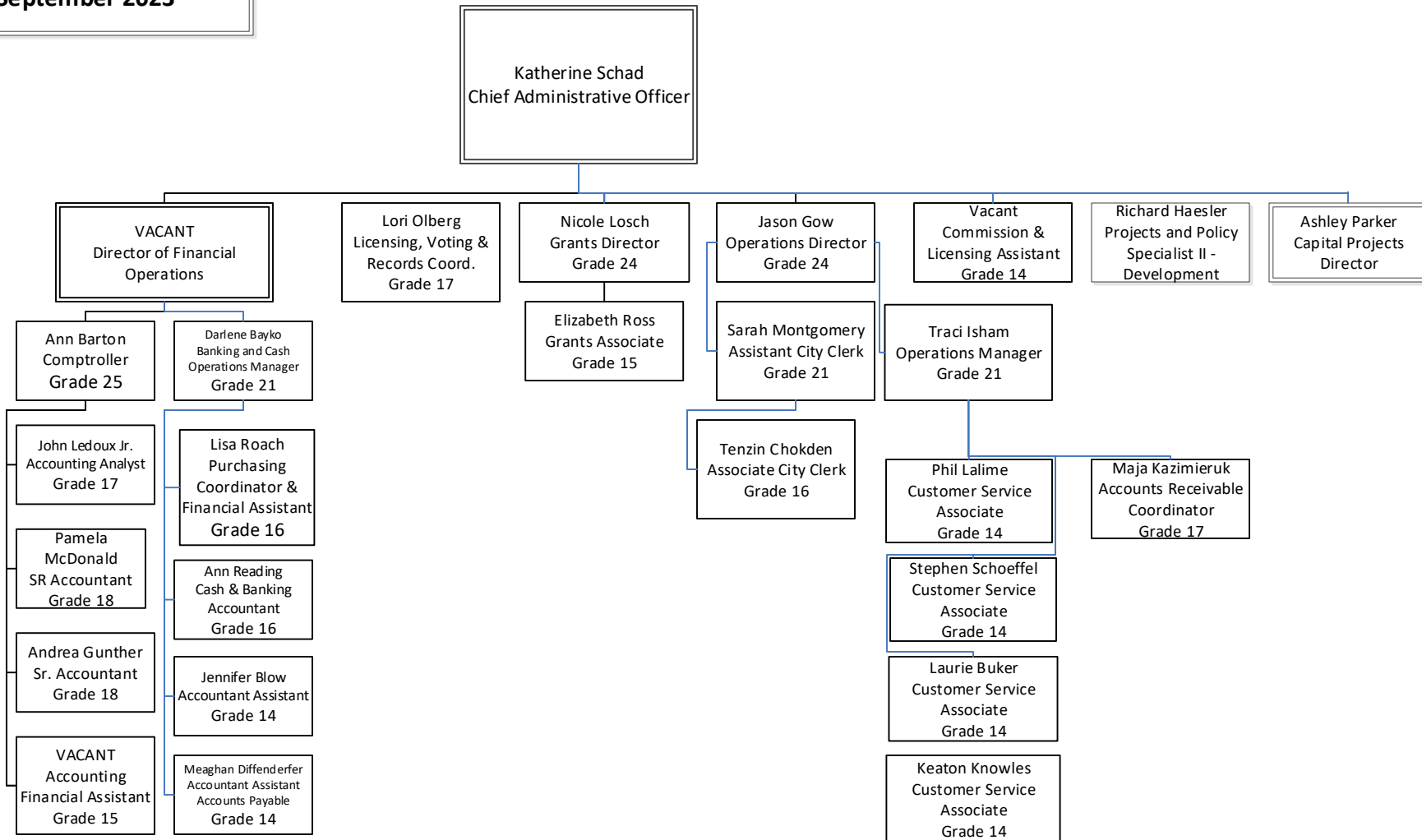
Approvals:

Department Head: _____ Date: _____

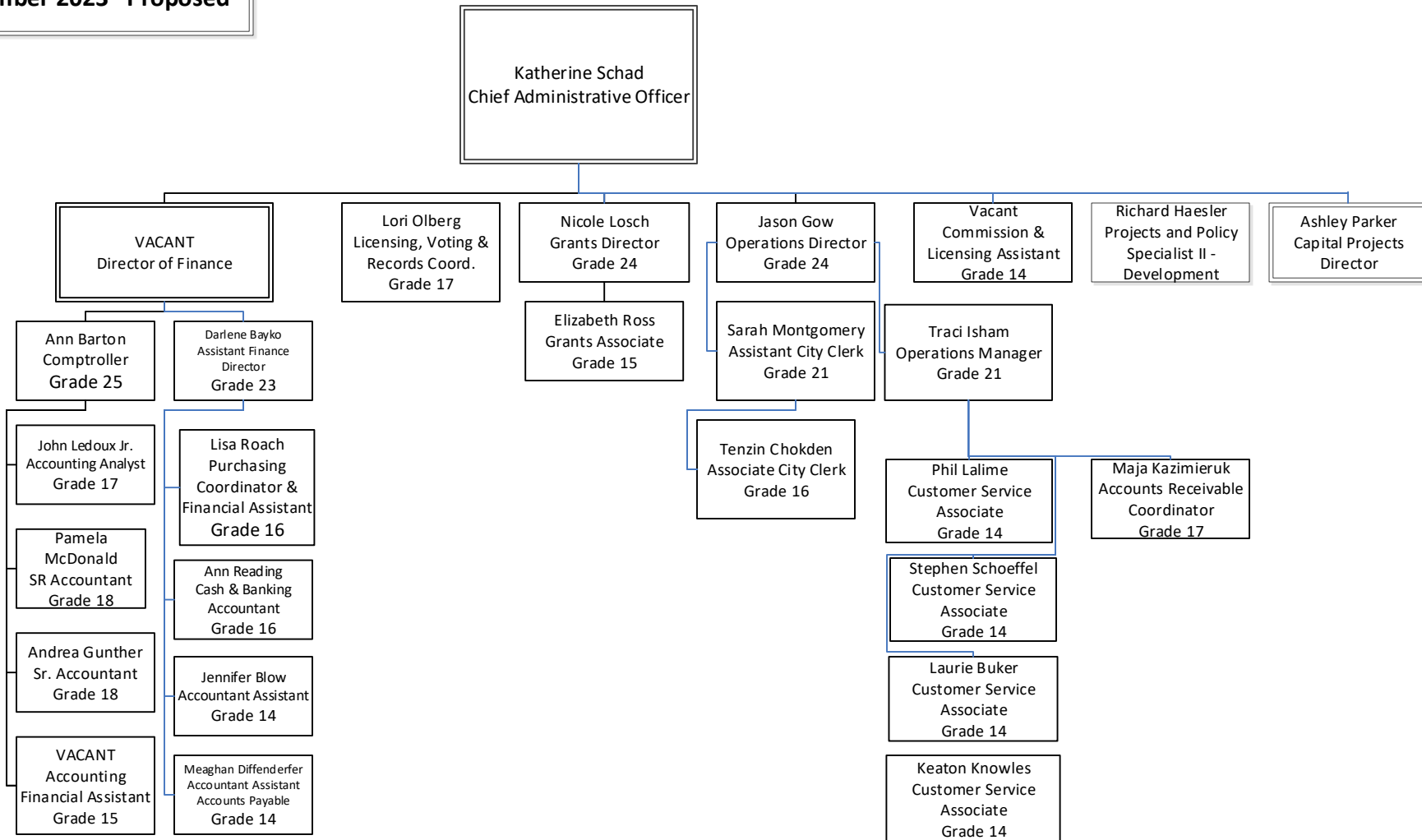
Human Resources: _____ Date: _____

Revision Dates: August 2023

**Clerk / Treasurer's Office
City of Burlington
September 2023**



**Clerk / Treasurer's Office
City of Burlington
September 2023 "Proposed"**



Board of Finance and City Council Submission Checklist

Department: Clerk/Treasurer's Office Submitter: Katherine Schad
 Reclassification of Director of Financial Operations and Banking & Cash Operations
 Title/Subject: Manager

	Approval:	Meeting Date:
☒	Board of Finance	9/18/2023
☒	City Council	9/18/2023
☐	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	9/3/2023	Katherine Schad
Mayor's Office informed and approved memo	Yes	9/14/2023	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	9/14/2023	Click or tap here to enter text.
CAO has reviewed budget, financing, and memo	Choose an item.		Click or tap here to enter text.
Human Resources, if personnel action -Identify HR Manager in note	Yes	9/11/2023	Tim Clancy
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

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



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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Post Office Box 849
Burlington, VT 05402-0849
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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
Laura Wheelock, PE, Senior Public Works Engineer

DATE: September 18, 2023

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

RE: Authorization to Execute the Design Contract for the Queen City Park Road (QCPR) Sidepath

Request:

The Department of Public Works ("DPW") is requesting approval and recommendation from Board of Finance and authorization from City Council to execute the Design Contract for the Queen City Park Road (QCPR) Sidepath project with Hoyle Tanner & Associate Inc. for \$214,245, and to authorize the use of an additional \$21,000.00 (~10%) in contingency funds to be available to use toward any necessary future contract amendments, for a total authorized amount of \$235,245.00.

Background of the QCPR Sidepath

The Chittenden County Regional Planning Commission (CCRPC), in association with the Cities of Burlington and South Burlington, initiated a Scoping Study for a bicycle and pedestrian connection between the Lindenwood Drive intersection on US Route 7 in South Burlington, along QCPR and Austin Drive, to the Burlington Waterfront Greenway (commonly called the Burlington bike path). Toole Design was retained to conduct the study, which includes the required elements of a VTrans scoping study. This has allowed the City of Burlington to pursue funding through the VTrans Bicycle and Pedestrian Program for which we were selected for improvements to QCPR from Austin Drive (Burlington) through Central Ave (South Burlington, represented as Segment D of that study).

This section of roadway only designates an advisory lane for people walking and biking, and while this modest improvement has highlighted to users of the road the multimodal nature of its use it does not meet the City's vision for our transportation network. Which is to provide transportation options that are safe, affordable, accessible, and equitable. This shared-use path will increase safety, accessibility, and equitability to portions of our population if they cannot afford or choose not to use a vehicle. This facility is consistent with planBTV Walk/Bike – the City's bike and pedestrian plan.

Our expected timeline for this project targets spring 2028 for construction of the QCPR Sidepath. This project includes extensive coordination with VTrans. It also includes time for processes that the federal grant money is contingent upon, like National Environmental Policy Act (NEPA) permit documentation and review.

Professional Design Consultant Procurement

As approved by the Board of Finance on 2/27/2023 and City Council on 3/13/2023, DPW used the VTrans At-the-Ready program for Consultant procurement for this project. City and VTrans staff reviewed consultant qualifications that were provided and evaluated by VTrans for consultants who are highly qualified in sidepath design, railroad crossings, and public outreach. The Requests for Proposal(s) was sent to Hoyle Tanner & Associate Inc. as it was determined to be the highest qualified firm. A scope and fee was then negotiated.

Funding for the Shared-Use Path Project

The City Council approved budget for design and construction of the QCPR Sidepath project is \$1,035,000. The grant funding for this project comes from VTrans Municipal Assistance Section Bicycle and Pedestrian Program Grant. The local City-funded match comes from Capital funds from the annual CIP Bond as well as the Capital bond. This capital funding was reviewed and approved by the City's Capital Committee at their 6/6/2022 meeting, and approved under the annual budget cycle for funding available starting in FY24. This request ask for the full grant amount to be amended to the project budget.

This grant will have the City incurring project expenses upfront and then seeking reimbursement under the grant for 80% of those expenses. The funding breakdown is as follows:

VTrans Municipal Assistance Section Bicycle and Pedestrian Program Grant #CA0678: \$828,000 to be paid upfront by the City of Burlington and then reimbursed by VTrans.

Annual CIP Bond: \$207,000.00 local match

Queen City Park Road Shared Use Path	Total Revenue
Vtrans Bike Ped Grant	\$ 828,000.00
CIP \$23M TMD Bond 2022	\$ 207,000.00
Total Project Cost	\$ 1,035,000.00

With the prior approved grant acceptance and budget created for a significant portion of overall project funding, DPW now seeks authorization to execute this contract for design of the project.

Attachments

1. Queen City Park Road (QCPR) Sidepath Burlington STP BP22(15) Design Contract.
2. Queen City Park Road (QCPR) Sidepath Project Budget Amendment.

Motions

Board of Finance:

1. To approve and recommend that the City Council authorize the Director of Public Works to execute a contract with Hoyle Tanner & Associate Inc. in an amount not to exceed \$214,245, and further authorize the Director of Public Works to execute any necessary future amendments using up to \$21,000 (10%) in available contingency funds, for a total authorized amount of \$235,245, for the development of the design of the QCPR Sidepath project, subject to the review and approval of the City Attorney's Office.
2. To approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to affect all necessary budget amendments and transfers of funds from the sources identified in the attached budget amendment form to amend the project budget to total \$1,035,000 for the Queen City Park Road Sidepath Project.

City Council:

1. To authorize the Director of Public Works to execute a contract, subject to City Attorney approval with Hoyle Tanner & Associate Inc. in an amount not to exceed \$214,245, and further authorize the Director of Public Works to execute any necessary future amendments using up to \$21,000 (10%) in available contingency funds, for a total authorized amount of \$235,245 for the development of the design of the QCPR Sidepath project, subject to the review and approval of the City Attorney's Office.
2. To approve and authorize the Chief Administrative Officer, or their designee, to affect all necessary budget amendments and transfers of funds from the sources identified in the attached budget amendment form to amend the project budget to total \$1,035,000 for the Queen City Park Road Sidepath Project.

**CITY OF BURLINGTON
CONSULTANT CONTRACT**

**Queen City Park Road Sidepath
Burlington STP BP22(15)**

This Consultant Contract (“Contract”) is entered into by and between the City of Burlington, Vermont (“the City”), and Hoyle Tanner & Associate Inc. (HTA) (“Consultant”), a New Hampshire corporation located at 150 Dow Street, Manchester, NH registered with the Secretary of State to do business in Vermont, with a Vermont location at 125 College Street 4th Floor, Burlington, VT, 05401.

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

1. DEFINITIONS

The following terms shall be construed and interpreted as follows:

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

2. RECITALS

- A. Authority.** Each Party represents and warrants to the other that the execution and delivery of this Contract and the performance of such Party’s obligations have been duly authorized.
- B. Consideration.** The Parties acknowledge that the mutual promises and covenants contained herein and other good and valuable consideration are sufficient and adequate to support this Contract.
- C. Purpose.** The City seeks to employ the Consultant to develop design and construction documents for the Queen City Park Road Sidepath .

3. EFFECTIVE DATE & TERM

- A. Effective Date.** This Contract shall not be valid or enforceable until the Effective Date. The City shall not be bound by any provision of this Contract before the Effective Date and shall have no obligation to pay Consultant for any performance or expense incurred before the Effective Date or after the expiration or termination of this Contract.
- B. Term.** This Contract and the Parties' respective performance shall commence on the Effective Date and expire on June 30, 2027 or upon the satisfaction of the City, unless sooner terminated as provided herein.

4. SCOPE OF WORK

The Consultant shall perform the services listed in Attachments A (Request for Proposals) and B (Consultant's Response to Request for Proposals).

5. PAYMENT FOR SERVICES

- A. Amount.** The City shall pay the Consultant for completion of the Work in accordance with Attachment B (Consultant's Response to Request for Proposals).

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

- B. Payment Schedule.** The City shall pay the Consultant in the manner and at such times as set forth in the Contract Documents. The City seeks to make payment within thirty days of receipt of an invoice and any backup documentation requested under subsection D (Invoice) below.
- C. Maximum Limiting Amount.** The total amount that may be paid to the Consultant for all services and expenses under this Contract shall not exceed the maximum limiting amount of **\$214,245**. The City shall not be liable to Consultant for any amount exceeding the maximum limiting amount without duly authorized written approval.
- D. Invoice.** Consultant shall submit one copy of each invoice, including rates and a detailed breakdown by task for each individual providing services, and backup documentation for any equipment or other expenses to the following:

Phillip Peterson, PE
645 Pine St, Burlington VT 05401
802-598-8356
ppeterson@burlingtonvt.gov

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

6. SECTION & ATTACHMENT HEADINGS

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

7. CONTRACT DOCUMENTS & ORDER OF PRECEDENT

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

The following documents constitute the Contract Documents:

Attachment A: Request for Proposals dated June 14, 2023

Attachment B: Consultant's Response to Request for Proposals dated September 9, 2023

Attachment C: VTrans Specification for Contractor Services

Attachment D: Burlington Livable Wage Ordinance Certification

Attachment E: Burlington Outsourcing Ordinance Certification

Attachment F: Burlington Union Deterrence Ordinance Certification

Attachment G: Consultant's Certificate of Insurance

Attachment H: Conflict of Interest Form

Attachment I: Debarment and Non-Collusion Form

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

8. [Reserved]

— Signatures follow on the next page —

SIGNATURE

Persons signing for the Parties hereby swear and affirm that they are authorized to act on behalf of their respective Party and acknowledge that the other Party is relying on their representations to that effect.

Consultant
Hoyle Tanner & Associate Inc.

By: _____

Date: _____

City of Burlington
Department of Public Works

By: _____
Chapin Spencer
Director of Public Works

Date: _____

Board of Finance and City Council Submission Checklist

Department: Public Works Submitter: Phillip Peterson
 Authorization to Execute the Design Contract for the Queen City Park Road (QCPR)
 Title/Subject: Sidepath

	Approval:	Meeting Date:
☒	Board of Finance	9/18/2023
☒	City Council	9/18/2023
☐	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	9/11/2023	Chapin Spencer
Mayor's Office informed and approved memo	Yes	9/13/2023	Samantha Sheehan
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	9/12/2023	Hayley McClenahan
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	9/12/2023	Hayley McClenahan
CAO has reviewed budget, financing, and memo	Yes	9/13/2023	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?	Yes	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.

Resolution Relating to

ALLOCATION OF BOND PROCEEDS FOR PUBLIC
IMPROVEMENTS -ROCKPOINT BRIDGE PROJECT

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, at the special meeting held November 8, 2016, the voters of the City authorized the City Council to issue general obligation bonds in a principal amount not to exceed Twenty-Seven Million, Five Hundred Seventy-Three Thousand, Five Hundred Eight Dollars and 00/100 (\$27,573,508.00) for the purpose of funding capital improvement infrastructure projects of the City and its departments in furtherance of the City's Ten Year Capital Plan (the "November 2016 Bond Vote"); and

WHEREAS, at the annual meeting held March 6, 2018, the voters of the City authorized the City Council to issue general obligation bonds in a principal amount not to exceed Six Million One Hundred Thousand Dollars (\$6,100,000) for the purposes of accomplishing public infrastructure capital improvements, with the expectation that the University of Vermont and Champlain College will make contributions to the City in support of the City's ten year capital plan (the "March 2018 Bond Vote"); and

WHEREAS, pursuant to such November 2016 Bond Vote and the March 2018 Bond Vote, City Charter Section 62, and City Council authorizing resolutions, the City issued (1) General Obligation Public Improvement Bonds, Series 2017A (the "Series 2017A Bonds"), (2) General Obligation Public Improvement Bonds, Series 2018A (the "Series 2018A Bonds"), (3) General Obligation Public Improvement Bonds, Series 2018B (the "Series 2018B Bonds"), and (4) General Obligation Public Improvement Bonds, Series 2019A (the "Series 2019A Bonds"); and

WHEREAS, the City has certain funds available, including unspent bond proceeds from such bond issuances, for which the City seeks to allocate to the replacement and realignment of the Rockpoint Bridge project, which is located along Rock Point Road and spans the Burlington Bike Path; and

WHEREAS, the Rockpoint Bridge project supports the City's bike path, which was specifically identified as an important element of the City's infrastructure under the City's Ten Year Capital Plan;

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby approves the allocation and expenditure of funds in the amount not to exceed \$675,135.00, from any unspent proceeds and investment

earnings from the Series 2017A Bonds, the Series 2018A Bonds, the Series 2018B Bonds and the Series 2019A Bonds, to complete capital improvements associated with the Rockpoint Bridge project, subject to final review and approval of the City Attorney; and

BE IT FURTHER RESOLVED that the Mayor, the Chief Administrative Officer, and the Banking and Cash Operations Manager are, and each one of them is, hereby authorized to execute and deliver such documents, records and certificates as to allocation and use of proceeds as advisable or necessary in connection with the Series 2017A Bonds, the Series 2018 A Bonds, the Series 2018B Bonds and the Series 2019A Bonds.

AP/TM/Resolutions 2023/*Allocation of Bond Proceeds for Public Improvements – Rockpoint Bridge Project*
September 14, 2023

City of Burlington Capital Program



MEMORANDUM

To: Board of Finance & City Council

Fr: Ashley Parker, Capital Program Director

Cc: Chapin Spencer, DPW Director
Katherine Schad, CAO
Darlene Bayko, Banking & Cash Operations Manager
Andrea Gunther, Senior Accountant
Cindi Wight, Parks Director
Norm Baldwin P.E., DPW City Engineer
Laura Wheelock, Senior Public Works Engineer
Olivia Darisse, Public Works Engineer
Sophie Sauvé, PLA, BPRW Comprehensive Planner

Re: Authorization to Reallocate Identified Bond Proceeds and Premiums to the Rockpoint Bridge Project

Date: September 18, 2023

Purpose

The City's Capital Program Team seeks approval and authorization to reallocate \$675,135.00 of identified unused capital bond proceeds from the following bonds: Series 2017A, 2018A, 2018B, and 2019A . The identified funds are remaining balances for projects that are no longer active or have no additional funding requirements (see list below) and are recommended for reallocation to and use by the Rockpoint Bridge project.

Rockpoint Bridge Project Background

The Rockpoint Bridge project involves the replacement and realignment of this bridge, which is located along Rock Point Road and spans the Burlington Bike Path. The City holds an easement with the State which grants the City rights to construct, maintain, and use the Burlington Bike Path within the railroad right of way. The City is also required to maintain all infrastructure within that right of way, including all bridge structures spanning the property.

The City's DPW Tech Services Team has reported that the bridge is in very poor condition. It is over 100 years old and is past its intended design life. The bridge is currently posted with a weight limit for 15 tons and does not allow for regular or cyclical loading. It is structurally deficient as determined by a structural analysis completed in 2019.

Since 2019, the bridge has further deteriorated, and has become a safety concern for everyday traffic, as well as emergency response vehicles. The steel beams are severely eroded with severe

delamination of the flanges and web, which are critical components of the structure. If not addressed, the bridge will continue to deteriorate which could lead to urgent safety concerns which could force closure of the bridge and result in the need for more expensive emergency construction. This closure would also cut off access to the west side of the bridge and disrupt operations that currently include summer camps, school programs, hiking trails, and residences.

The proposed project will allow for development on the west side of the bridge, which will create additional recreational opportunities. It will also improve accessibility for all users, including bicycles, pedestrians, passenger vehicles, emergency vehicles, construction vehicles, and more. It will also create an immediate and long-term safety benefit and will prevent the City from becoming liable for future emergencies or safety issues resulting from the bridge's deficiencies.

On December 1, 2022, the City's Capital Committee reviewed a request from the Project Team related to an urgent need to fund this project. Tech Services identified it as a high priority project given the following: it is an existing structure, it has an easement-required maintenance obligation, it is an aged structure with significant deterioration, and it has a high consequence of failure. At the time of this review, the Project Team was requesting an additional \$867,000 of capital funds to complete the project. The capital request proposed using a combination of remaining project funds (\$450,000) and existing bond premiums (\$417,000). The Committee approved this request noting its level of urgency.

The Project Team received two qualified bids for the project in July 2023. Both of these bids were over their engineer's cost estimate for the project, and therefore identified a need to find an additional \$224,000 to complete the project. This additional need led the Capital Team to begin a review of older projects with leftover funding that could be reallocated to support the Rockpoint Project. This work is described in the next section.

Review of Proposed Bond Reallocation

In an attempt to identify capital funding sources to be reallocated to the Rockpoint Bridge Project, the Capital Team reviewed many older projects, reviewed all associated bond documentation and project schedules, and consulted with the City's Bond Counsel. The Rockpoint Bridge project was previously identified for funding in bond series 2019A. As this project is also supporting the City's Bike Path that runs underneath the bridge, it is notable that bond series 2017A, 2018A, 2018B, and 2019A all had identified the bike path for funding. The City's Bond Counsel has indicated that any premium received at the time of sale of the Bonds may be used on projects that are consistent with the underlying authorization for the applicable series of bond(s). The applicable series of bonds were issued for (1) projects that were in furtherance of the City's Ten Year Capital Plan and (2) in the case of the Series 2018B Bonds, the annual Charter authority borrowing for City capital projects. The Ten Year Capital Plan was adopted in September 2016 and for which the City voters approved issuance of bonded general obligation debt at a special meeting held November 8, 2016 in a principal amount up to \$27,573,508 and again at the annual City meeting held March 6, 2018 in a principal amount up to \$6,100,000. The City bike path and associated infrastructure is a significant component of such Ten Year Capital Plan.

Here is a summary of the recommended bond reallocations, noting their project, bond series, and remaining project balance. The total amount proposed to be reallocated is \$675,135.00.

Project	Bond Series	Remaining Balance
Shelburne Roundabout	2018A & 2019A	\$450,000.00
BP 3A – Perkins – Design; BP3A South – Construction; BP 3B North – Construction	2017A, 2018A, 2018B, & 2019A	\$30,835.00
BP Realignment Construction	2019A	\$48,423.67
City Hall Park	2019A	\$68,901.93
Washington Berry Street Construction	2019A	\$34,361.72
ROW DPW North Ave Ethan Allen Parkway	2017A	\$11,697.51
Interdepartmental Proj – Lavalley Ln.	2019A	\$15,915.15
Interdepartmental Proj – Lavalley Ln.	2018A	\$15,000.00

In December 2022, the City’s Capital Committee approved the reallocation of the remaining funds from the Shelburne Roundabout project (\$450,000), and are in support of the current recommendation for the remaining project balance (\$225,135) pending Bond Counsel review and approval of the Board of Finance and City Council (amended request being reviewed at Capital Committee Meeting, September 13, 2023).

Next Steps

The Capital Program Team requests the Board of Finance and City Council authorize the reallocation of the funds identified in this memo for the Rockpoint Bridge Project. The Team has looked through all available funding sources for alternative options, and has learned that this project will not be eligible for any grant funding due to the bridge not being open to the public. The recommended reallocation is the best option for supporting this project, and also helps utilize any remaining bond funds from previous issuances.

The Board of Finance and City Council will also be asked to review and authorize a contract for the Rockpoint Bridge project. The materials provided for that request will provide additional project information, including an overall project budget.

Recommended Motions

For Board of Finance –

Move to recommend that the City Council approve the attached resolution authorizing the Mayor’s Office, Chief Administrative Officer, or the City’s Banking and Cash Operations Manager to execute the reallocation of the identified Series 2017A, 2018A, 2018B, and 2019A bond proceeds, which includes premium received from the sale of such bonds, not to exceed \$675,135.00, to complete

capital improvements associated with the Rockpoint Bridge project, subject to final review and approval of the City Attorney's Office.

For City Council –

To adopt the attached resolution authorizing the Mayor's Office, Chief Administrative Officer, or the City's Banking and Cash Operations Manager to execute the reallocation of the identified Series 2017A, 2018A, 2018B, and 2019A bond proceeds, which includes premium received from the sale of such bonds, not to exceed \$675,135.00, to complete capital improvements associated with the Rockpoint Bridge project, subject to final review and approval of the City Attorney's Office.

Board of Finance and City Council Submission Checklist

Department: CT Office/DPW Submitter: Ashley Parker

Title/Subject: Bond Reallocation Authorization – Rockpoint Bridge Project

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	Click or tap to enter a date.
☒	Concurrent	9/18/2023

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	9/13/2023	Katherine Schad
Mayor's Office informed and approved memo	Yes	9/13/2023	Samantha Sheehan Reviewed
Board/Commission, if required	Yes	9/13/2023	City's Capital Committee
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	9/12/2023	Jared Pellerin
CAO has reviewed budget, financing, and memo	Yes	9/13/2023	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?	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?	No	Click or tap here to enter text.



City of Burlington
Department of Public Works

Technical Services Engineering Division

645 Pine Street, Suite A

Burlington, VT 05402

P 802-863-9094 / F 802-863-0466 / TTY 802-863-0450

www.burlingtonvt.gov/DPW

TO: Board of Finance & City Council

FROM: Laura Wheelock, P.E., Senior Public Works Engineer
Olivia Darisse, P.E., Public Works Engineer
Dora Bean, Associate Public Works Engineer

CC: Chapin Spencer, Director of Public Works
Norm Baldwin, P.E., Assistant Director of Public Works and City Engineer
Cindi Wight, Director of Parks, Recreation and Waterfront
Sophie Sauvé, Parks Comprehensive Planner
Ashley Parker, Capital Program Director

DATE: September 18, 2023

RE: Rock Point Bridge – Authorization to Award Construction Contract and
Proposed Budget Amendment

Request:

The Department of Public Works (DPW) and the Department of Parks, Recreation and Waterfront (BPRW) seek authorization from the Board of Finance and City Council to:

1. Affect all necessary budget amendments and transfers of funds from the sources identified in Attachment A as needed to create the project budget in the amount of \$1,219,128.51 in accordance with the attached Budget Amendment (Attachment B) for the Rock Point Bridget Replacement Project.
2. Execute a construction contract with Desroches Construction Services in the amount of \$984,131.00, and to further authorize the use of an additional **\$98,413.00** in contingency funds (10%).

Background:

The Rock Point Bridge spans the Burlington Bike Path and serves vehicular and foot traffic between properties owned by the Episcopal Diocese of Vermont. This area, commonly known and referred to as Rock Point, was established in 1855 and is home to the Episcopal Church of Vermont, The Rock Point School, The Rock Point Conference Center, summer camps, special events, community gardens, and several maintained hiking trails which are open to the public. The bridge was built in 1900 to establish a connection over the new railroad.

While the bridge is currently owned by the Vermont Agency of Transportation and is over a railway that they still deem to be an active corridor, the City assumed the responsibility to maintain the bridge when it obtained the easement to build and use the bike path. The bridge is currently in poor condition and in need of replacement. The deck was replaced in

the 1960s, but the steel superstructure has corroded enough to reduce the structure's capacity to a maximum weight restriction of 15 tons.

In 2017, DPW began the process of addressing the bridge's condition. A local consulting firm, Engineering Ventures, was hired to perform a scoping study on the bridge. The scoping study assessed the current condition of the bridge, determined its current working capacity, and provided conceptual design solutions. In the interest of minimizing costs and traffic disruptions, Engineering Ventures made a recommendation to rehabilitate the bridge by retrofitting the existing superstructure.

In 2019, DPW solicited competitive proposals for the subsequent design phase and awarded the design phase of the project to Dubois & King (D&K). Upon assessment of the information provided in the scoping report, D&K suspected that a complete bridge replacement would be a more cost-effective solution than rehabilitation. The existing bridge is covered with lead paint that requires removal, which is a very expensive process. Further, the bridge does not meet codes to accommodate pedestrian traffic, and extensive upgrades to the existing bridge railings need to be made. Lastly, the existing bridge is over 120 years old. The typical lifespan of a bridge is around 100 years, therefore this structure has outlived its useful life and it is time to move forward with fully replacing the structure.

One alternative that was considered was rehabilitating the current structure. However, the rehabilitation strategy would add around only 20 years to the lifespan of the existing bridge, and at almost half the cost of a new structure, it was not found to be in the City's best interest.

The City has collaborated with the Rock Point Organization, throughout all project phases since 2017. They are in support of the replacement alternative and have been collaborative in the use of the property surrounding the structure to facilitate and support construction. The City also worked with D&K to complete soil exploration and geotechnical evaluation, soil sampling and testing for soil contaminants to minimize financial risk during the construction phase.

The City's work has benefitted from a close collaboration between the Department of Parks, Recreation & Waterfront and the Department of Public Works. Given the bridge is a structure associated with the Burlington Greenway easement, BPRW internally is considered the owner of the structure and DPW is managing the bridge replacement project given our technical expertise.

Contractor Bids & Selection

DPW staff issued an Invitation for Bids on **June 20, 2023**, and opened competitive bids on **July 20, 2023**. Construction is expected to commence in April 2024, with a required completion date of June 30, 2024.

Two bids were received in response to the Invitation to Bid. The total bid prices for each are shown in Table 1 – Bid Results below.

Table 1 – Bid Results

Contractor	Bid
Desroches Construction Services	\$984,131.00
S.D. Ireland Brothers	\$1,094,043.00

Desroches Construction Services was determined to be the lowest bidder with a total bid price of \$984,131.00. DPW prepared a bid analysis of both bids received compared to the Engineer's Estimate, which recommended that Desroches Construction Service's bid should be accepted. The Bid Analysis is included in Attachment C.

Funding for Project:

This project is funded 100% locally through the Capital Improvement Program (CIP). In November 2022, DPW brought forward to the Capital Committee a request to fund the project based on the engineer's estimate. The Capital Committee approved the use of \$417,000 in bond premiums that were also subsequently approved during the City's FY24 annual budget process. The Capital Committee also approved reallocating \$450,000 in excess funds from the Shelburne Street Roundabout soil contingency funds that were not needed to be available to this project.

However, bids came in over the engineer's estimate, resulting in the need for additional funds to be allocated to this project by approximately \$225,135.00. The City's Capital Team has identified several completed projects with remaining project budgets that may be reallocated to cover this funding gap. These projects have been completed and closed and do not require any additional funding. A breakdown of these funding sources are provided as **Attachment A**. The City's Capital Committee is in support of this reallocation recommendation and is reviewing the project's amended funding on September 13, 2023. The Department of Public Works is requesting authorization of a budget amendment (Attachment B) to create a total project budget of \$1,219,128.51 funded with the sources identified in **Attachment A**.

Thank you for your consideration of these requests. If you have any questions, please feel free to contact Olivia Darisse (odarisse@burlingtonvt.gov, 802-557-1414), or Laura Wheelock (Lwheelock@burlingtonvt.gov, 802-338-2125).

Attachments:

- A. Rock Point Bridge Funding Breakdown
- B. Budget Amendment Request
- C. Bid Analysis and Recommendation
- D. Capital Committee Approvals

Motions:

Board of Finance Action Items:

1. To approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to affect all necessary budget amendments and transfers of funds to amend the project budget to total \$1,219,128.51 as detailed in Attachment B for the Rock Point Bridge Replacement Project.

2. To approve and recommend that the City Council authorize the Director of Parks, Recreation and Waterfront (BPRW), or their designee, to execute a construction contract with Desroches Construction Services in an amount not to exceed 984,131.00, and to further authorize the use of an additional \$98,413.00 in contingency funds (10%), for a total authorized expenditure in the amount of \$1,082,544.00.

City Council Action Items:

1. To authorize the Chief Administrative Officer, or their designee, to affect all necessary budget amendments and transfers of funds to amend the project budget to total \$1,219,128.51 as detailed in Attachment B for the Rock Point Bridge Replacement Project.
2. To authorize the Director of Parks, Recreation and Waterfront (BPRW), or their designee, to execute a construction contract with Desroches Construction Services in the amount of 984,131.00, and to further authorize the use of an additional \$98,413.00 in contingency funds (10%), for a total authorized expenditure in the amount of \$1,082,544.00.

Rockpoint Bridge Project - Overall Budget			
Fund	Project	Amount	Detail
709	Rockpoint	\$62,628.53	Historic Project Budget/Expenses
842	Rockpoint	\$45,000.00	FY21 (Annual)
842	Rockpoint	\$19,365.00	FY19 (10.5M)
842	Rockpoint	\$417,000.00	FY23 GO Bond Premiums
843	Shelburne Roundabout	\$450,000.00	2018A & 2019A
831	BP 3A Perkins - Design, BP 3A South - Construction; BP 3B North - Construction	\$30,835.00	2017A, 2018A, 2018B, & 2019A
831	Bike Path - BP Realignment-Const	\$48,423.67	2019A
809	Other Capital - City Hall Park	\$68,901.93	FY20 Bond Premiums
843	Washington Berry Street, Const Contr	\$34,361.72	FY20 Bond Premiums
842	ROW DPW North Ave EA Pwy	\$11,697.51	FY17 Bond (\$8M)
842	Interdepartmental Project, Lavalley Ln	\$15,915.15	FY19 Bond Premium
842	Interdepartmental Project, Lavalley Ln	\$15,000.00	FY18 Bond (\$9M)
Total:		\$1,219,128.51	

CITY OF BURLINGTON, VT
PROJECT BUDGET AMENDMENT REQUEST

Department: DPW Requested by: L. Wheelock/O. Darisse Date: DRAFT for BOF/CC

Briefly explain the reason for the amendment:

Reallocation of unused funds from completed projects to the Rock Point Bridge Replacement project, per City Council Approvals.

(under 10k)

Dept. Head Approval

(10k to 24,999)

Chief Administrative Officer Date

(25K - 50K)

Mayor Date

BUDGET AMENDMENT DETAILS

Org Set	GL Account	Account Name	Project/Sub/Detail Name	Increase/ (Decrease)
843-19-700	9500_800	VTRANS Grants, Public Works, Capital Projects.Capital Outlay - Bond Tsf Expenditures	843 VTRANS Grant - Wash Berry St - Construct Contra	(34,361.72)
843-19-700	4990_800	VTRANS Grants, Public Works, Capital Projects.Interfund Transfer Proceeds - Bond Proceeds Tsf	843 VTRANS Grant - Wash Berry St - Construct Contra	(34,361.72)
800-00-700	4990_843	Bond Proceeds Fund, Non-Departmental, Capital Projects.Interfund Transfer Proceeds - Vtrans Grant	800 Bond Premium -2020-	34,361.72
800-00-700	7900_842	Bond Proceeds Fund, Non-Departmental, Capital Projects.Interfund Transfer - Streets & Sidewalks	800 Bond Premium -2020-	34,361.72
842-19-700-772	4990_800	Streets & Sidewalks, Public Works, Capital Projects, Bridge Infrastructure.Interfund Transfer Proceeds - Bond Proceeds Tsf	842 Bridge - Rockpoint -	34,361.72
842-19-700-772	9500_800	Streets & Sidewalks, Public Works, Capital Projects, Bridge Infrastructure.Capital Outlay - Bond Tsf Expenditures	842 Bridge - Rockpoint -	34,361.72
809-19-700	9500_800	Other Capital, Public Works, Capital Projects.Capital Outlay - Bond Tsf Expenditures	809 Other Cap - City Hall Park -	(68,901.93)
809-19-700	4990_800	Other Capital, Public Works, Capital Projects.Interfund Transfer Proceeds - Bond Proceeds Tsf	809 Other Cap - City Hall Park -	(68,901.93)
800-00-700	4990_809	Bond Proceeds Fund, Non-Departmental, Capital Projects.Interfund Transfer Proceeds - Other Capital	800 Bond Premium -2020-	68,901.93
800-00-700	7900_842	Bond Proceeds Fund, Non-Departmental, Capital Projects.Interfund Transfer - Streets & Sidewalks	800 Bond Premium -2020-	68,901.93
842-19-700-772	4990_800	Streets & Sidewalks, Public Works, Capital Projects, Bridge Infrastructure.Interfund Transfer Proceeds - Bond Proceeds Tsf	842 Bridge - Rockpoint -	68,901.93
842-19-700-772	9500_800	Streets & Sidewalks, Public Works, Capital Projects, Bridge Infrastructure.Capital Outlay - Bond Tsf Expenditures	842 Bridge - Rockpoint -	68,901.93
842-19-700-774	9500_800	Streets & Sidewalks, Public Works, Capital Projects, ROW/DPW Projects.Capital Outlay - Bond Tsf Expenditures	842 ROW DPW - North Ave EA Pwy -	(11,697.51)
842-19-700-774	4990_800	Streets & Sidewalks, Public Works, Capital Projects, ROW/DPW Projects.Interfund Transfer Proceeds - Bond Proceeds Tsf	842 ROW DPW - North Ave EA Pwy -	(11,697.51)
800-00-700	4990_842	Bond Proceeds Fund, Non-Departmental, Capital Projects.Interfund Transfer Proceeds - Street Reconstruction	800 Bond Proceed -2017-	11,697.51
800-00-700	7900_842	Bond Proceeds Fund, Non-Departmental, Capital Projects.Interfund Transfer - Streets & Sidewalks	800 Bond Proceed -2017-	11,697.51
842-19-700-772	4990_800	Streets & Sidewalks, Public Works, Capital Projects, Bridge Infrastructure.Interfund Transfer Proceeds - Bond Proceeds Tsf	842 Bridge - Rockpoint -	11,697.51
842-19-700-772	9500_800	Streets & Sidewalks, Public Works, Capital Projects, Bridge Infrastructure.Capital Outlay - Bond Tsf Expenditures	842 Bridge - Rockpoint -	11,697.51
842-19-700-775	9500_800	Streets & Sidewalks, Public Works, Capital Projects, Interdepartmental Project.Capital Outlay - Bond Tsf	842 Interdepart - Other s - Lavalley Lane	(15,915.15)
842-19-700-775	7900_800	Streets & Sidewalks, Public Works, Capital Projects, Interdepartmental Project.Interfund Transfer - TRANSFER TO CAPITAL PROJECTS	842 Interdepart - Other s - Lavalley Lane	15,915.15
842-19-700-775	4990_800	Streets & Sidewalks, Public Works, Capital Projects, Interdepartmental Project.Interfund Transfer Proceeds - Bond Proceeds Tsf	842 Interdepart - Other s - Lavalley Lane	(15,915.15)
800-00-700	4990_842	Bond Proceeds Fund, Non-Departmental, Capital Projects.Interfund Transfer Proceeds - Street Reconstruction	800 Bond Premium -2019-	15,915.15
800-00-700	7900_842	Bond Proceeds Fund, Non-Departmental, Capital Projects.Interfund Transfer - Streets & Sidewalks	800 Bond Premium -2019-	15,915.15
842-19-700-772	4990_800	Streets & Sidewalks, Public Works, Capital Projects, Bridge Infrastructure.Interfund Transfer Proceeds - Bond Proceeds Tsf	842 Bridge - Rockpoint -	15,915.15
842-19-700-772	9500_800	Streets & Sidewalks, Public Works, Capital Projects, Bridge Infrastructure.Capital Outlay - Bond Tsf Expenditures	842 Bridge - Rockpoint -	15,915.15

Move Washington Berry to Rockpoint

Move City Hall Park to Rockpoint

Move North Ave EAP to Rockpoint

Move Lavalley Ln construction to Rockpoint

842-19-700-775	6800_170	Streets & Sidewalks, Public Works, Capital Projects, Interdepartmental Project.Fees for Services - Engineering Services	842 Interdepart - Other s - Lavalley Lane	(15,000.00)	Move Lavalley Ln eng fee to Rockpoint
842-19-700-775	4990_800	Streets & Sidewalks, Public Works, Capital Projects, Interdepartmental Project.Interfund Transfer Proceeds - Bond Proceeds Tsf	842 Interdepart - Other s - Lavalley Lane	(15,000.00)	
800-00-700	4990_842	Bond Proceeds Fund, Non-Departmental, Capital Projects.Interfund Transfer Proceeds - Street Reconstruction	800 Bond Proceed -2018-	15,000.00	
800-00-700	7900_842	Bond Proceeds Fund, Non-Departmental, Capital Projects.Interfund Transfer - Streets & Sidewalks	800 Bond Proceed -2018-	15,000.00	
842-19-700-772	4990_800	Streets & Sidewalks, Public Works, Capital Projects, Bridge Infrastructure.Interfund Transfer Proceeds - Bond Proceeds Tsf	842 Bridge - Rockpoint -	15,000.00	
842-19-700-772	9500_800	Streets & Sidewalks, Public Works, Capital Projects, Bridge Infrastructure.Capital Outlay - Bond Tsf Expenditures	842 Bridge - Rockpoint -	15,000.00	
831-23-700	9500_800	Bike Path Rehabilitation, Parks and Recreation, Capital Projects.Capital Outlay - Bond Tsf Expenditures	831 Bike Path - BP Realignment - Construction	(48,423.67)	Move Bike Path Realign to Rockpoint
831-23-700	4990_800	Bike Path Rehabilitation, Parks and Recreation, Capital Projects.Interfund Transfer Proceeds - Bond Proceeds Tsf	831 Bike Path - BP Realignment - Construction	(48,423.67)	
800-00-700	4990_831	Bond Proceeds Fund, Non-Departmental, Capital Projects.Interfund Transfer Proceeds - Bike Path	800 Bond Proceed -2019-	48,423.67	
800-00-700	7900_842	Bond Proceeds Fund, Non-Departmental, Capital Projects.Interfund Transfer - Streets & Sidewalks	800 Bond Proceed -2019-	48,423.67	
842-19-700-772	4990_800	Streets & Sidewalks, Public Works, Capital Projects, Bridge Infrastructure.Interfund Transfer Proceeds - Bond Proceeds Tsf	842 Bridge - Rockpoint -	48,423.67	
842-19-700-772	9500_800	Streets & Sidewalks, Public Works, Capital Projects, Bridge Infrastructure.Capital Outlay - Bond Tsf Expenditures	842 Bridge - Rockpoint -	48,423.67	
831-23-700	9500_800	Bike Path Rehabilitation, Parks and Recreation, Capital Projects.Capital Outlay - Bond Tsf Expenditures	831 Bike Path - BP 3A S Barge - Construction	(30,835.00)	Move Bike Path 3A South to Rockpoint
831-23-700	4990_800	Bike Path Rehabilitation, Parks and Recreation, Capital Projects.Interfund Transfer Proceeds - Bond Proceeds Tsf	831 Bike Path - BP 3A S Barge - Construction	(30,835.00)	
800-00-700	4990_842	Bond Proceeds Fund, Non-Departmental, Capital Projects.Interfund Transfer Proceeds - Street Reconstruction	800 Bond Proceed -2019-	30,835.00	
800-00-700	7900_842	Bond Proceeds Fund, Non-Departmental, Capital Projects.Interfund Transfer - Streets & Sidewalks	800 Bond Proceed -2019-	30,835.00	
842-19-700-772	4990_800	Streets & Sidewalks, Public Works, Capital Projects, Bridge Infrastructure.Interfund Transfer Proceeds - Bond Proceeds Tsf	842 Bridge - Rockpoint -	30,835.00	
842-19-700-772	9500_800	Streets & Sidewalks, Public Works, Capital Projects, Bridge Infrastructure.Capital Outlay - Bond Tsf Expenditures	842 Bridge - Rockpoint -	30,835.00	
843-19-700	9500_800	VTRANS Grants, Public Works, Capital Projects.Capital Outlay - Bond Tsf Expenditures	843 VTRANS Grant - Shel Round Trans - Construct Contra	(250,000.00)	Move Shelb Rdabout to Rockpoint
843-19-700	4990_800	VTRANS Grants, Public Works, Capital Projects.Interfund Transfer Proceeds - Bond Proceeds Tsf	843 VTRANS Grant - Shel Round Trans - Construct Contra	(250,000.00)	
800-00-700	4990_842	Bond Proceeds Fund, Non-Departmental, Capital Projects.Interfund Transfer Proceeds - Street Reconstruction	800 Bond Proceed -2019-	250,000.00	
800-00-700	7900_842	Bond Proceeds Fund, Non-Departmental, Capital Projects.Interfund Transfer - Streets & Sidewalks	800 Bond Proceed -2019-	250,000.00	
842-19-700-772	4990_800	Streets & Sidewalks, Public Works, Capital Projects, Bridge Infrastructure.Interfund Transfer Proceeds - Bond Proceeds Tsf	842 Bridge - Rockpoint -	250,000.00	
842-19-700-772	9500_800	Streets & Sidewalks, Public Works, Capital Projects, Bridge Infrastructure.Capital Outlay - Bond Tsf Expenditures	842 Bridge - Rockpoint -	250,000.00	
843-19-700	9500_800	VTRANS Grants, Public Works, Capital Projects.Capital Outlay - Bond Tsf Expenditures	843 VTRANS Grant - Shel Round Trans - Construct Contra	(200,000.00)	Move Shelb Rdabout to Rockpoint
843-19-700	4990_800	VTRANS Grants, Public Works, Capital Projects.Interfund Transfer Proceeds - Bond Proceeds Tsf	843 VTRANS Grant - Shel Round Trans - Construct Contra	(200,000.00)	
800-00-700	4990_842	Bond Proceeds Fund, Non-Departmental, Capital Projects.Interfund Transfer Proceeds - Street Reconstruction	800 Bond Proceed -2018-	200,000.00	
800-00-700	7900_842	Bond Proceeds Fund, Non-Departmental, Capital Projects.Interfund Transfer - Streets & Sidewalks	800 Bond Proceed -2018-	200,000.00	
842-19-700-772	4990_800	Streets & Sidewalks, Public Works, Capital Projects, Bridge Infrastructure.Interfund Transfer Proceeds - Bond Proceeds Tsf	842 Bridge - Rockpoint -	200,000.00	
842-19-700-772	9500_800	Streets & Sidewalks, Public Works, Capital Projects, Bridge Infrastructure.Capital Outlay - Bond Tsf Expenditures	842 Bridge - Rockpoint -	200,000.00	

Bid Analysis and Recommendation of Award

The Bid Opening for the referenced project was held on July 20th, 2023 at 10:00 a.m. A total of two bids were received, in the amounts of \$ \$984,131.00 from Desroches Construction Services, Inc., and \$1,094,043.00 from S.D. Ireland. The Engineer's Estimate was \$784,925.00. The low bid, received from Desroches Construction Services, is \$199,206.00 (25.4%) over the Engineer's Estimate.

A bid analysis has been performed by the Department of Public Works to determine if the low bid is acceptable. A deviation of 1% of the engineer's estimate was evaluated for major cost deviations. All unit prices were evaluated for major deviations from the engineer's estimated unit price. The low bid unit prices that fell outside this range were evaluated and no significant risks to the City were identified.

Item Number: 201.10

Item Name: Clearing and Grubbing, Including Individual Trees and Stumps

Estimated Quantity: 1 LS

Estimated Unit Price	Extended Estimate	Low Bid Unit Price	Extended Low Bid	Low Bid Difference
\$10,000.00	\$10,000.00	\$37,000.00	\$37,000.00	\$27,000.00

The bids for this item ranged from \$10,000/LS to \$37,000/LS. SDI's price was the lower of the two. The contractor is carrying more overhead costs in this item. This is a lump sum item, and accepting this price does not pose any risk to the City. Acceptance of bid price is recommended.

Item Number: 203.16

Item Name: Solid Rock Excavation

Estimated Quantity: 80 CY

Estimated Unit Price	Extended Estimate	Low Bid Unit Price	Extended Low Bid	Low Bid Difference
\$120.00	\$9,600.00	\$130.00	\$10,400.00	\$800.00

The bids for this item ranged from \$130/CY to \$350/CY. DCS's price was the lower of the two. The quantity for this item has been verified and there is no significant risk to the City in moving forward with this unit price. Acceptance of bid price is recommended.

Item Number: 203.30

Item Name: Earth Borrow

Estimated Quantity: 130 CY

Estimated Unit Price	Extended Estimate	Low Bid Unit Price	Extended Low Bid	Low Bid Difference
\$20.00	\$2,600.00	\$58.00	\$7,540.00	\$4,940.00

The bids for this item ranged from \$27.50/CY to \$58.00/CY. SDI's price was the lower of the two.

Item Number: 204.30

Item Name: Granular Backfill for Structures

Estimated Quantity: 160 CY

Estimated Unit Price	Extended Estimate	Low Bid Unit Price	Extended Low Bid	Low Bid Difference
\$60.00	\$9,600.00	\$77.00	\$12,320.00	\$2,720.00

The bids received for this item ranged from \$60/CY to \$77/CY. SDI's price was the lower of the two. The quantity for this item has been verified and there is no significant risk to the City in moving forward with this unit price. Acceptance of bid price is recommended.

Item Number: 210.10

Item Name: Coarse Milling, Bituminous Pavement

Estimated Quantity: 120 SY

Estimated Unit Price	Extended Estimate	Low Bid Unit Price	Extended Low Bid	Low Bid Difference
\$15.00	\$1,800.00	\$45.00	\$5,400.00	\$3,600.00

The bids received for this item ranged from \$45/SY to \$60/SY. DCS's price was the lower of the two. Based on the bids received, it is likely that the engineer's estimate was low for this item. The quantity has been verified for this item. Acceptance of bid price is recommended.

Item Number: 301.35

Item Name: Subbase of Dense Graded Crushed Stone

Estimated Quantity: 130 SY

Estimated Unit Price	Extended Estimate	Low Bid Unit Price	Extended Low Bid	Low Bid Difference
\$38.00	\$4,940.00	\$69.00	\$8,970.00	\$4,030.00

The bids received for this item ranged from \$55/SY to \$69/SY. SDI's price was lower of the two.

Item Number: 401.10

Item Name: Aggregate Surface Course

Estimated Quantity: 10 CY

Estimated Unit Price	Extended Estimate	Low Bid Unit Price	Extended Low Bid	Low Bid Difference
\$75.00	\$750.00	\$98.00	\$980.00	\$230.00

The bids received for this item ranged from \$55/CY to \$98/CY. SDI's price was the lower of the two. The quantity for this item has been verified and there is no significant risk to the City in moving forward with this unit price. Acceptance of bid price is recommended.

Item Number: 506.50

Item Name: Structural Steel, Rolled Beam

Estimated Quantity: 25,020 LB

Estimated Unit Price	Extended Estimate	Low Bid Unit Price	Extended Low Bid	Low Bid Difference
\$3.50	\$87,570.00	\$7.20	\$180,144.00	\$92,574.00

The bids received for this item ranged from \$7.20/LB to \$6.20/LB. SDI's price was the lower of the two. The contractor's price is consistent with other recent bids containing this items. Acceptance of bid price is recommended.

Item Number: 507.12

Item Name: Reinforcing Steel, Level 2

Estimated Quantity: 10,100 LB

Estimated Unit Price	Extended Estimate	Low Bid Unit Price	Extended Low Bid	Low Bid Difference
\$3.00	\$30,300.00	\$3.80	\$38,380.00	\$8,080.00

The bids received for this item ranged from \$3/LB to \$3.80/LB. SDI's price was the lower of the two. The contractor's price is consistent with other recent bids containing this items. Acceptance of bid price is recommended.

Item Number: 507.16

Item Name: Drilling and Grouting Dowels

Estimated Quantity: 90 LF

Estimated Unit Price	Extended Estimate	Low Bid Unit Price	Extended Low Bid	Low Bid Difference
\$50.00	\$4,500.00	\$60.00	\$5,400.00	\$900.00

The bids received for this item ranged from \$60/LF to \$80/LF. DCS's price was the lower of the two. The quantity for this item has been verified and there is no significant risk to the City in moving forward with this unit price. Acceptance of bid price is recommended.

Item Number: 508.15

Item Name: Shear Connectors (348 7/8" DIA. X7")

Estimated Quantity: 1 LS

Estimated Unit Price	Extended Estimate	Low Bid Unit Price	Extended Low Bid	Low Bid Difference
\$5,000.00	\$5,000.00	\$8,000.00	\$8,000.00	\$3,000.00

The bids received for this item ranged from \$8,000/LS to \$10,000/LS. DCS's price was the lower of the two. This is a lump sum item, and accepting this price does not pose any risk to the City. Acceptance of bid price is recommended.

Item Number: 525.33

Item Name: Bridge Railing, Galvanized 2 Rail Box Beam

Estimated Quantity: 121 LF

Estimated Unit Price	Extended Estimate	Low Bid Unit Price	Extended Low Bid	Low Bid Difference
\$300.00	\$36,300.00	\$316.00	\$38,236.00	\$1,936.00

The bids received for this item ranged from \$316/LF to \$350/LF. DCS's price was the lower of the two. The quantity for this item has been verified and there is no significant risk to the City in moving forward with this unit price. Acceptance of bid price is recommended.

Item Number: 529.15

Item Name: Removal of Structure

Estimated Quantity: 1 LS

Estimated Unit Price	Extended Estimate	Low Bid Unit Price	Extended Low Bid	Low Bid Difference
\$25,000.00	\$25,000.00	\$71,000.00	\$71,000.00	\$46,000.00

The bids received for this item ranged from \$71,000/LS to \$80,000/LS. DCS's price was the lower of the two. This unit price for this item is likely impacted by the needed lead abatement during the bridge removal. This is a lump sum item, and accepting this price does not pose any risk to the City. Acceptance of bid price is recommended.

Item Number: 531.17

Item Name: Bearing Device Assembly, Steel Reinforced Elastomeric pad

Estimated Quantity: 6 EA

Estimated Unit Price	Extended Estimate	Low Bid Unit Price	Extended Low Bid	Low Bid Difference
\$700.00	\$4,200.00	\$2,124.50	\$12,747.00	\$8,547.00

The bids received for this item ranged from \$2,124.50/EA to \$3,200/EA. DCS's price was the lower of the two. The price of this item was likely impacted by the fabricator's design. The quantity for this item has been verified and there is no significant risk to the City in moving forward with this unit price. Acceptance of bid price is recommended.

Item Number: 541.30

Item Name: Concrete Class C

Estimated Quantity: 60 CY

Estimated Unit Price	Extended Estimate	Low Bid Unit Price	Extended Low Bid	Low Bid Difference
\$700.00	\$42,000.00	\$800.00	\$48,000.00	\$6,000.00

The bids received for this item ranged from \$800/CY to \$850/CY. DCS's unit price was the lower of the two.

Item Number: 620.12

Item Name: Chain-Link Fence, 6 Feet

Estimated Quantity: 96 LF

Estimated Unit Price	Extended Estimate	Low Bid Unit Price	Extended Low Bid	Low Bid Difference
\$50.00	\$4,800.00	\$114.00	\$10,944.00	\$6,144.00

The bids received for this item ranged from \$100/LF to \$114/LF. SDI's price was the lower of the two.

Item Number: 621.725

Item Name: Guardrail Approach Section Galvanized 3 Rail Box Beam

Estimated Quantity: 4 EA

Estimated Unit Price	Extended Estimate	Low Bid Unit Price	Extended Low Bid	Low Bid Difference
\$8,000.00	\$32,000.00	\$10,645.00	\$42,580.00	\$10,580.00

The bids received for this item ranged from \$10,645/EA to \$11,750/EA. DCS's price was the lower of the two.

Item Number: 621.80

Item Name: Removal and Disposal of Guardrail

Estimated Quantity: 123 LF

Estimated Unit Price	Extended Estimate	Low Bid Unit Price	Extended Low Bid	Low Bid Difference
\$5.00	\$615.00	\$7.00	\$861.00	\$246.00

The bids received for this item ranged from \$7/LF to \$10/LF. DCS's price was the lower of the two. This unit price for this item is likely impacted by the needed lead abatement during the bridge removal. The quantity for this item has been verified and there is no significant risk to the City in moving forward with this unit price. Acceptance of bid price is recommended.

Item Number: 629.28

Item Name: Hydrant

Estimated Quantity: 1 EA

Estimated Unit Price	Extended Estimate	Low Bid Unit Price	Extended Low Bid	Low Bid Difference
\$3,500.00	\$3,500.00	\$6,000.00	\$6,000.00	\$2,500.00

The bids received for this item ranged from \$6,000/EA to \$5900/EA. SDI's price was the lower of the two. These prices match recent bids for the same item. Acceptance of bid price is recommended.

Item Number: 629.30

Item Name: Remove Hydrant

Estimated Quantity: 1 EA

Estimated Unit Price	Extended Estimate	Low Bid Unit Price	Extended Low Bid	Low Bid Difference
\$900.00	\$900.00	\$1,100.00	\$1,100.00	\$200.00

The bids received for this item ranged from \$750/EA to \$1100/EA. SDI's price was the lower of the two. These prices match recent bids for the same item. Acceptance of bid price is recommended.

Item Number: 631.16

Item Name: Testing Equipment, Concrete

Estimated Quantity: 1 LS

Estimated Unit Price	Extended Estimate	Low Bid Unit Price	Extended Low Bid	Low Bid Difference
\$1,000.00	\$1,000.00	\$1,200.00	\$1,200.00	\$200.00

The bids received for this item ranged \$500/LS to \$1200/LS. SDI's price was the lower of the two. This unit price for this item is likely impacted by the needed lead abatement during the bridge removal. This is a lump sum item, and accepting this price does not pose any risk to the City. Acceptance of bid price is recommended.

Item Number: 651.18

Item Name: Fertilizer

Estimated Quantity: 60 LB

Estimated Unit Price	Extended Estimate	Low Bid Unit Price	Extended Low Bid	Low Bid Difference
\$5.00	\$300.00	\$10.00	\$600.00	\$300.00

The bids received for this item ranged from \$5/LB to \$10/LB. SDI's price was the lower of the two. These prices match recent bids for the same item. Acceptance of bid price is recommended.

Item Number: 651.20

Item Name: Agricultural Limestone

Estimated Quantity: 1 TON

Estimated Unit Price	Extended Estimate	Low Bid Unit Price	Extended Low Bid	Low Bid Difference
\$750.00	\$750.00	\$900.00	\$900.00	\$150.00

The bids received for this item ranged from \$900/TON to \$1,500/TON. DCS's price was the lower of the two. These prices match recent bids for the same item. Acceptance of bid price is recommended.

Item Number: 651.35

Item Name: Topsoil

Estimated Quantity: 70 CY

Estimated Unit Price	Extended Estimate	Low Bid Unit Price	Extended Low Bid	Low Bid Difference
\$40.00	\$2,800.00	\$94.00	\$6,580.00	\$3,780.00

The bids received for this item ranged from \$60/CY to \$94/CY. SDI's price was the lower of the two.

Item Number: 653.35

Item Name: Stabilized Construction Entrance

Estimated Quantity: 60 CY

Estimated Unit Price	Extended Estimate	Low Bid Unit Price	Extended Low Bid	Low Bid Difference
\$50.00	\$3,000.00	\$100.00	\$6,000.00	\$3,000.00

The bids received for this item ranged from \$60/CY to \$100/CY. SDI's price was the lower of the two. The price of stone has been higher than usual. The quantity has been verified for this item. Acceptance of bid price is recommended.

Item Number: 653.475

Item Name: Silt Fence Type 1

Estimated Quantity: 160 LF

Estimated Unit Price	Extended Estimate	Low Bid Unit Price	Extended Low Bid	Low Bid Difference
\$2.50	\$400.00	\$4.00	\$640.00	\$240.00

The bids received for this item ranged from \$4/LF to \$10/LF. DCS's price was the lower of the two. The quantity has been verified for this item. Acceptance of bid price is recommended.

Item Number: 900.608

Item Name: Special Provision (Waterline Bridge (2"))

Estimated Quantity: 1 LS

Estimated Unit Price	Extended Estimate	Low Bid Unit Price	Extended Low Bid	Low Bid Difference
\$6,000.00	\$6,000.00	\$12,000.00	\$12,000.00	\$6,000.00

The bids received for this item ranged from \$12,000/LS to \$33,000/LS. DCS's price was the lower of the two. This is a lump sum item, and accepting this price does not pose any risk to the City. Acceptance of bid price is recommended.

Item Number: 900.645

Item Name: Special Provision (Heat Trace and Power Interface)

Estimated Quantity: 1 LS

Estimated Unit Price	Extended Estimate	Low Bid Unit Price	Extended Low Bid	Low Bid Difference
\$5,500.00	\$5,500.00	\$7,500.00	\$7,500.00	\$2000.00

The bids received for this item ranged from \$7500/LS to \$10,000/LS. DCS's price was the lower of the two. This is a lump sum item, and accepting this price does not pose any risk to the City. Acceptance of bid price is recommended.

Item Number: 900.680

Item Name: Special Provision (Bituminous Concrete Pavement, Small Quantity)

Estimated Quantity: 90 TON

Estimated Unit Price	Extended Estimate	Low Bid Unit Price	Extended Low Bid	Low Bid Difference
\$160.00	\$14,400.00	\$275.00	\$24,750.00	\$10,360.00

The bids received for this item ranged from \$275/TON to \$250/TON. SDI's price was the lower of the two. The price is likely impacted by the small quantity. The quantity has been verified for this item. Acceptance of bid price is recommended.

Capital Project Request Form

(For New Projects & Existing Projects Requiring Budget Adjustments)

Form Completed By:			
Today's Date:			
Funds Requested			
Date Funds Needed:			
Project Title:			
Department/ Staff Involved:			
Total Project Cost:		Level of Urgency:	

Brief Project Description.

500 characters max

Is there a requirement to complete this project (i.e.: legal mandate or local, state, or federal agreement)? (Provide a reference (link, etc.) and explain how the project meets the requirement.)

1000 characters max

Does the project address a gap in outcomes/services based on race, religion, gender, sexual orientation, accessibility, age, or income? (Consider how well the project closes gaps in outcomes, and how residents affected were engaged.)

2000 characters max

Does the project create an immediate or long-term health or safety benefit?

1000 characters max

What is the condition of the asset? (Consider where it is at in its lifespan, and determine if funding this now minimizes long-term costs.)

1000 characters max

Will investment in the project increase tax revenue, reduce costs to the City, or leverage other funds?
(Provide dollar amounts.)

1000 characters max

Will the project improve air or water quality, or reduce greenhouse gas emissions?

1000 characters max

Is this project the most cost-effective solution? Is it coordinated with other projects to increase impact? Is the problem clearly defined and does the project successfully solve it? Are there other solutions that might solve the problem in a more creative/cost-effective way?

2000 characters max

Reviews & Recommendations/Approvals

	Review Date:	Recommendation/Approval:
Capital Committee:		
Mayor's Office:		

Capital Project Request Form

(For New Projects & Existing Projects Requiring Budget Adjustments)

Form Completed By:			
Today's Date:			
Funds Requested			
Date Funds Needed:			
Project Title:			
Department/ Staff Involved:			
Total Project Cost:		Level of Urgency:	

Brief Project Description.

500 characters max

Is there a requirement to complete this project (i.e.: legal mandate or local, state, or federal agreement)? (Provide a reference (link, etc.) and explain how the project meets the requirement.)

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2000 characters max

Reviews & Recommendations/Approvals

	Review Date:	Recommendation/Approval:
Capital Committee:		
Mayor's Office:		

Rockpoint Bridge Project - Overall Budget			
Fund	Project	Amount	Detail
709	Rockpoint	\$62,628.53	Historic Project Budget/Expenses
842	Rockpoint	\$45,000.00	FY21 (Annual)
842	Rockpoint	\$19,365.00	2019A
842	Rockpoint	\$417,000	2022A
843	Shelburne Roundabout	\$450,000	2018A & 2019A
831	BP 3A Perkins - Design, BP 3A South - Construction; BP 3B North - Construction	\$30,835	2017A, 2018A, 2018B, & 2019A
831	Bike Path - BP Realignment-Const	\$48,423.67	2019A
809	Other Capital - City Hall Park	\$68,901.93	2019A
843	Washington Berry Street, Const Contr	\$34,361.72	2019A
842	ROW DPW North Ave EA Pwy	\$11,697.51	2017A
842	Interdepartmental Project, Lavalley Ln	\$15,915.15	2019A
842	Interdepartmental Project, Lavalley Ln	\$15,000	2018A
Total:		\$1,219,128.51	

The project's amended Capital Committee Funding Request includes all lines in blue. The City's Bond Counsel is reviewing this reallocation recommendation, and a resolution will be submitted to City Council for reallocation authorization. All other lines are revenues that have either been received or approved for use by this project to-date.

Board of Finance and City Council Submission Checklist

Department: Public Works Submitter: Olivia Darisse/Laura Wheelock
 Authorization to Execute the Construction Contract for the Rock Point Bridge
 Title/Subject: Replacement and Amend Project Budget

	Approval:	Meeting Date:
☒	Board of Finance	9/18/2023
☒	City Council	9/18/2023
☐	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	9/11/2023	Chapin Spencer
Mayor's Office informed and approved memo	Yes	9/12/2023	Samantha Sheehan
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	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	9/12/2023	Hayley McClenahan
CAO has reviewed budget, financing, and memo	Yes	9/13/2023	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?	Yes	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.



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 Third MOU Extension**

Date: September 18, 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 one-year, no-cost extension (through 9/30/2024) of the 2019 Chittenden Solid Waste District (CSWD) / City of Burlington Second Memorandum of Understanding (expiring 9/30/2023) to provide the City and CSWD time to negotiate a Purchase and Sale Agreement, for 195-201 Flynn Avenue, or alternatively a lease agreement for 201 Flynn Avenue. Although the City has been working diligently to meet this September 30, 2023 deadline, both CSWD and DPW are asking for more time resulting in a need to extend the current Memorandum of Understanding.

Purpose:

The additional extension will provide CSWD and the City additional time to complete the Phase II environmental assessment, in advance of finalizing the terms of the Purchase and Sale Agreement, or a lease agreement, for 201 Flynn Avenue.

Due diligence completed by both parties to date:

- Property appraisal
- Wetlands survey
- Phase I environmental assessment
- Building Inspection

Due diligence remaining:

- Archeological assessment (CSWD)
- Deed research (DPW)
- Phase II environmental assessment (DPW/CSWD)

Background:

In 2001, CSWD purchased 195-201 Flynn Avenue (two adjoining parcels) for the purpose of developing a modern, full-service DOC at that location. Since then, the City of Burlington's DPW and CSWD have been working to construct a modern, safe, full-service drop off center (DOC) in the City. This has been a protracted effort because of uncertainty with the Champlain Parkway and other issues. In the meantime CSWD has operated a space-constrained and service-constrained DOC at 339 Pine Street for many years as a stopgap measure. Below is a brief history of recent events.

DPW and CSWD continue to work diligently to find innovative ways to bring expanded DOC services to Burlington residents, as well as enhanced soil management best practices to construction teams. Through this dialogue, DPW and CSWD have multiple options that would benefit both our needs. In the coming months through negotiations with CSWD, DPW plans to come back to BOF and CC with a preferred option that would benefit both DPW's and CSWD's needs, and takes into account the financial position of the City.

In June of 2023, DPW brought to the City Council a request for an additional 3-month extension of the 2019 Second Memorandum of Understanding between CSWD and DPW, which was approved by City Council. CSWD and DPW are working to complete a purchase and sales agreement prior to the September 30, 2023 expiration of the current extension, but due to considerations beyond our control, we are not able to complete our due diligence. The most notable delay is due to the need for a Phase II environmental assessment of the properties.

With known contaminants at adjacent properties, the City incurs a risk by purchasing a property expected to have contaminants. As such, both DPW and CSWD agreed that there should be a Phase I, and subsequently a Phase II environmental assessment completed for both 195 and 201 Flynn Ave. Unfortunately, it was not feasible to procure a contractor, Vanasse Hangen Brustlin, Inc. (VHB) to perform the assessment, and have it completed prior to the September 30, 2023 expiration of the current extension, due to the timing of the request occurring during a busy construction season.

VHB completed the Phase I study on July 6, 2023, which indicated that a Phase II study should be completed. DPW expects VHB to complete the Phase II around December 31, 2023. Once DPW receives the results, and understands the level of contaminants at the sites, then negotiations can commence and a purchase and sale or some other agreement will be completed.

Detailed 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 for 195-201 Flynn Avenue, or arriving at some other long-term negotiated solution, will address needs for both DPW and CSWD including:

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.

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 MOU extension would be a no-cost extension, which would allow both parties more time to finalize an agreement.

The City has budgeted limited funds for the acquisition in FY'24. The funds would cover any debt service payments, if needed, in the current fiscal year. City staff are working on funding approaches to continue funding debt service payments throughout the repayment period. This would require a change to the recycling ordinance to include soils in the definition of recycling per the ordinance, and would allow the use of the Solid Waste Generation tax as a mechanism to cover the remaining debt service payment. This was previously moved to the City Councils Ordinance Committee through the approval of the previous extension in June of 2023. 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 one (1) year extension of the Second MOU to September 30, 2024 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 or some other agreement, we would expect to take the following next steps:

- December 2023 – Receive the results of the Phase II environmental study
- Spring 2024 – Bring Purchase and Sale Agreement to CC
- Spring 2024 – Execute Purchase and Sale Agreement
- Summer 2024 – Complete property acquisition
- Fall 2024 – Undertake site work improvements at 195-201 Flynn Ave and 339 Pine St
- Fall 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 one-year, term-only, no cost extension of the Second 2019 Chittenden Solid Waste District – City of Burlington Memorandum of Understanding through September 30, 2024, and authorize the Mayor to execute said agreement subject to the review and approval of the City Attorney’s Office.

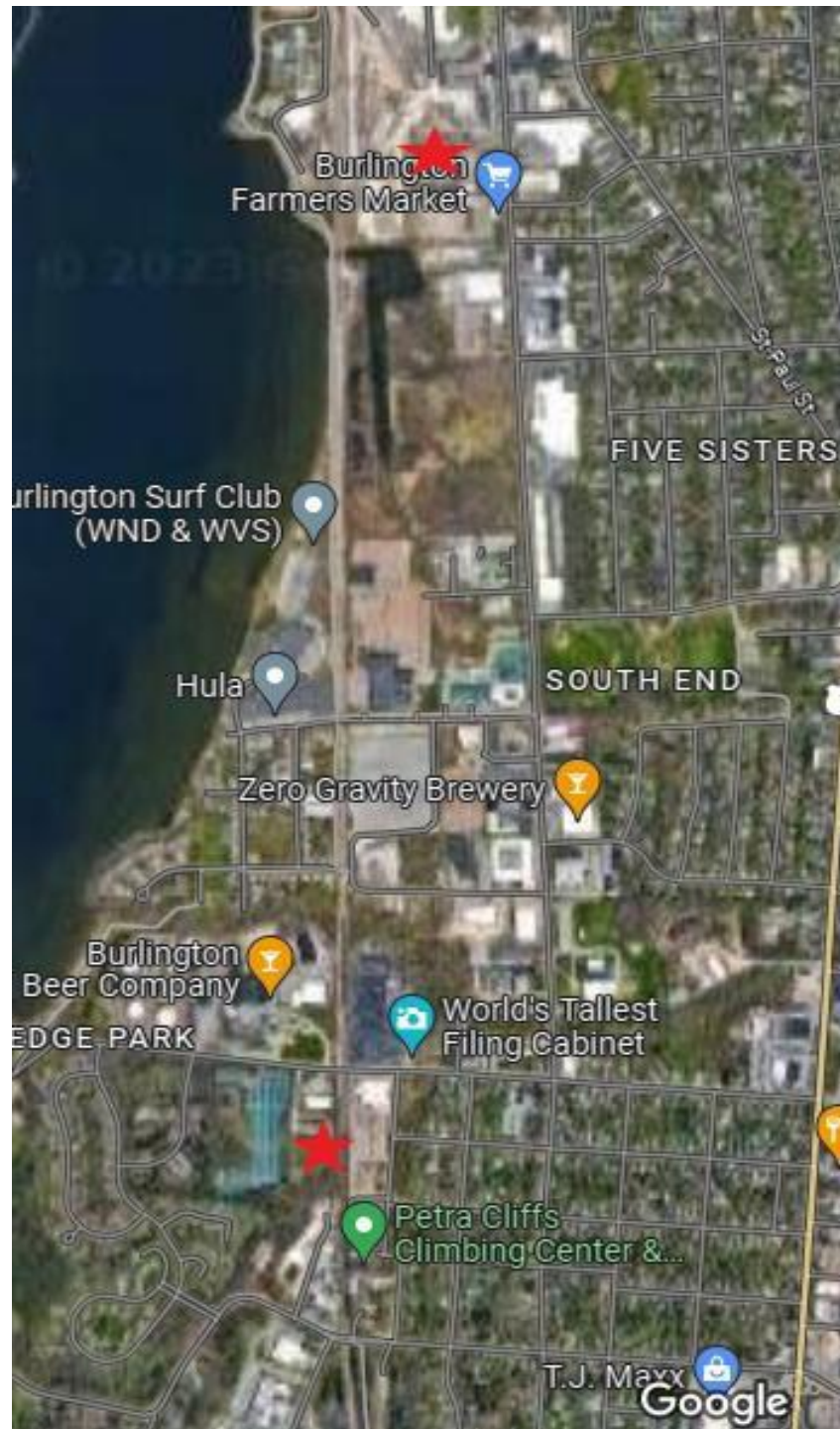
City Council Motion:

Move to approve a one-year, term-only, no cost extension of the Second 2019 Chittenden Solid Waste District – City of Burlington Memorandum of Understanding through September 30, 2024, 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

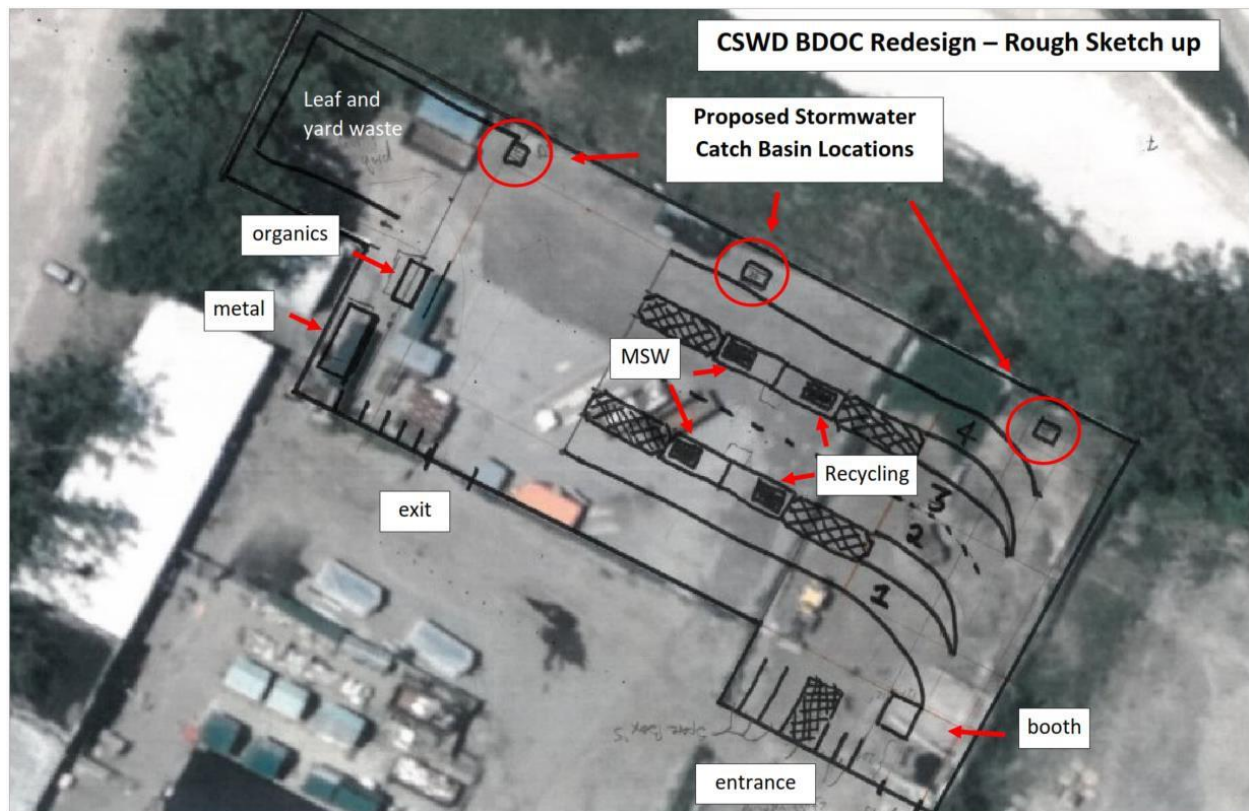


339 Pine Street Proposed Short Term DOC Expansion & REP Proposed Path

(conceptual alignment for the Railyard Enterprise Project overlaid on map)



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

(approximation of the property boundaries)



**THIRD EXTENSION
TO THE
AMENDED AND RESTATED
SECOND MEMORANDUM OF UNDERSTANDING
BETWEEN
CHITTENDEN SOLID WASTE DISTRICT
AND
THE CITY OF BURLINGTON**

This Third Extension Agreement is made by and between the Chittenden Solid Waste District (“District”) and the City of Burlington (“Burlington”) (the District and Burlington are also referred to as the “Parties,” and each, a “Party”), and is effective as of June 30, 2023.

The Parties entered into the Second Memorandum of Understanding in 2019 (the “2nd MOU”) with respect to the development by the District of a Drop-Off Center (DOC) in the City of Burlington, and the potential lease-purchase of parcels on Flynn Avenue identified collectively as the Premises. The District and Burlington have continued good faith discussions with respect to the development by the District of a DOC within the City of Burlington, and wish to further extend the term of the 2nd MOU in order to allow the District leave to obtain a professional assessment of the valuation of the Premises, in furtherance of agreement on a purchase price and other material terms for the outright sale of the Premises to Burlington by the District.

The discussions have and will continue to take into account the interests of the respective communities and constituents of the Parties, development on Flynn Avenue, the advancement of the Champlain Parkway, the Railroad Enterprise Project, as well as the current District DOC at 339 Pine Street.

In furtherance of these mutual goals and in a show of good faith, the Parties twice previously extended the term of the 2nd MOU, first through December 31, 2022 (“First Extension”) and again through June 30, 2023 (“Second Extension”). Now, as these discussions have continued, evolved, and progressed, the Parties agree to further extend the term of the 2nd MOU through September 30, 2023 (“Third Extension”).

The 2nd MOU currently provides for Burlington to make additional Option Payments of \$16,667 for each year of the extension of the 2nd MOU and affiliated Option. However, in a show of good faith towards negotiation of a purchase and sale agreement for the Premises, as of the Effective Date of this Third Extension through September 30, 2023, the District hereby agrees to waive and disclaim any further option payments that would otherwise be due under the terms of the 2nd MOU. This shall in no way impact Burlington’s compliance with the terms of the 2nd MOU or its ability to exercise the Option for lease-purchase of the Premises for the duration of the term of the 2nd MOU. The Parties agree that Burlington has made all Option Payments as necessary to preserve the lease-purchase option of the Premises through September 30, 2023.

The Parties agree that if the City purchases one or both of the parcels at 195-201 Flynn Avenue, all Option Payments received shall be credited to Burlington's purchase of any parcel of the Premises. In the event the Parties work towards development of 339 Pine Street as a new expanded drop-off center, the City will need land for displaced soil management activities and would need one of the Flynn Avenue parcels for such soil management.

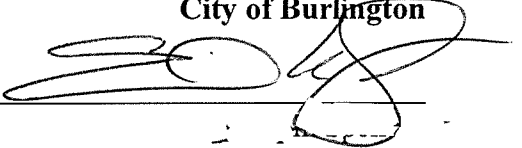
Capitalized terms used herein have the respective meanings given in the 2nd MOU. Unless otherwise indicated in this Third Extension Agreement, all terms and conditions as written in the 2nd MOU remain in full force and effect.

In witness whereof, the parties have extended this Second Extension Agreement effective as of June 30, 2023.

-signature page to follow-

Chittenden Solid Waste District

By: _____
[NAME]
Executive Director

City of Burlington
By: 

Miss Weinberger
Mayor

Board of Finance and City Council Submission Checklist

Department: Public Works Submitter: Lee Perry

Title/Subject: Chittenden Solid Waste District 195-201 Flynn Ave., Additional 1 year MOU Extension

	Approval:	Meeting Date:
☐	Board of Finance	9/18/2023
☐	City Council	9/18/2023
☒	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	9/12/2023	Approved by Chapin Spencer
Mayor's Office informed and approved memo	Yes	9/13/2023	Approved by Samantha Sheehan
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	9/13/2023	Approved by Hayley McClenahan
CAO has reviewed budget, financing, and memo	Yes	9/13/2023	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	