

Agenda

City Council Meeting

City Council Chambers, City Hall
Wednesday, June 12, 2019
6:30 P.M.

1. Call To Order By The Mayor
2. Adjournment
3. 19-176. Review and approve agenda
4. 19-177. General business and appearances
5. 19-178. Consideration of the Consent Agenda
 - a. Approve 5/22 minutes
 - b. Immigrant Heritage Month Proclamation
 - c. Street closure request: United Motorcyclists of VT Toy Run, 8/10
 - d. Approve purchase of DPW Vactor truck
 - e. Award contract for HDPE pipe supplier
 - f. Award contract for Clarendon Ave. reconstruction
 - g. Award contract for sidewalk reconstruction
 - h. Award contract to audit firm
 - i. Recreation Building pre-design and renovation proposal selection
 - j. VTrans Bicycle and Pedestrian Grant application approval

k. Set septage and leachate rates for Water Resource Recovery Facility

l. Year to date financials through April

m. City Hall Arts Center renal fee waiver request

n. Payroll and bills

o. **ADDENDUM TO AGENDA**

Juneteenth Proclamation

6. 19-179. Berlin Street Speed Limit, 1st Public Hearing

7. 19-180. Conservation Commission update

8. 19-181. TIF Validation Resolution

It is anticipated that part of this discussion will be conducted in Executive Session in accordance with Title I, VSA §313, Executive Sessions (a)(1)(E) after making a specific finding that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage: pending or probable civil litigation or a prosecution, to which the public body is or may be a party.

9. 19-182. Alternative Transportation Fund budget

10. 19-183. Winter operations debrief

11. 19-184. Ordinance Amendments: Chapter 2. Administration, 2nd reading

12. 19-185. Ordinance Amendments: Chapter 3. Public Works, 3rd reading

13. 19-186. Strategic Outcomes work plan

14. 19-187. Other business

15. 19-188. Council reports

16. 19-189. Mayor's report

17. 19-190. City Clerk's report

18. 19-191. City Manager's Report

Minutes of the Montpelier City Council Meeting
May 22, 2019 6:30pm
City Council Chambers

In attendance: Mayor Anne Watson (Chair), Councilors Dona Bate, Conor Casey, Lauren Hierl, Glen Hutcheson, Jack McCullough, and Ashley Hill. City Clerk John Odum acted as secretary.

Mayor Watson called the meeting to order at 6:30.

- 19-161. The proposed agenda was approved by unanimous consent.
- 19-162. Stephen Whitaker rose to offer comments on: transportation and broadband bills in the legislature, potholes in the leased city lots, North Branch cleanup, river cleanup behind Shaw's, the Farmers Market seniority system, the cleanliness of the streets, the condition of the crosswalks, ORCA coverage compensation. Jim Dumont also rose to ask about the status of the consent agenda.
- 19-163. After discussion, Councilor Bate moved to approve the consent agenda with items e (e. Approve Validation Resolution), and item h (h. Street closure request: Bernie 2020 Rally, 5/25) pulled for individual discussion and consideration. Councilor McCullough seconded. Fire Chief Bob Gowans and Assistant City Manager Sue Allen participated in discussion. The motion carried unanimously.

After discussion, Councilor Bate moved to inform the Sanders campaign manager what the event was costing the city and that we would appreciate a contribution to cover the costs, and for the council to move forward to consider a policy for all the diversified events that take place here. Councilor Hierl seconded. Further discussion followed. The motion carried unanimously. Comments were offered by Stephen Whitaker.

Councilor McCullough moved to approve item h (Street closure request: Bernie 2020 Rally, 5/25). Councilor Casey seconded. The motion carried unanimously.

The Council discussed Item e (Approve Validation Resolution). Comments were offered by Sandy Vitzthum, Joe Castellano, Stephen Whitaker, and James Dumont.

Councilor Bate moved to find that premature general public knowledge of the discussion from our lawyer comments about the validation resolution will clearly place the city at a substantial disadvantage. Councilor McCullough seconded, and the motion carried 5-0 (Councilor Hierl was not present for the vote).

Councilor Bate moved that the Council enter executive session to discuss the lawyer's comments about the validation resolution under the provisions of Title I, Section 313(a)(1) of the Vermont statutes. Councilor McCullough seconded, and the motion carried 5-0 (Councilor Hierl was not present for the vote) at 7:31.

Councilor McCullough moved the Council come out of executive session. Councilor Hill seconded. The motion carried unanimously at 7:51.

Councilor McCullough moved to postpone item e. (Approve Validation Resolution) for discussion at the next meeting. Councilor Casey seconded. After brief discussion, the motion carried unanimously.

- 19-164. The Council received an Americans with Disabilities Act evaluation report from Public Works Director Tom McArdle, Dianne Richardson, David West (of the Institute for Human Centered Design), and Marty Roberts.

After discussion, Councilor McCullough moved to approve the draft plan and set the final consideration for the July 10th meeting. Councilor Hill seconded. After further discussion, the motion carried unanimously at 8:31.

The Mayor called a recess at 8:31. The Council reconvened at 8:39.

- 19-165. The Mayor opened a discussion on the status of 5 Home Farm Way. City Manager Fraser introduced the discussion. Jamie Duggan answered questions about his proposed plan.

Councilor Bate moved that the Council find the submitted plan does not mean the prescribed conditions for approval, and direct the City Manager to proceed as per Section 704 (4) of the City's ordinances by immediately securing the building and, further to proceed with permanent mitigation of the nuisance. The Manager shall present a permanent mitigation plan on July 10, 2019. This plan will describe actions, costs and necessary steps. Councilor McCullough seconded. Discussion continued. Comments were offered from Stephen Whitaker and Eric Gilbertson. The motion carried unanimously at 9:17.

- 19-166. Kate Stephenson and Finance Director Todd Provencher delivered an energy use presentation and update for the city. Discussion followed. No formal action was taken.

- 19-167. Planning Director Mike Miller gave a report on the proposed zoning fixes. Discussion followed. No formal action was taken.

- 19-168. The Mayor opened the public hearing for *Ordinance amendments, 2nd reading: Chapter 2. Administration*, at 10:11. Councilor McCullough moved to postpone consideration and postpone the 2nd public hearing to June 12. Councilor Hill seconded and the motion carried unanimously. The Mayor closed the public hearing at 10:12.

- 19-169. The Mayor opened the public hearing for *Ordinance amendments, 1st reading: Chapter 3. Administration*, at 10:12. Councilor Hill moved to also defer this hearing to the June 12 meeting. Councilor Casey seconded and the motion carried unanimously. The Mayor closed the public hearing at 10:12.

- 19-171. Councilor Bate reported that there was an effort to look into the old Pioneer Street Bridge for the Cross Vermont Trail.

Councilor Hutcheson noted that he'd had a conversation with Mary Charnock pf the "wear orange" campaign regarding a possible June 8th resolution, and that they would

be present at the coming Farmer's Market. He also indicated he was still meeting with people from "Another Way" and encouraged council members' participation. He further noted that there was a bridge in the Stump Dump that could be used for the Cross Vermont Trail. He encouraged residents to hold Neighbor Day parties (noting the coming such party on Prospect Street), before reminding listeners of his weekly constituent meetings and advising everyone to avoid drinking and driving over the holiday weekend.

Councilor Hierl noted constituent discontent that the Stump Dump is only open on weekdays.

19-172. The Mayor noted that the energy efficiency charter amendment passed the legislature. She also reported on conversations with the City Manager about a possible city sponsored evening dedicated to transportation, including advocacy groups and other stakeholders for presentations. Finally, she noted that the pocket park has moved to the Senior Center and that she wanted to open a discussion on the possibility of allocating \$10k for construction of a public parklet on Main Street.

19-173. The City Clerk gave an update on the proposed non-citizen voting charter change.

Without objection, the Mayor declared the meeting adjourned at 10:24 by acclamation.



SUBJECT: Proclamation Designating June as Immigrant Heritage Month in Montpelier

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Sign Proclamation

STRATEGIC OUTCOME/PRIOR ACTION: Inclusive, Equitable and Engaged Community

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: Council approval

BACKGROUND INFORMATION: June marks the sixth-annual Immigrant Heritage Month. Immigrant Heritage Month celebrates our country's immigrant heritage--stories of individuals, families and communities who have contributed to the unique social fabric of our country.

SUPPORTING DOCUMENTS: Proclamation

INTERESTED PARTIES: Montpelier residents

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over the City Manager's Approval line.



PROCLAMATION

Recognizing June as Immigrant Heritage Month

WHEREAS, generations of immigrants from every corner of the globe have built our country's economy and created the unique character of our nation; and

WHEREAS, immigrants continue to grow businesses, innovate, strengthen our economy, and create American jobs in Montpelier, Vermont; and

WHEREAS, immigrants have provided the United States with unique social and cultural influence, fundamentally enriching the extraordinary character of our nation; and

WHEREAS, immigrants have been tireless leaders not only in securing their own rights and access to equal opportunity, but have also campaigned to create a fairer and more just society for all Americans; and

WHEREAS, despite these countless contributions, the role of immigrants in building and enriching our nation has frequently been overlooked and undervalued throughout our history and continuing to the present day:

NOW, THEREFORE, BE IT RESOLVED by the Montpelier City Council assembled, that June 2019 is designated as "Immigrant Heritage Month."

Signed this 12th day of June, 2019

Anne Watson, Mayor

Dona Bate, Councilor

Lauren Hierl, Councilor

Conor Casey, Councilor

Jack McCullough, Councilor

Glen Coburn Hutcheson, Councilor

Ashley Hill, Councilor



SUBJECT: Street Closure Permit Application, United Motorcyclists of Vermont Toy Run, 8/10/19

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Review and approve request to close State Street between Taylor Street and Bailey Avenue on Saturday, August 10, 2019 from 1:30 - 3 PM for the United Motorcyclists of Vermont Toy Run for Shriner's Hospital.

STRATEGIC OUTCOME/PRIOR ACTION: Inclusive, Equitable and Engaged Community

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: Requests for street closures require Council approval.

BACKGROUND INFORMATION: This is an annual event. City staff met with the Farmer's Market board president who agreed to clear State Street an hour earlier to accommodate the Toy Run.

SUPPORTING DOCUMENTS: Street Closure Application

INTERESTED PARTIES: Applicant; Residents; Business owners; Fire; Police and Public Works

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over a horizontal line.

1. Event Sponsor

Name: <i>Michael Burt</i>	Email: <i>mburt@myfairpoint.net</i>
Address: [REDACTED]	
Cell Phone: <i>902-424-6310</i>	Other Phone: <i>802-748-0675</i>

2. Event Details

Name of Event: <i>United Motorcyclist of VT (UMV) Toy Run</i>	
General description of the event (1 to 3 sentences): <i>Motorcycles are staged at BC/BS in Berlin and leave there on airport rd continue to Rte 14 to Rte 302 to the capital where toys are placed on steps and we have a few speakers crowd disperse and toys are placed in ^{shredders} vehicles</i>	
Date of Event: <i>8/10/2019</i>	Start and End Time of Event: <i>1-3 PM</i>
Street(s) to be Closed - Please attach a sketch of the event layout. <i>Traffic held at State + Main and State + Elm and State + Taylor to keep motorcycles together. State St. from Taylor to Bailey closed. (See attached)</i>	
Time Street will close (recommend up to an hour before event): <i>12:45</i>	Time Street will reopen (recommend 30 minutes after the event ends): <i>2:15 PM</i>
Number of Staff/Volunteers on site for Event: <i>10-12 Plus a crew to park bikes</i>	
Number of people expected at event: <i>600-800</i>	Number of vendors and/or entertainers who will participate: <i>none</i>
Name of General liability insurance carrier - Please attach proof of insurance. (General liability insurance for Special Events in the downtown area must be obtained by the Event Sponsor.) <i>Poulos/NFP Insurance.</i> <i>copy being emailed to Jamie</i>	

3. Community Support

Is this a reoccurring event in Montpelier? <i>Yes</i>	If no, do you have experience elsewhere with such events? Please explain.
How does this event benefit the public (as outlined in the Street Closure Policy)? <i>Event is intended to help Shriners Hospital however local restaurants, pubs, gas stations etc do benefit from participants</i>	

4. Public Safety and Public Health

Please describe any discussions or arrangements that the Event Sponsor has made with public safety or public works professionals in Montpelier. <i>Local law enforcement covers all intersections</i>
What arrangements have been made for food, water, and toilet facilities (if applicable)? <i>We don't furnish any food however a hotdog vendor sometimes is there. A few people do use capital building toilets</i>
What arrangements have been made to assure that litter will be cleaned up and disposed of and that trash and recycling containers will be provided? <i>Shriners and our members pick up any trash left.</i>
If additional law enforcement officials will be hired for your event, please list:
Please note any other unique aspects of this event:
Will noise levels or hours exceed the city's noise ordinance? If so, will this event require a request for variance from the noise ordinance? <i>NO</i>

Special Event / Street Closure Permit Application

5. Accessibility

As this event will take place on public property, I, as the Event Sponsor, attest that this event and all related programming and facilities meet the Americans with Disabilities Act accessibility requirements. These requirements are available at the City's website.

Michael Burt
Signature

Michael Burt
Printed Name

4/4/2019
Date

6. Signature

I, the undersigned, certify that the information provided above is valid and I will abide by any additional provisions note by Officials below. I acknowledge that I have read and understand the Montpelier Street Closure policy and that I am responsible for compliance with all requirements contained in that policy. I also agree to be onsite for the duration of the above mentioned street closure.

Michael Burt
Signature

Michael Burt
Printed Name

4/4/2019
Date

Notice Documentation

Name of Event:	
Date of Event: <u>8/10/2019</u>	Start and End Time of Event: <u>12:45 PM - 3:00 PM 2 hrs</u>
Street(s) to be Closed:	
Time Street will close (recommend up to an hour before event): <u>11:30 AM to 2:00 PM</u>	Time Street will reopen (recommend 30 minutes after the event ends): <u>2:15 / 2:30 PM</u>
Date of City Council Meeting to consider permit request:	
Describe Efforts made to notify residents and businesses along the street to be closed. Notification must include both the date/time of the proposed event and the date/time of the City Council meeting where the street closure will be considered.	

Special Event / Street Closure Permit Application

FOR OFFICIAL USE ONLY

The following parties have reviewed and approved:

POLICE	
Reviewed by: <u>Anthony J. Facos</u> Print Name <u>[Signature]</u> Signature <u>05/29/2019</u> Date	☐ Reviewed – recommend approval with no conditions ☒ Reviewed – recommend approval with conditions: <i>Patrol to control intersections and one hour delay start time.</i> ☐ Reviewed – do not recommend approval
PUBLIC WORKS	
Reviewed by: <u>Tom McArdle</u> Print Name <u>[Signature]</u> Signature <u>5/29/19</u> Date	☒ Reviewed – recommend approval with no conditions ☐ Reviewed – recommend approval with conditions: ☐ Reviewed – do not recommend approval
FIRE DEPARTMENT	
Reviewed by: <u>Robert Gowers</u> Print Name <u>[Signature]</u> Signature <u>5.29.19</u> Date	☐ Reviewed – recommend approval with no conditions ☒ Reviewed – recommend approval with conditions: <i>Maintain Emergency Vehicle Access</i> ☐ Reviewed – do not recommend approval

Special Event / Street Closure Permit Application

MONTPELIER ALIVE	
Reviewed by: <u>Dan Groberg</u> Print Name <u>[Signature]</u> Signature <u>5/29/19</u> Date	☒ Reviewed – recommend approval with no conditions ☐ Reviewed – recommend approval with conditions: ☐ Reviewed – do not recommend approval
OTHER	
Reviewed by: _____ Print Name _____ Signature _____ Date	☐ Reviewed – recommend approval with no conditions ☐ Reviewed – recommend approval with conditions: ☐ Reviewed – do not recommend approval

This permit request was reviewed at the _____ City Council meeting.
(MONTH/DAY/YEAR)

This permit request was: APPROVED _____ DENIED _____

Jamie Granfield

From: NEIL MARTEL
Sent: Thursday, May 30, 2019 10:36 AM
To: Jamie Granfield; Anthony Facos; L-PD_SUPER
Subject: RE: Toy Run

They come in on Route 302, travel River St to Berlin St then right turn on Main St and then left onto State Street (through downtown) and end up in front of State House. We close State Street from Taylor St to Bailey Ave. We hold traffic at the other intersections so the motorcycles can stay together. Usually the street is closed in front of the SH for about 1 hour after they all arrive and drop off stuffed animals at the SH then leave .

From the start time at BCBS it usually takes them about 30 -45 minutes to begin to make it into Montpelier. So to be safe I would say that our part of State St will be closed from 1:30 – 3 PM in front of the State House.

Neil



CITY COUNCIL Agenda Item #19-178(d)

Date: June 12, 2019

Consent X Discussion _____

SUBJECT: Purchase of DPW Vactor truck

SUBMITTING DEPARTMENT: Public Works

RECOMMENDED ACTION: Approve recommendation to issue a purchase order for the specified equipment and authorize the City Manager to act as the city's duly authorized agent.

STRATEGIC OUTCOME/PRIOR ACTION: Environmental Stewardship & Sustainable Infrastructure / CIP Equipment Plan approved

EXPENDITURE REQUIRED: \$380,870.00

Factory Total (LIST):	\$340,126.93
Sourcewell Discount – LESS 3%:	(10,203.81)
LESS: Local Dealer Additional Discount:	(1,859.12)
TRADE-IN: 2010 Navistar W/Vactor Body	(\$60,000.00)
<u>Net</u> for mounted equipment:	\$268,064.00
<u>Net</u> for chassis	<u>\$112,806.00</u>
NET DELIVERED PRICE:	\$380,870.00

SOURCE OF FUNDS: FY2020 CIP and other sources as noted:

CIP Equipment Budget	\$ 60,000.00
CIP Equipment Balance Forward	\$ 42,000.00
Sewer Equipment Budget	\$195,000.00
Sewer Fund Reserve	\$ 10,000.00
CIP Water Equipment Budget	\$ 42,000.00
Water Fund Reserve	<u>\$ 31,870.00</u>
TOTAL	\$380,870.00

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: The Vactor truck is the most versatile & valuable piece of equipment in the DPW fleet. Uses consist of cleaning accumulated debris from sewer and storm water pipes which is a required strategy under the CSO elimination long term control plan and considered a "best management practice" for storm water quality thus qualifying this equipment purchase for designation under the "environmental stewardship" strategic outcome. With its water carrying capability and a high powered water jet, the vacuum system enables the equipment to perform hydraulic excavation which is both convenient and efficient when working in trenches with multiple conduits present while also protecting workers from trench safety hazards who would otherwise need to enter trenches to perform the time

consuming task of exposing pipes by hand. Our existing Vactor is used extensively but has experienced multiple breakdowns causing it to become unreliable and increasingly costly to maintain. We are seeking authorization to place an order for this custom equipped truck to secure as early a delivery date as possible in the 2020 fiscal year.

SUPPORTING DOCUMENTS: Quotes

INTERESTED PARTIES: Residents, taxpayers and utility ratepayers

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read 'W. Hoffman', is written over the 'CITY MANAGER'S APPROVAL:' text.

Chassis Source – LOCAL SUPPLIED –Clarks (VT)

Module Paint Match Cab - Yes

Module Paint Color - White

Cab Color - White

Factory Total Module Only (LIST): \$340,126.93

SOURCEWELL CONTRACT AWARD NO. 122017-FSC:

Factory Total (LIST):	\$ 340,126.93
Source well Discount – LESS 3%:	(10,203.81)
LESS: Local Dealer Additional Discount:.....	(1,859.12)
TRADE-IN: 2010 Navistar W/Vactor Body – VIN# 1HTWXSJT2BJ280160	<u>(60,000.00)</u>
NET DELIVERED PRICE:.....	\$ 268,064.00

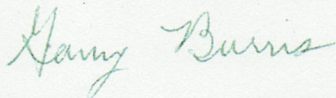
Proposal Date: 4/11/2019

Quote Number: 2019 - 30483

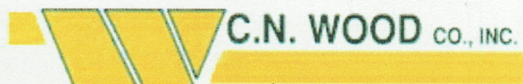
Thank you for choosing C N Wood for your equipment needs

Please contact me at (203) 814-7923 with any additional questions you may have

Sincerely,



Gary Burris
Product Service Support Representative
CN-WOOD OF CT



(US DOLLAR)

DescriptionPrice

Net Sales Price:

\$112,806.00

Approved by Seller:

Accepted by Purchaser:

Sales Executive / May 7, 2019

City of Montpelier, Vt

Official Title and Date

Firm or Business Name

Dan St. Cyr
Authorized Signature

Authorized Signature and Date

CLARK'S TRUCK CENTER
6 ORR ROAD
JERICHO VT 05465 -
(802)899-3753This proposal is not binding upon the seller without
Seller's Authorized Signature

Official Title and Date

The TOPS FET calculation is an estimate for reference purposes only. The seller or retailer is responsible for calculating and reporting/paying appropriate FET to the IRS.

The limited warranties applicable to the vehicles described herein are Navistar, Inc.'s standard printed warranties which are incorporated herein by reference and to which you have been provided a copy and hereby agree to their terms and conditions.



SUBJECT: Recommendation of contract award for HDPE Pipe Supplier

SUBMITTING DEPARTMENT: Public Works

RECOMMENDED ACTION: Award of the construction contract for HDPE Pipe Supplier to the bidder meeting the low bid requirements and delivery times as recommended by the Director. Designate City Manager as duly authorized agent.

STRATEGIC OUTCOME/PRIOR ACTION: Sustainable Infrastructure

EXPENDITURE REQUIRED: \$61,979

SOURCE OF FUNDS: Water Bond FY18 Series two

LEGAL REQUIREMENTS: Contractual Agreement

BACKGROUND INFORMATION: The Department of Public Works solicited competitive bids for HDPE pipe, fitting and delivery to the construction site from various pipe suppliers. Sealed bids were publicly opened at 10:00am on Friday May 31st 2019. DPW staff conducted an analysis of the received bids and has verified that the low bid submitted Vari-Tech is valid. Due to irregularities of materials between suppliers, only the similar materials were compared when determining the low bidder. One other consideration DPW staff considered when choosing the supplier was lead and delivery time. Vari-Tech was not only the lowest bidder but also has the shortest lead time.

SUPPORTING DOCUMENTS: Bid Tabulation

INTERESTED PARTIES: Public Works

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over a horizontal line.

HDPE PIPE SUPPLIER

NO.	Part	Unit	Quantity	Unit Price	Vari-tech		Lead Time	Unit Price	EJP Alt		Lead Time	Unit Price	EJP Base		Lead Time
					Total Price				Total Price				Total Price		
1	DR11, 12" pipe (DIPS)	LF	540	\$ 25.83	\$ 13,948.20		Stock	\$ 25.14	\$ 13,575.60		3-4 weeks	\$ 25.14	\$ 13,575.60		3-4 weeks
2	DR11, 8" pipe (DIPS)	LF	1680	\$ 12.34	\$ 20,731.20		Stock	\$ 12.91	\$ 21,688.80		3-4 weeks	\$ 12.91	\$ 21,688.80		3-4 weeks
3	DR11, 6" pipe (DIPS)	LF	35	\$ 7.74	\$ 270.90		Stock	\$ 7.71	\$ 269.85		3-4 weeks	\$ 7.71	\$ 269.85		3-4 weeks
4	DR11, 4" pipe (DIPS)	LF	450	\$ 4.03	\$ 1,813.50		Stock	\$ 3.84	\$ 1,728.00		3-4 weeks	\$ 3.84	\$ 1,728.00		3-4 weeks
5	12" MJ Adaptor (DIPS)	EA	1	\$ 146.02	\$ 146.02		Stock	\$ 170.74	\$ 170.74		2-3 weeks	\$ 170.74	\$ 170.74		2-3 weeks
6	8" MJ Adaptor (DIPS)	EA	6	\$ 90.68	\$ 544.08		Stock	\$ 122.98	\$ 737.88		2-3 weeks	\$ 122.98	\$ 737.88		2-3 weeks
7	6" MJ Adaptor (DIPS)	EA	3	\$ 83.75	\$ 251.25		Stock	\$ 92.89	\$ 278.67		2-3 weeks	\$ 92.89	\$ 278.67		2-3 weeks
8	4" MJ Adaptor (DIPS)	EA	1	\$ 62.39	\$ 62.39		Stock	\$ 64.56	\$ 64.56		2-3 weeks	\$ 64.56	\$ 64.56		2-3 weeks
9	12" Fusible Saddles (Brass) (DIPS)	EA	13	\$ 80.68	\$ 1,048.84		Stock	\$ 99.15	\$ 1,288.95		2-3 weeks	\$ 99.15	\$ 1,288.95		2-3 weeks
10	8" Fusible Saddles (Brass) (DIPS)	EA	35	\$ 74.32	\$ 2,601.20		Stock	\$ 74.66	\$ 2,613.10		2-3 weeks	\$ 74.66	\$ 2,613.10		2-3 weeks
11	4" Fusible Saddles (Brass) (DIPS)	EA	10	\$ 70.86	\$ 708.60		Stock	\$ 74.66	\$ 746.60		2-3 weeks	\$ 74.66	\$ 746.60		2-3 weeks
12	12" Fusible End Cap (DIPS)	EA	1	\$ 497.30	\$ 497.30		3 weeks	\$ 280.00	\$ 280.00		2-3 weeks	\$ 280.00	\$ 280.00		2-3 weeks
13	8" Fusible End Cap (DIPS)	EA	4	\$ 109.70	\$ 438.80		Stock	\$ 106.76	\$ 427.04		2-3 weeks	\$ 106.76	\$ 427.04		2-3 weeks
14	4" Fusible End Cap (DIPS)	EA	1	\$ 19.81	\$ 19.81		Stock	\$ 26.41	\$ 26.41		2-3 weeks	\$ 26.41	\$ 26.41		2-3 weeks
Total of Items #1-14				\$	43,082.09			\$	43,896.20			\$	43,896.20		
15	12" x12" x 8" Tee (DIPS) (MOLDED)	EA	1	\$ 763.48	\$ 763.48		2-3 week	\$ 282.35	\$ 282.35		2-3 weeks	\$ -	\$ -		N/A
16	12" x 12" x 6" Tee (DIPS) (MOLDED)	EA	1	\$ 589.78	\$ 589.78		2-3 week	\$ 258.82	\$ 258.82		2-3 weeks	\$ -	\$ -		N/A
17	8" x 8" x 8" Tee (DIPS) (MOLDED)	EA	4	\$ 224.56	\$ 898.24		Stock	\$ 237.00	\$ 948.00		2-3 weeks	\$ 237.00	\$ 948.00		2-3 weeks
18	8" x 8" x 6" Tee (DIPS) (MOLDED)	EA	2	\$ 310.69	\$ 621.38		2-3 week	\$ 217.65	\$ 435.30		2-3 weeks	\$ -	\$ -		N/A
19	8" x 8" x4" Tee (DIPS)(MOLDED)	EA	1	\$ 368.92	\$ 368.92		2-3 week	\$ 141.18	\$ 141.18		2-3 weeks	\$ -	\$ -		N/A
20	4" x 4" x 2" Tee (DIPS) (MOLDED)	EA	1	\$ 156.72	\$ 156.72		2-3 week	\$ 135.29	\$ 135.29		2-3 weeks	\$ -	\$ -		N/A
21	45°Bend 8" (DIPS)	EA	2	\$ 105.74	\$ 211.48		Stock	\$ 122.06	\$ 244.12		2-3 weeks	\$ 122.06	\$ 244.12		2-3 weeks
22	22.5° Bend 8" (DIPS)	EA	2	\$ 87.73	\$ 175.46		2-3 week	\$ 122.06	\$ 244.12		2-3 weeks	\$ -	\$ -		N/A
23	22.5° Bend 4" (DIPS)	EA	2	\$ 56.36	\$ 112.72		2-3 week	\$ 36.47	\$ 72.94		2-3 weeks	\$ -	\$ -		N/A
24	8" Fusible Couplings	EA	27	\$ 97.73	\$ 2,638.71		Stock	\$ 83.30	\$ 2,249.10		2-3 weeks	\$ 83.30	\$ 2,249.10		2-3 weeks
25	6" Fusible Couplings	EA	2	\$ 71.59	\$ 143.18		Stock	\$ 60.18	\$ 120.36		2-3 weeks	\$ 60.18	\$ 120.36		2-3 weeks
26	Thermal Restrain Tabs	EA	20	\$ 52.16	\$ 1,043.20		Stock	\$ 34.09	\$ 681.80		2-3 weeks	\$ 34.09	\$ 681.80		2-3 weeks
Total Base Bid				\$	50,805.36			\$	49,709.58			\$	48,139.58		
Total of Items# 15,16, 18-20, 22,23 (Removed from Base Bid Calcs)				\$	2,788.46			\$	1,570.00			\$	-		
Total Items #1-14				\$	43,082.09			\$	43,896.20			\$	43,896.20		
Total Items #17, 21, 24,25,26				\$	4,934.81			\$	4,243.38			\$	4,243.38		
Total Revised Base Bid				\$	48,016.90			\$	48,139.58			\$	48,139.58		
ALT-1	12" Fusible Gate Valves (DIPS)	EA	1	3845.98	3845.98		3 weeks	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -
ALT-2	8" Fusible Gate Valves (DIPS)	EA	5	1620.98	8104.9		3 weeks	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -
ALT-3	6" Fusible Gate Valves (DIPS)	EA	2	1005.61	2011.22		3 weeks	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -
Total Alternative Bid				\$	13,962.10			\$	-			\$	-		
Total Revised Base Bid with Alternatives				\$	61,979.00			\$	48,139.58			\$	48,139.58		



CITY COUNCIL Agenda Item #19-178(f)

Date: June 12, 2019

Consent X Discussion

SUBJECT: Recommendation of contract award for Clarendon Ave. Reconstruction

SUBMITTING DEPARTMENT: Public Works

RECOMMENDED ACTION: Award of the construction contract for Clarendon Ave. Reconstruction to Hebert Excavation meeting the low bid as recommended by the Director. Designate City Manager as duly authorized agent.

STRATEGIC OUTCOME/PRIOR ACTION: Sustainable Infrastructure

EXPENDITURE REQUIRED: \$739,269.00

SOURCE OF FUNDS: Water Bond FY18 Series two, Sewer Bond FY18, FY20 CIP

LEGAL REQUIREMENTS: Contractual Agreement

BACKGROUND INFORMATION: The Department of Public Works solicited competitive bids for Clarendon Ave Reconstruction. The scope of work will encompass sewer, water, storm water, street, and sidewalk reconstruction. Sealed bids were publicly opened at 10:30am on Thursday June 6th 2019. DPW staff conducted an analysis of the received bids and has verified that the low bid submitted by Herbert Excavation is valid.

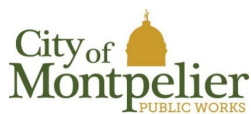
In order to save money on this contract the City of Montpelier will be supplying the water pipe for the contractor to install. The project is currently calling out for 2,000' of new water main, 1,000' of new sewer main, and 1,633' of underdrain along with other storm water features. Once all underground utilities are installed the road subbase will be rebuilt and pavement to follow.

SUPPORTING DOCUMENTS: Bid Tabulation

INTERESTED PARTIES: Public Works

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over a horizontal line.



PROJECT: Clarendon Ave Reconstruction

BID DATE : June 6th, 2019

BID OPENING TIME: 10:30AM

REVISED BASE BID FORM				Dubois		Hebert	
BID Bond				yes		yes	
Acknowledge Addendum				yes		yes	
Item #	Unit of Measure	Estimated Quantity	Brief Description of Items with Unit Bid Price in words	Unit Bid Price	Total Amount in Figures	Unit Bid Price	Total Amount in Figures
1A	LF	490	Install 12-inch DR11 HDPE Water Main	\$100.00	\$49,000.00	\$64.00	\$31,360.00
1B	LF	1000	Install 8-inch DR11 HDPE Water Main	\$90.00	\$90,000.00	\$58.00	\$58,000.00
1C	LF	35	Install 6-inch DR11 HDPE Water Main	\$88.00	\$3,080.00	\$90.00	\$3,150.00
1D	LF	50	Furnish and Install 4-inch DR14 PVC Water Main	\$85.00	\$4,250.00	\$100.00	\$5,000.00
1E	LF	450	Install 4-inch DR11 HDPE Water Main	\$76.00	\$34,200.00	\$50.00	\$22,500.00
2A	EA	1	Install 12-inch Fusible Gate Valve with Box	\$200.00	\$200.00	\$1,000.00	\$1,000.00
2B	EA	3	Install 8-inch Fusible gate valve with box	\$180.00	\$540.00	\$500.00	\$1,500.00
2C	EA	2	Install 6-inch Fusible gate valve with box	\$170.00	\$340.00	\$500.00	\$1,000.00
2D	EA	1	Install 4-inch Fusible gate valve with box	\$160.00	\$160.00	\$500.00	\$500.00
2E	SF	250	Furnish and Install 2-Inch Thick Rigid Board Insulation	\$3.00	\$750.00	\$2.00	\$500.00
3A	EA	2	Furnish and Install Hydrant	\$4,000.00	\$8,000.00	\$4,200.00	\$8,400.00
3B	VF	6	Furnish and Install Hydrant Extension	\$700.00	\$4,200.00	\$200.00	\$1,200.00
3C	EA	2	Remove Existing Hydrant	\$300.00	\$600.00	\$800.00	\$1,600.00
4	EA	3	Cut, Cap and Abandon Existing Water Main	\$1,800.00	\$5,400.00	\$1,800.00	\$5,400.00
5	LB	256	Furnish and Install DI Pipe Fittings, Reducers, Tees, Bends, Adapters	\$6.00	\$1,536.00	\$5.00	\$1,280.00
6A	EA	31	Furnish and Install 1-Inch Fusible Corporation	\$190.00	\$5,890.00	\$200.00	\$6,200.00
6B	EA	19	Furnish and Install 1-Inch Curb Stop with Box	\$260.00	\$4,940.00	\$450.00	\$8,550.00
7	LF	475	Furnish and Install 1-Inch Copper Pipe	\$50.00	\$23,750.00	\$42.00	\$19,950.00
8A	EA	4	Furnish and Install Manual Air Release	\$500.00	\$2,000.00	\$800.00	\$3,200.00
8B	EA	1	Furnish and Install Blow Off	\$600.00	\$600.00	\$1,500.00	\$1,500.00

Item #	Unit of Measure	Estimated Quantity	Brief Description of Items with Unit Bid Price in words	Unit Bid Price	Total Amount in Figures	Unit Bid Price	Total Amount in Figures
9	EA	5	Interconnection to Existing Water Main	\$2,500.00	\$12,500.00	\$5,000.00	\$25,000.00
10A	VF	56	Furnish and Install 4-foot Diameter Concrete Manhole	\$500.00	\$28,000.00	\$210.00	\$11,760.00
10B	VF	15	Furnish and Install 4-Foot Diameter Concrete Catch Basin	\$470.00	\$7,050.00	\$395.00	\$5,925.00
10C	EA	12	Adjust Catch Basin Frame and Grate	\$480.00	\$5,760.00	\$250.00	\$3,000.00
10D	VF	8	Furnish and Install 5-Foot Diameter Concrete Sewer Manhole	\$1,800.00	\$14,400.00	\$338.00	\$2,704.00
10E	EA	2	Furnish and Install 2-Foot Knock out Concrete Structure	\$1,500.00	\$3,000.00	\$1,000.00	\$2,000.00
11A	LF	1080	Furnish and Install 8-Inch SDR-35 PVC Sewer Pipe	\$96.00	\$103,680.00	\$57.00	\$61,560.00
11B	LF	485	Furnish and Install 6-Inch SDR-35 PVC Sewer Pipe	\$55.00	\$26,675.00	\$56.00	\$27,160.00
12A	EA	9	Furnish and Install 8x6-Inch SDR-35 PVC Sewer Wye	\$50.00	\$450.00	\$100.00	\$900.00
12B	EA	8	Furnish and Install Cleanout	\$200.00	\$1,600.00	\$300.00	\$2,400.00
13B	LF	95	Furnish and Install 15-Inch HPPP Storm Drain	\$50.00	\$4,750.00	\$50.00	\$4,750.00
13C	LF	85	Furnish and Install 12-Inch HPPP Storm Drain	\$45.00	\$3,825.00	\$48.00	\$4,080.00
14	EA	4	Cores Through Existing Concrete Structure	\$650.00	\$2,600.00	\$1,000.00	\$4,000.00
15	LF	200	Remove existing water main	\$15.00	\$3,000.00	\$30.00	\$6,000.00
16	LF	200	Remove existing sewer main	\$15.00	\$3,000.00	\$30.00	\$6,000.00
17A	LF	1900	Furnish and Install Asphalt Curb	\$14.00	\$26,600.00	\$12.65	\$24,035.00
18A	SY	8	Furnish and Install Concrete Sidewalk 5-Inches Thick	\$80.00	\$640.00	\$300.00	\$2,400.00
18B	SY	530	Furnish and Install Sidewalk Subbase Only	\$30.00	\$15,900.00	\$25.00	\$13,250.00
19	SF	55	Furnish and Install Detectable Warning Surface	\$45.00	\$2,475.00	\$56.00	\$3,080.00
20	SY	9000	Furnish and Install Geotextile Separation Fabric	\$2.00	\$18,000.00	\$1.50	\$13,500.00
21	SY	4100	Furnish and Install Geogrid for Roadway	\$6.00	\$24,600.00	\$6.00	\$24,600.00
22A	CY	690	Furnish and Install Drainage Aggregate 704.16A	\$45.00	\$31,050.00	\$40.00	\$27,600.00
22B	CY	1370	Furnish and Install Dense Graded Crushed Stone 704.06A	\$45.00	\$61,650.00	\$38.00	\$52,060.00
22C	CY	230	Furnish and Install Fine Crushed Gravel 704.05A	\$45.00	\$10,350.00	\$40.00	\$9,200.00
23	TON	55	Furnish and Install Permanent Trench Pavement	\$200.00	\$11,000.00	\$207.00	\$11,385.00
24	TON	650	Furnish and Install Base Pavement	\$86.00	\$55,900.00	\$97.00	\$63,050.00

Item #	Unit of Measure	Estimated Quantity	Brief Description of Items with Unit Bid Price in words	Unit Bid Price	Total Amount in Figures	Unit Bid Price	Total Amount in Figures
25	LF	1630	Furnish and Install 6-inch Perforated PVC Underdrain	\$10.00	\$16,300.00	\$44.00	\$71,720.00
26	CY	50	Furnish and Install Stone Fill	\$40.00	\$2,000.00	\$34.00	\$1,700.00
27	CY	15	Furnish and Install 3,000 PSI Concrete	\$400.00	\$6,000.00	\$250.00	\$3,750.00
28	EA	7	Furnish and Install Thermal Restrain Thrust blocks	\$500.00	\$3,500.00	\$300.00	\$2,100.00
29	CY	10	Perform Ledge Removal	\$200.00	\$2,000.00	\$160.00	\$1,600.00
30	CY	10	Perform Boulder Removal	\$15.00	\$150.00	\$20.00	\$200.00
31	CY	50	Furnish and Install Common Fill	\$10.00	\$500.00	\$20.00	\$1,000.00
32	CY	50	Perform Excavation Below Grade with Gravel Refill	\$50.00	\$2,500.00	\$28.00	\$1,400.00
33	CY	20	Perform Exploratory Excavation	\$50.00	\$1,000.00	\$30.00	\$600.00
34	MHR ALLOWANCE	1	Provided Uniform Traffic Officer	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
35	LS	1	Perform Miscellaneous Work and Clean Up	\$85,000.00	\$85,000.00	\$50,000.00	\$50,000.00
36	LS	1	Perform Sewer Bypass Pumping	\$30,000.00	\$30,000.00	\$10,000.00	\$10,000.00
37	LF	1	Furnish and Install Road Side Dry Swale	\$40.00	\$40.00	\$10.00	\$10.00
xx	-	-	TOTAL BASE BID IN DOLLARS:	-	\$868,881.00	-	\$739,269.00

REVISED ALTERNATE BID PRICING							
2A-alt	EA	1	Furnish and Install 12-inch MJ Gate Valve with Box	\$2,140.00	\$2,140.00	\$2,000.00	\$2,000.00
2B-alt	EA	3	Furnish and install 8-inch MJ Gate Valve with box	\$1,195.00	\$3,585.00	\$1,250.00	\$3,750.00
2C-alt	EA	2	Furnish and install 6-inch MJ Gate Valve with box	\$1,795.00	\$3,590.00	\$1,200.00	\$2,400.00
2D-alt	EA	1	Furnish and Install 4-inch MJ Gate Valve with box	\$755.00	\$755.00	\$1,200.00	\$1,200.00
17A-alt	LF	1935	Furnish and Install Vertical Granite Curb	\$47.00	\$90,945.00	\$30.00	\$58,050.00
18B-alt	SY	530	Furnish and Install Bituminous Concrete Sidewalk	\$42.00	\$22,260.00	\$20.00	\$10,600.00
xx	-	-	TOTAL OF ALL ALTERNATES IN DOLLARS:	-	\$123,275.00	-	\$78,000.00

The City intends to award the contract based on the lowest total Base Bid Amount. We reserve the right to award the contract based on the alternate bid pricing if prices associated with the alternate items for monetarily favorable for the City. A list of HDPE pipe materials and fittings that are being bid (separately) and provided by the City of Montpelier are included as an attachment in the contract documents

END SECTION 0003



CITY COUNCIL Agenda Item #

Date: 6/5/19

Consent X **Discussion**

SUBJECT: Recommendation of contract award for Concrete Sidewalk Projects.

SUBMITTING DEPARTMENT: Public Works

RECOMMENDED ACTION: Approve award of the concrete sidewalk contract to DuBois Construction in the base bid amount of \$115,800.00 and grant authorization for the City Manager to serve as the duly authorized agent.

STRATEGIC OUTCOME/PRIOR ACTION:

EXPENDITURE REQUIRED: \$115,800.00

SOURCE OF FUNDS: CIP/Water Fund

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: DPW staff developed contract documents and solicited bids from local contractors qualified to perform concrete sidewalk repair work. Three bids were received and opened (tabulation attached). DuBois Construction submitted the lowest bid in the amount of \$115,800.00 which was found to be responsive and in compliance with the bid requirements.

DPW staff has worked with DuBois Construction in the past on a number of projects with acceptable results and concluded that their bid is in compliance with the contract instructions and requirements.

The sections of sidewalk to be replaced this year are on the west side of Hubbard Street from Barre Street to Wilder Street and on the northwest corner of the Elm Street/Spring Street intersection where sidewalk needed to be removed to repair the water leak this past winter. Spot repairs will also occur on Main Street in between Jay Street and Loomis Street.

SUPPORTING DOCUMENTS: Bid Tabulation

INTERESTED PARTIES: Public Works

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to be "W. J. [unclear]", written over a horizontal line.



BID TABULATION

Project Number: Montpelier Concrete Sidewalk Projects

Release Date: 5/21/2019

Quote Due Date/Time: 6/7/2019 @ 10:00 p.m.

Item #	Item	Unit	Quantity	Blowe & Cote, Inc.		J. Merrill Construction		DuBois Construction, Inc.	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1A	PCC Sidewalk w/Fiber (5")	SY	515	\$73.25	\$37,723.75	\$83.00	\$42,745.00	\$77.00	\$39,655.00
1B	PCC Sidewalk w/Fiber (6")	SY	85	\$90.50	\$7,692.50	\$87.00	\$7,395.00	\$77.00	\$6,545.00
2.00	Common Excavation	CY	295	\$31.25	\$9,218.75	\$30.00	\$8,850.00	\$20.00	\$5,900.00
3.00	Sub-Base of Crushed Gravel	CY	210	\$77.75	\$16,327.50	\$65.00	\$13,650.00	\$15.00	\$3,150.00
4.00	Remove & Reset Granite Curb	LF	240	\$46.00	\$11,040.00	\$65.00	\$15,600.00	\$65.00	\$15,600.00
5.00	New Vertical Granite Curb	LF	400	\$62.25	\$24,900.00	\$60.00	\$24,000.00	\$42.00	\$16,800.00
6.00	Structure Adjustments	EA	1	\$1,830.00	\$1,830.00	\$500.00	\$500.00	\$550.00	\$550.00
7.00	Bituminous Concrete Pavement	T	40	\$375.00	\$15,000.00	\$200.00	\$8,000.00	\$190.00	\$7,600.00
8.00	Mobilize, Miscellaneous Work & Clean Up	LS	1	\$65,165.00	\$65,165.00	\$35,000.00	\$35,000.00	\$20,000.00	\$20,000.00
Total				\$188,897.50		\$155,740.00		\$115,800.00	



CITY COUNCIL Agenda Item #19-178(h)

Date: June 12, 2019

Consent X Discussion ____

SUBJECT: Audit Firm Selection

SUBMITTING DEPARTMENT: Finance and City Manager

RECOMMENDED ACTION: Authorization to engage RHR Smith & Company, CPAs to conduct the city's annual audit for fiscal years ending June 30, 2019 through June 30, 2021

STRATEGIC OUTCOME/PRIOR ACTION: Responsive and Responsible Government

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: Existing budgeted expense

LEGAL REQUIREMENTS: The city is required to have an independent audit conducted annually for lending and grant compliance.

BACKGROUND INFORMATION: N/A

SUPPORTING DOCUMENTS: Memo regarding selection process.

INTERESTED PARTIES: City Council, Voters, Residents and City Staff

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over the City Manager's Approval line.



America's Small Town Capital

DATE: May 22, 2019

TO: Mayor and City Council Members

FROM: Todd Provencher, Finance Director

SUBJECT: Auditing firm selection for FY19-FY21

Finance staff distributed Requests for Proposals for audit services to 15 Public Accounting Firms in April. In addition, a public notice was published in the Times Argus and on the city website.

Responses were provided by seven firms. Two declined the request and five firms submitted proposals. Of the five completed proposals received, two were excluded based on price or experience.

The remaining three firms submitted proposals ranging in price from \$36,000 to \$42,500. The firms interviewed included RHR Smith & Company, The Bonadio Group and Melanson Heath. All three were invited to participate in an interview process involving finance staff and the City Manager. All of the firms interviewed were qualified, had relevant experience with municipalities of similar size and demonstrated a good understanding of the issues facing Montpelier. Two of the firms also had direct experience related to TIF Districts in other communities in Vermont.

Upon completion of the interview process, all team members were asked to individually rank their choice based on the submitted proposal, the interview process and consideration of price. All agreed RHR Smith & Company was the best choice based on these factors. Phone references from two existing municipal communities in Vermont were obtained and both spoke favorably of their experience with RHR Smith & Company.

RHR Smith & Company was also the lowest priced proposal of the firms interviewed at \$36,000. This proposal amount is within the budgeted expenditure line item and the price is fixed for 3 years.

It is the staff recommendation that City Council authorize the City Manager or Finance Director to contract with RHR Smith and Company for audit services for Fiscal Years ending 2019-2021.

Sincerely,

Todd Provencher

(802)-223-9520

39 Main Street, Suite 6 Montpelier, VT 05602

www.montpelier-vt.org

SUBJECT: Montpelier Recreation Center Pre-Design Study

SUBMITTING DEPARTMENT: City Manager's Office, Community Services

RECOMMENDED ACTION: Authorize City Manager to enter into a contract with Bread Loaf Corp. for the pre-design work on the Montpelier Recreation Center.

RELATED STRATEGIC OUTCOME/PRIOR ACTION: Community Prosperity; Welcoming Community; Thoughtfully Planned Built Environment; Public Health and Safety; Responsible Government

EXPENDITURE REQUIRED: \$19,918

SOURCE OF FUNDS: Senior Activity Center and Recreation Department contingency funds

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: The City has been grappling two problems in recent years: An aging, deteriorating Recreation Center that is not ADA compliant; and a Senior Activity Center that has become too small to handle its full enrollment potential. With extensive public input, the Council chose to seek a pre-design review of the Recreation Center to provide design options and cost estimates for 1) bringing the building up to safely and ADA requirements, 2) improving the look, energy efficiency and space options, and 3) upgrade the building to include 1 & 2, as well as substantially renovating the aging building to accommodate a host of services preferred by Montpelier residents (exercise equipment, fitness classes, Senior Center space, and more).

The City issued an RFP for the work, and received six solid proposals. Bread Loaf was chosen because:

- The \$19,918 price was second lowest among bidders (the range was \$14,200 to \$35,340);
- The firm presented a clear understanding of Montpelier's request and need;
- Bread Loaf Corp. has a solid reputation in the industry, and experience with pre-design of older facilities; and
- Some key needs (cost-estimators, some engineering services) are provided in-house.

Ultimately, we plan for Bread Loaf Corp. to present Council with three cost and design options for the building:

- 1) Minimal work to bring the Rec Center into safety and ADA compliance;
- 2) Improvements to energy efficiency, additional usable inside space, some exterior improvements, and
- 3) Significant upgrade to also renovate the exterior, add top-quality indoor space and more.

Council may then consider which of the three options – or perhaps none of the options – they would prefer to ensure the Rec Center remains open and usable to the public.

SUPPORTING DOCUMENTS: Attached is the proposal from Bread Loaf.

INTERESTED PARTIES: Community Services, City Manager's Office, Buildings Manager

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read 'W. Hoffman', is written over the text 'CITY MANAGER'S APPROVAL:'. The signature is fluid and cursive, with a long horizontal stroke at the end.

May 10, 2019

Susan Allen
Assistant City Manager
City of Montpelier
39 Main Street
Montpelier, VT 05602

Re: RFP Montpelier Recreation Center Pre-Design Study

Dear Ms. Allen,

Bread Loaf is pleased to submit our proposal for the City of Montpelier Recreation Center Pre-Design Study. We are excited to be considered for this project and believe that Bread Loaf's proposed team will meet every opportunity and challenge presented in planning a successful facility that will be supported by the Montpelier Recreation Staff, City Administration and the residents of the City.

We welcome the opportunity to be considered for these services and believe that Bread Loaf is exceptionally qualified for the following reasons:

- **Athletic and Recreation Center Facility Knowledge** – Bread Loaf has extensive operational experience working with municipalities, universities and schools to design and construct recreation, athletic and community center facilities. Our projects include new facilities, renovations of existing facilities and additions to existing buildings.
- **Municipal Project Portfolio** – We have either planned, designed or built over 30 public buildings over 3 decades. Our proposed project team has a proven record of successfully helping towns and villages throughout New England build consensus in support of projects, including multiple historic buildings. Our team understands how to get municipal projects designed and constructed.
- **Integrated Project Management Experience** – Bread Loaf has been providing Integrated Design and Construction Management Services throughout the region for over fifty years, designing and building quality and affordable projects. We have an established track record working with dozens of municipalities on over 30 municipal projects and have completed noteworthy recreation facilities, sports centers, and other public projects within fixed budgets utilizing our Integrated Project Management approach.
- **Communication** – Our skill in working with people to communicate, plan and coordinate design and estimating activities will be important in achieving a successful project. On our projects, Bread Loaf consistently brings together expertise from various backgrounds to form teams that integrate that knowledge into a cohesive plan for implementation for the client.
- **Green Building Focus** – As a truly integrated company, creating healthy, energy efficient facilities is fundamental to our core values. Our recent portfolio includes two Net Zero ready Municipal facilities. Whether or not your project has environmental guidelines, our green building experience will help reduce operating costs and improve employee comfort.

Pride in delivering excellent value and a commitment to quality is reflected in every Bread Loaf project. We would very much like to be a part of your team and help the vision for the Montpelier Recreation Center become a reality.

Thank you for considering our proposal. We look forward to working with you in the future!

Sincerely,



Paul Wyncoop
Client Services Manager
Bread Loaf Corporation



City of Montpelier, Vermont

PROPOSAL
for
Architectural Services for Pre-design Work
for the Recreation Center

Submitted by
Bread Loaf Corporation

May 10, 2019



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Town of Newport, NH Community Center



Firm Information

Bread Loaf Corporation is a fully integrated planning, architecture and construction firm headquartered in Middlebury, Vermont. Founded in 1968 as Bread Loaf Construction, we have evolved from our general contracting roots to a fully-integrated company of over 70 design and construction professionals that include Construction Project Managers, Cost Estimators, Engineers, Architects and Tradespersons. Distinguished by our breadth of in-house construction expertise and resources, we provide Pre-construction, Construction Management, General Contracting, and Design/Build services to our clients.

Company: Bread Loaf Corporation
Address: 1293 Route 7 South
 Middlebury, VT 05753

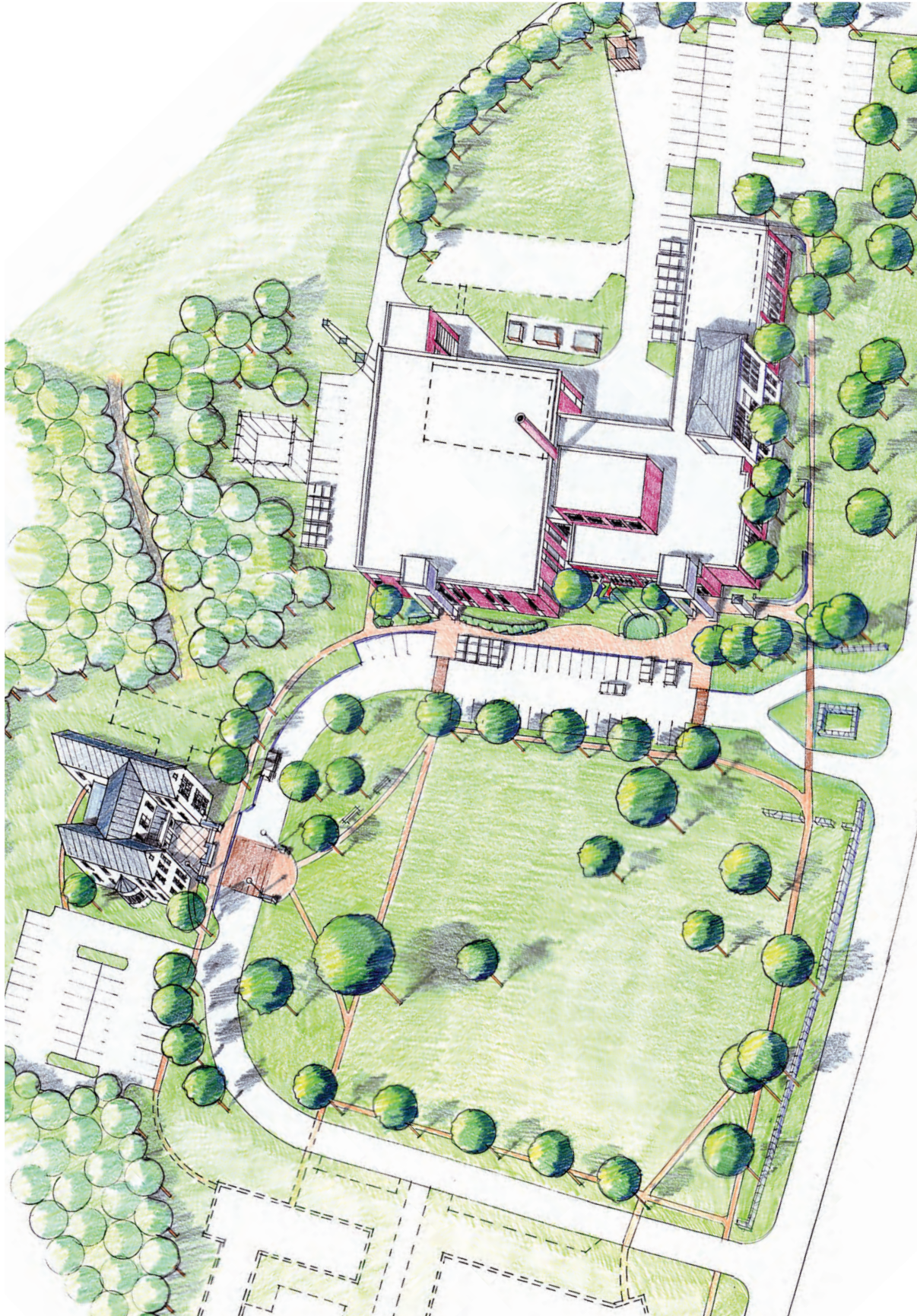
Website: www.breadloaf.com

Phone: 802-388-9871
Fax: 802-388-3815

Contact: Paul Wyncoop
Email: pywncoop@breadloaf.com

Municipal Client List:

- Addison County Solid Waste District
- Addison County Transit Resources
- Addison County VT Sheriff's Department
- City of Lebanon, NH
- City of Nashua, NH
- City of South Burlington, VT
- City of Vergennes, VT
- Town of Antrim, NH
- Town of Belmont, NH
- Town of Bennington, VT
- Town of Chester, VT
- Town of Colchester, VT
- Town of Essex, VT
- Town of Ferrisburgh, VT
- Town of Goffstown, NH
- Town of Hampstead, NH
- Town of Hanover, NH
- Town of Hartford, VT
- Town of Littleton, NH
- Town of Middlebury, VT
- Town of Manchester, VT
- Town of Monkton, VT
- Town of Newport, VT
- Town of Norwich, VT
- Town of Pelham, NH
- Town of Proctor, VT
- Town of Richmond, VT
- Town of Rochester, VT
- Town of Stowe, VT
- Town of Williston, VT
- Town of Wilmington, VT



Town of Pelham



Project Approach

Our business approach is simple and straightforward and is reflected in our core values of commitment, innovation, integrity, and respect for our clients and fellow team members. We believe the City of Montpelier will be best served using a collaborative and integrated approach from the early planning stage through design to final construction. This approach increases responsiveness, reduces client costs, and improves workflow coordination.

Working with the City of Montpelier and Ballard★King & Associates, we will identify the potential needs and uses for the existing Recreation Center. Bread Loaf Corporation (BLC) will work with the team to identify safety and accessibility issues, followed by developing practical and cost effective solutions. We will look at new ways to use existing spaces to incorporate modern fitness and community programs into the building. We will take an in-depth look at the building envelope and MEP systems to find practical ways to improve energy efficiency without damaging the historic fabric of the building.

Municipal Focus

BLC has designed, renovated and built virtually every type of municipal facility, including athletic and recreational complexes, community centers, police and fire stations, town halls, and public works facilities.

BLC planners know how to get municipal projects off the ground. Our comprehensive services include everything from initial programming and budgeting, through site selection and thoughtful design, to effective construction management.

Our Architects are skilled in working with diverse constituencies in order to build consensus and public backing for projects. With that base of support and understanding, we create designs which are functional and beautiful representations of the community's roots and aspirations.

Athletic Facilities Experience:

- Big Spruce Ski Booster Station
- Camp Kiniya Lodge
- Dartmouth Alexis Boss Tennis Center
- Equinox Resort Spa & Pool
- Equinox Resort Golf Clubhouse
- Holman Stadium
- Killington Resort K-1 Lodge
- Killington Grand Resort Hotel Preston's Bar & Restaurant
- Killington Grand Resort Hotel Lobby
- Killington Grand Resort Hotel Locker Room
- Landmark College Athletic Field
- Landmark College Click Family Sports Center
- Long Trail School Field House
- Lyndon State College G. Stannard Gym
- Lebanon Veteran's Memorial Pool
- Middlebury College Fitness Center
- Middlebury College Snowbowl Ski Lodge
- Okemo Mountain Resort Recreation Center
- ORDA Lake Placid Conference Center
- Riley Pavilion at Hunter Park
- Sugarbush Resort
- Stratton Mid Mountain Lodge
- Stratton Village Watch Villas
- Town of Manchester Park House
- Town of Middlebury Recreation Center
- Town of Stowe Ice Arena
- Union Arena
- Upper Valley Aquatic Center
- Vermont Technical College Judd Hall



BLC will use our depth of experience on Recreation Facilities and the municipal process to work with the City of Montpelier, creating a team at the outset that will proceed efficiently and effectively to create a project that the City will be proud of.

While the experience of the BLC team will be important, it is the staff of the Montpelier Recreation Department and the Building Committee that will have the greatest impact on the end product. Using our experience to communicate, understand, and translate the needs of the City of Montpelier into a tangible design for the City is ultimately what will make this project successful.

In-house Estimating and MEP Services

BLC provides our own, integrated in-house estimating, as well as our own MEP services as part of our team on every project. These services ensure that accurate design information is seamlessly incorporated into the budgeting process. Our accuracy of estimating typically beats industry standards and has a proven record of accurately estimating our projects.

In addition, BLC has in-house, licensed Mechanical Engineers, who understand the intricacies of the mechanical systems in public service facilities. These MEP Project Managers will be involved at the outset of the study, so that all important MEP systems information is included in the process from the outset. These services can include basic energy modeling, the assessment of existing MEP systems and conceptual pricing of more energy efficient modern systems.



The Montpelier Recreation Center Facility Space Analysis and Planning

Our integrated project team will strive to create an open and collaborative process with Recreation and City representatives. As we move forward in the analysis of the space needs for the Recreation Center, an atmosphere of collaboration will be critical in creating open and frank discussions about the needs, limitations, and challenges that will be encountered as we work together to find the best potential options for improving the home of the Montpelier Recreation Center. We believe the proposed scope of work will enable the City of Montpelier to achieve their stated goals.

Activities and Deliverables

1.1 - Site Evaluation and Project Kick Off – Begins with a visit to the Recreation Center and review of existing site conditions as necessary to become familiar with: the existing building, its structure, envelope (windows, roof, exterior finishes, heating systems and insulation), accessibility, internal circulation, major spaces, utilities, on-site parking and vehicular movement, solar orientation and other observable conditions. The configuration, arrangement and finishes of existing spaces will be carefully considered and existing site conditions will be evaluated to identify opportunities and limitations. This includes a kick-off meeting with City of Montpelier representatives to review critical success factors, the building program, space requirements, budget requirements, schedule, sustainable design goals and other items that will be required to successfully provide the Conceptual IPM services.

Deliverables: Site and floor plan evaluation drawings, critical success factors document, and sustainable design goals.

1.2 - Project Program – We will work with City of Montpelier and staff members to develop a project program. This includes analysis of circulation patterns, size and quantity of needed spaces, required support spaces (rest rooms, storage, and staff offices), opportunities for shared space and development of a detailed Building Space Program. We will establish design criteria and space standards for each type of room including: required size, critical adjacencies, energy efficiency goals, required mechanical and electrical systems, technology requirements, security, level of finishes, and indoor environmental quality standards. This includes one (1) meeting with City of Montpelier to gather and refine information regarding space needs, equipment, IT, MEP requirements and required adjacencies and begin to explore conceptual layouts for the building.

Deliverables: Includes a narrative to describe the project, project program summary, and space use diagrams.

1.3 - Conceptual Design Drawings – Based on the project program summary and site evaluation above, we will create up to three optional floor plan layouts, focused on program space arrangements, rest room and systems locations and ADA accessibility. An analysis of potential heating, cooling, and ventilation systems, and associated window and insulation upgrades, will also be executed. Objective evaluation, with the City of Montpelier, of the floor plan options will result in one preferred option. The selected option will be further refined to include a site plan, floor plan(s), room finish schedule and a detailed 16 division project scope narrative. The project scope narrative will be an important document that provides clarity for the City of Montpelier representatives and will be the basis for the detailed cost estimate. Regulatory review of key permitting parameters will be evaluated. Includes two (2) meetings with City of Montpelier representatives to review, revise, and refine potential solutions.

Deliverables: Conceptual design site plan, floor plan(s), and project scope narrative.

1.4 - Project Schedule – Based on conceptual design drawings generated in item 1.3 above, we will prepare a complete design, engineering, permitting and construction project schedule for the Recreation Center Renovation. Construction logistics will be considered in the context of building's urban location and limited site access.

Deliverables: Project Schedule.

1.5 - Total Project Budget – Based on conceptual design drawings generated in item 1.3 above, we will prepare a detailed 16 division cost estimate to take into account all costs associated with the Recreation Center Renovation. This total project budget will also include Owner's costs required to provide a complete project, such as equipment, permit fees, tel/data, and Owner's contingency.

Deliverables: Total Project Budget Estimate.



1.6 - Presentation of Options – BLC will create a final power point presentation and review the findings and conclusions of the conceptual Design/Build services with the City of Montpelier. The presentation and associated materials will become the foundation of the fundraising and bond vote efforts.

Deliverables: Final document that includes all materials developed – drawings, renderings, schedule, and cost estimate.

Additional Services may be provided by mutual agreement between City of Montpelier and BLC.

Phases of Project Development

As a corollary to this study, Bread Loaf typically identifies and discusses the next steps in the process with the project team. We have laid out the typical process which will lead to a new Recreation Center facility as a way to highlight our experience in this area, but also as a tool for the City of Montpelier to help envision the process ahead.

In the overall scheme of project development the Design and Pre-construction phase generally and naturally follows the work that is accomplished by the Conceptual Design from the Facility Space Needs Assessment. A Construction phase then typically follows the work accomplished during the Design and Pre-construction Services phase.

To provide an overview of the entire project development process the scope of services for future Design and Pre-construction Services and Construction Services are outlined below. This information is provided at this time for review, discussion and future consideration.

These activities and deliverables indicated are subject to adjustment and modification depending upon the specific needs and requirements of the project.

Design and Pre-construction

Activities and Deliverables:

Verify Conditions for Development of Project

Obtain additional information determined to be necessary during execution of the Conceptual Design and Pre-construction services. Such information may document: Energy Conservation Measures, Structural Systems; Stormwater; Water/Sewer Services; Electric/Power Services and shall include engaging and obtaining information from consultants such as Civil Engineer, Structural Engineer, MEP, Fire Protection or Energy Consultants.

Develop Schematic Site and Building Design for the Recreation Center Renovation

Define site and building layouts for proposed Program elements. Drawings shall include: site plan, floor plans, primary interior and exterior elevation drawings and 3D sketches.

Regulatory and Code Analysis for Project

Complete a full code analysis based upon the Schematic Design. Prepare Design Development and Construction Documents for Building Includes plans, elevations, sections, details and specifications prepared by Architect and Consultants.

Prepare Detailed Project Schedules



Prepare Detailed Project Estimates

Prepare Necessary Permit Applications and Attend Requisite Hearings

Includes state and local permit applications.

Prepare Bid Documents

Includes bid packages for all disciplines except as may be mutually agreed by City of Montpelier and BLC (for example - MEP and FP may be considered to be provided by Design/Build Subcontractors.)

Update Detailed Project Bid Schedule

Update Detailed Project Pre-Bid Estimate

Pre-Qualify Subcontractor and Vendor Bidders

Analyze and Review Bid Results

Prepare Construction Proposal

Includes drawings, specifications, construction schedule, and final fixed contract price for construction of the Montpelier Recreation Center Renovation.

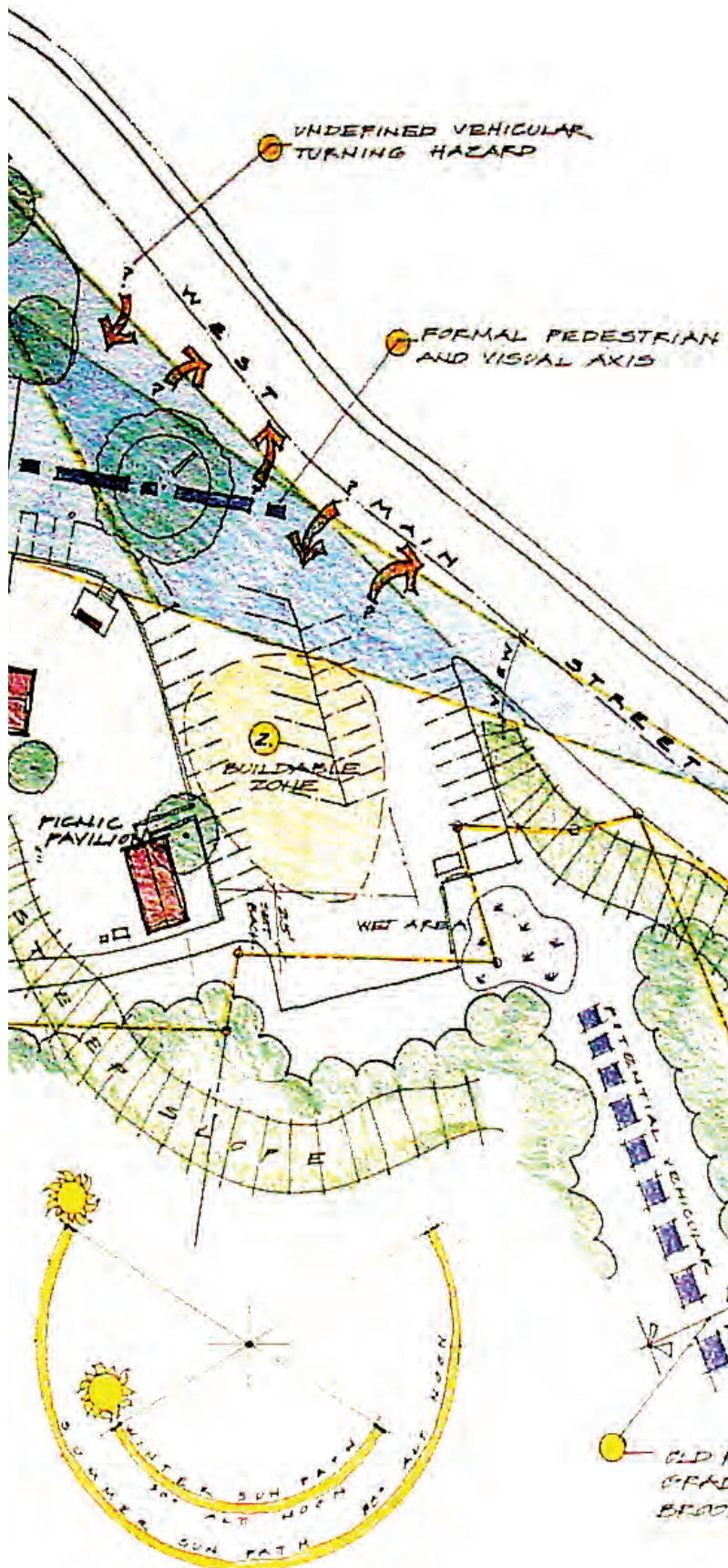
Construction

Activities and Deliverables:

Plan, Monitor, and Implement all Construction Activities.

Provide Architectural and Consultant Construction Administration.

Conduct Project Close-Out - Includes Punch List, Certificate of Occupancy, Operations and Maintenance Manuals, Start-Up Assistance, Record Drawings, and Warranty Review.



Bennington Museum Master Planning

Planning Studies and Master Plans:

Adirondack History Museum Planning
 Addison County Transit Resources Feasibility Study
 Academy at Charlemont Campus Plan
 Applejack Stadium Improvement Planning
 Bennington Museum Master Planning
 Boston Scientific Planning
 Brattleboro Food Co-op Planning Study
 Burr and Burton Academy Master Plan
 Butternut Mountain Farm
 Camp Kiniya Equestrian Facility Planning
 Camp Kiniya Master Plan
 Castleton Town Offices
 Dakin Farm Planning
 Dinse Knapp & McAndrew Law Offices Planning Study
 Drop-in Brewing Co-American Brewers Guild Planning
 ECHO Center Master Planning
 Equinox 2012 Master Plan
 Equinox 2017 Master Plan
 Finch Paper Master Planning
 Green Mountain Horse Association Planning
 Hampstead School District Planning
 Helen Porter Healthcare & Rehabilitation Addition Planning
 Hilltop Montessori School Master Plan
 Hypertherm 92 Etna Road Planning
 Hypertherm Accustream Planning
 Hypertherm Campus Master Planning
 Killington K-1 Lodge Replacement Planning
 Landmark College Master Planning
 Lyndon Institute Campus Master Plan
 Lyndon State College G. Stannard Gym Planning
 Long Trail School Athletic Facility Planning
 Manchester VT Pool/Field House
 Middlebury College Commons Study
 Middlebury College Master Planning
 Middlebury Fire Station Feasibility
 Mount Washington Resort Design & Planning
 Northfield Mount Hermon Athletic Facility Master Planning
 Northfield Mount Hermon Faculty Housing Master Planning
 Northwestern Counseling & Support Services Capital
 Planning Study
 Okemo Mountain Resort Master Plan
 Orvis Master Planning
 Plasan 78 Bowen Consolidation Feasibility
 Proctor Prosperity Town Master Plan
 Royalton Memorial Library Addition & Renovation Planning
 Sackets Harbor Brewery Planning Study
 Southern Vermont Arts Center New Studio Conceptual
 Design
 Southern Vermont College Master Plan
 Stowe Municipal Planning Study
 The Grammer School Master Plan
 The Greenwood School Master Planning
 The Moody Center Revell Hall Planning
 The Wildflower Inn and Resort Planning
 Thetford Academy Master Plan
 Thomas Aquinas College Planning
 Town of Belmont Police Department Planning
 Town of Richmond Conditions Assessment
 Transcanada Control Center Consolidation Planning
 Twin Valley High School Feasibility Study
 University of NH - Kendall Hall Programming
 Upper Valley Waldorf School Master Plan
 Vermont Academy Master Plan
 Vermont Academy Deferred Maintenance 2017 Planning
 VT Studio Center Master Planning
 Weston Playhouse Theatre Company Planning
 Williams College Dining Services Master Planning
 Williams College Athletic Facilities Planning
 Wilmington Community & Economic Development Center
 Planning



Firm/Team Project Experience

Bread Loaf Team's Similar Project Experience

Bread Loaf's team has been carefully selected to match our professional experience with the City of Montpelier needs, goals, and objectives. The Bread Loaf team members have all worked on previous projects similar in size, scope and purpose to your Recreation Center. Our team includes: John Dale AIA, NCARB, LEED AP, Architect (JD); Fred Bellucci, Vice President of Estimating & Purchasing (FB); John Johnston, PE Vice President of MEP Services (JJ); Paul Wyncoop, MS, LEED AP, Historic Preservationist (PW).

Similar Project Experience

Bread Loaf Team Experience

	JD	FB	JJ	PW
Town of Newport, NH Community Center Planning	•		•	•
Town of Middlebury Recreation Center	•	•	•	
Town of Middlebury Town Offices	•	•	•	•
Town of Richmond Conditions Assessment		•	•	•
UVM Alumni House Restoration & New Pavilion	•	•	•	•
Town of Manchester Park House	•	•		
Thomas Aquinas College Athletic Center Conditions Survey Planning	•	•		
Northfield Mount Hermon School Headmaster's House Renovation	•	•	•	•
Northfield Mount Hermon School Athletic Facility Master Planning	•		•	
Northfield Mount Hermon School Faculty Housing	•	•	•	
Northfield Mount Hermon School Early Child Education Center	•	•	•	
Vermont Academy Master Planning	•		•	•
Southern Vermont Arts Center New Studio Conceptual Design	•			•
The Greenwood School Master Planning	•	•		•
Equinox Resort Master Planning & Update	•	•	•	•
Echo, Leahy Center for Lake Champlain Master Planning	•	•	•	•
The Moody Center Revell Hall Planning	•	•	•	
Dinse, Knapp & McAndrew Law Office Office Planning Studies	•	•		
American Precision Museum Improvement Planning	•			•
Applejack Stadium Planning Services	•	•	•	
Long Trail School New Field House		•	•	
Upper Valley Aquatic Center Addition & Renovations		•	•	•
Vermont History Museum Renovation	•	•		•
Vermont Historical Society Vermont State Library Renovations	•	•		•
Town of Hartford Town Hall Renovations		•	•	•
Landmark College Athletic Field		•	•	

* Team resumes are in appendix



Recent Similar Project Experience

On the following pages are detailed descriptions of projects that demonstrate our team's experience and capabilities with respect to planning, design, and construction which would be beneficial for the City of Montpelier.



Town of Newport, NH *Community Center*

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Bread Loaf was selected by the Town of Newport, NH to provide Design/Build services for a new Community Center. The new building will be centrally located on Meadow Road across the street from the Bill Bates Memorial Field, Rec Pavilion and Playground.

The New Community Center will support the current and future mission and vision of the Newport Recreation Department. The facility will support community events, wellness and recreational activities, after school programs and multi-generational users, and events or programs simultaneously.

The facility has been designed to allow both the new building and the existing playing Field to be accommodated on the lot and include a gymnasium large enough (approximately 9,000 SF) for a regulation Basketball Court and seating for approximately 500 spectators.

Bread Loaf began working with the Community Center Committee on Programming and Conceptual Design in September, 2018 in preparation for a public presentation and bond vote to take place in May of 2019.

Athletic uses & non-athletic uses:

- Super insulated and air tight envelope
- Basketball
- Volleyball
- Indoor Soccer
- Pickleball
- Wrestling
- Ping Pong
- Other ball games
- Community sport leagues
- Dances
- Movies
- Summer Camp
- Walking Clubs (Gym)
- Teen Clubs
- Crafts
- Birthday Rentals
- Staff & Coach Training
- Board Games Clubs
- Function Hall
- Classroom
- Speakers and Lectures
- Multi-Generational Clubs
- After School program space for Kids & Teens





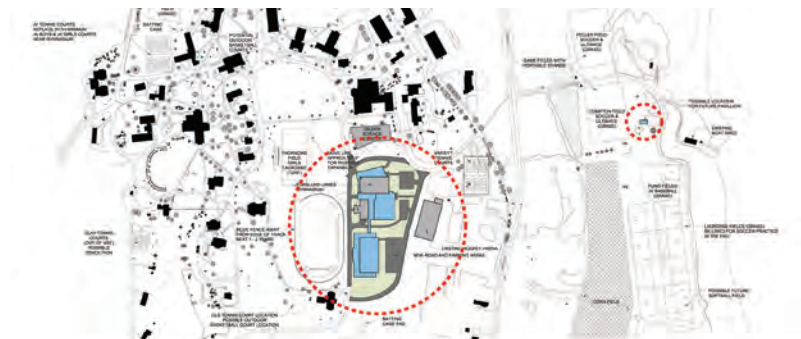
Northfield Mount Hermon School *Athletic Facility Master Planning*

Bread Loaf is working with Northfield Mount Hermon School's administration to update the school's Athletic Facility Master Plan and envision opportunities to replace and improve outdated facilities that limit NMH's ability to compete with similar New England secondary schools. The study also looks to improve the adjacencies between competition facilities, locker rooms and support spaces.

Bread Loaf is helping the school understand potential phasing of the projects to keep pace with fundraising capabilities. The first phase of work is focused on:

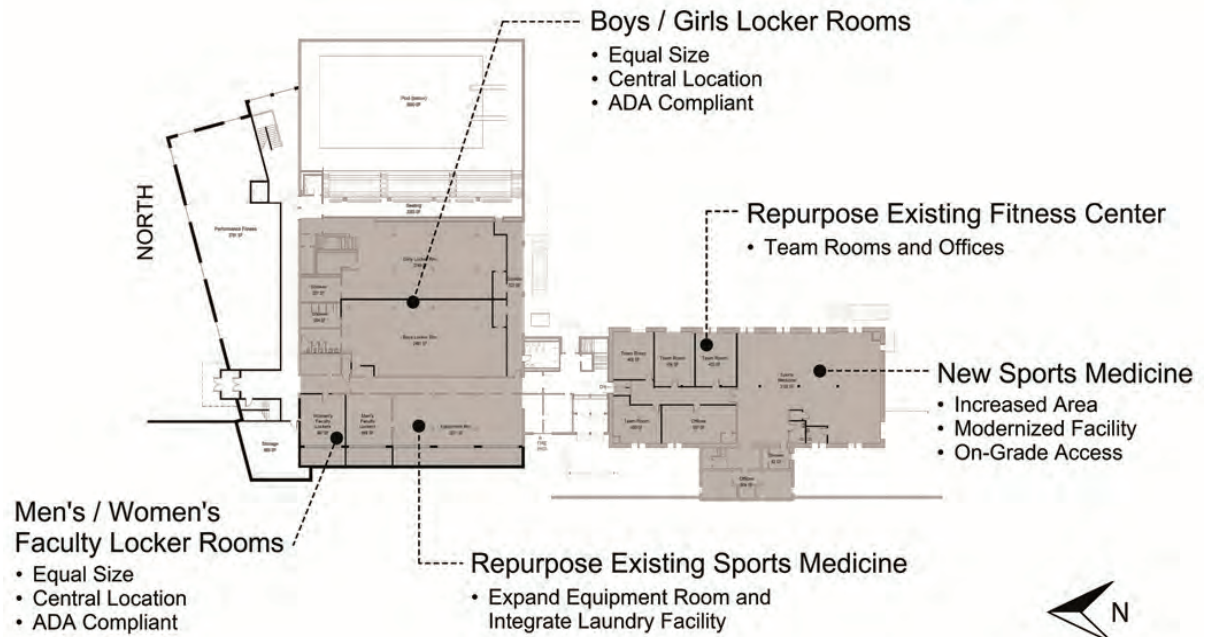
- New hockey rink
- New or renovated locker rooms to improve the balance between men's and women's sports
- New fitness centers for both performance athletes and the general campus population
- Expansion of the sports medicine and training rooms

Consideration is being given to future phases that will include a new basketball arena, swimming pool, field house and improvements to playing fields, and general campus circulation. For each scenario the Bread Loaf team is developing conceptual designs and associated detailed estimates to help Northfield Mount Hermon understand future budget and scheduling considerations.



PHASE 1B

Mid Level Floor Plan



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Town of Hartford *Town Hall Renovations*

Sustainable design features:

- Net Zero ready building
- No fossil or biomass fuel systems
- Embodied energy conservation by preserving existing building materials
- Energy Efficient Building Shell: R-20 foundation; R-40 walls; R50 Roof
- High-performance air sealing of the building envelope
- Indoor lighting uses 30% less energy than code
- Outdoor lighting uses 90% less energy than code
- Day lighting controls
- All electric air source heat pump with simultaneous heating and cooling rated to -13°F
- Point of use domestic water heaters for each bathroom
- Low flow plumbing fixtures

The Town of Hartford devoted several years evaluating options to address its outdated municipal offices that were housed in a former early 19th century school. The Town selected Bread Loaf for the design and construction of a complete renovation of the existing facility.

The building is a Net Zero ready facility featuring an open transparent lobby that connects the Bridge Street side of the historic building with public parking and Lyman Park. Municipal department offices and public meeting rooms flank the main lobby on each of the three floors. Flood proofing of the building was required by code, which was creatively achieved by allowing future flood water to travel through the building basement. A complete structural rebuild of the floor framing systems was required after construction began and Bread Loaf was able to fit this added work into the budget and schedule.

The renovated building is fully accessible with installation of a new elevator, entrance ramps and other ADA compliant amenities. Design emphasis was placed on creating healthy workspaces with access to daylight, fresh air, and outdoor views in a highly efficient design that resulted in a Net Zero ready building. The fully renovated Hartford Town Hall embraces its historic past while celebrating the modern era in which it was reconstructed.

Awards:

Best of the Best in Commercial Building Design & Construction, 2015

Major Renovation, Honor Award
Efficiency Vermont

Vermont's Greenest - 2016 Commercial Building
Vermont Green Building Network





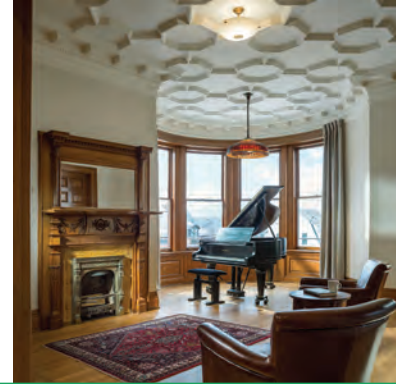
Town of Richmond *Conditions Assessment*

21

During the winter of 2017/2018 Bread Loaf Corporation worked closely with the Town of Richmond to provide a Conditions Assessment for the Richmond Volunteer Fire Station, the Richmond Free Library, and the Richmond Town Center Building. The team made several walk-throughs and assessments of the three facilities, evaluating each building for code compliance, accessibility, general building condition, HVAC and electrical system review and an overview of each space and how well they currently function.

The Conditions Assessment consists of code analysis and accessibility review for each space and function. Each section provides conditions assessments that will help understand opportunities to improve life safety and code compliance, health and safety of the users, overall short and long term maintenance and identify areas to improve building efficiency. Finally, the report focuses on the potential costs for addressing each building's top priority. These priorities have been categorized in three ways: Code and Life safety issues as the highest priority, Health and Welfare items as the next priority, and General recommendations and function as the third priority in this budgeting exercise.





University of Vermont *Alumni House Historic Restoration & New Pavilion*

Sustainable design features:

- Complete envelope analysis of the existing building to ensure protection of the existing masonry
- Heat pump, system with minimal duct work strategically located within basement, floors and ceilings to maximize the preservation of original interiors, provides heat and air conditioning to the historic building
- Increased thermal efficiency while respecting original structure: Added exterior insulation below grade; Minimal spray foam insulation within first floor to preserve walls; Added cellulose and Roxsul in attic and upper floor; added Interior storm windows to increase U value and tightened envelope yet preserve original windows
- Complete structural upgrade of existing building to meet today's codes yet maintain interior layout
- Added interior egress stairs, elevator and mechanical shafts used existing utility spaces to minimize demolition of historic interior
- 1892 building upgraded to be fully code compliant for fire protection, fire alarm, life safety
- Materials selected to meet LEED standards for indoor air quality
- Original hand carved interior woodwork restored or repaired with same material
- Original light fixtures restored and brought to UL rating and re-installed
- New high efficiency light fixtures installed throughout renovated and new spaces
- A waiting room within the Pavilion replicated millwork from bedroom that was lost in original building due to location of new elevator
- Pavilion maximized daylighting, utilizes large overhangs for shading and weather protection, and incorporated dormers and cupolas for additional daylighting
- Pavilion utilizes local materials, including larch milled from UVM forest

Bread Loaf provided Design/Build services to the University of Vermont and Alumni Foundation for the historic restoration, preservation and adaptive reuse of the 1892 Edward Wells House at 61 Summit Street in Burlington. The UVM Alumni House, along with the new 6,000 sf pavilion addition, will now provide a home and event space for visiting alumni and campus guests, and provide additional administrative space for UVM Foundation staff.

Improvements to the 18,000 sf landmark building included full restoration and preservation of significant historic architectural details and upgrades to meet current life safety code requirements. Upgrades included: sprinkler, fire alarm and CO₂ monitoring systems; a new elevator and egress stairs; zoned HVAC systems; phone and data infrastructure. Exterior improvements included: perimeter drainage and waterproofing; full window restoration; envelope improvements; interior storm windows; additional parking and landscaping.

The new 6,000 sf pavilion addition provides a versatile event space for up to 220 guests and includes a catering kitchen. The pavilion features open glazing and multiple doors to the new porch and lawn event area with landscaped connections to the historic Grasse Mount building. The Design/Build team incorporated larch millwork harvested from UVM's own forest, environmental friendly, local and natural materials, a gas fireplace, folding partitions (to divide the space into two or three smaller spaces) and a state of the art video and sound system. The design of the pavilion is subservient and complimentary to the original Wells House, set back from the front façade of the 1892 house and with lower roof lines and a delicate connecting bridge between the two structures. The project was completed in September, 2016 and is LEED Silver Certification.

Awards:

Best Builder's Award, 2016
Outstanding Quality of Work and Effort in Building, Historic Building Renovations
 Associated General Contractors of Vermont- AGC



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Town of Middlebury *Recreation Center*

Sustainable design features:

- Super insulated and air tight envelope
- Passive solar heating
- Exterior solar shading to reduce glare and summer solar heat gain
- Natural daylighting and ventilation
- Highly efficient mechanical systems
- Indigenous plantings
- LED light fixtures with occupancy control
- Water conserving plumbing fixtures
- Sourcing of local materials and craftsmen
- Materials with high recycled content
- Highly durable materials
- Low VOC's and formaldehyde free material
- Minimal construction waste practices
- Collaboration with Efficiency Vermont during planning, design, construction and commissioning phases
- Enhanced Commissioning of the building envelope and mechanical systems
- Roof designed for future PV's
- Siting of the recreation facility in an existing recreation park with a planned sidewalk extension

The Town of Middlebury had used the former High School for its Town Offices since 1961. The Municipal Gym, built in 1934 as a WPA project, was attached to the old High School and had surpassed its useful life. Studies had been conducted over a 20 year period to determine whether to renovate the existing structures, rebuild on site, or build new facilities on other sites in town.

Bread Loaf was selected to study an option to build a new Town Hall on a downtown site and a new Recreation Center next to existing playing fields outside of downtown. Our first phase of services focused on developing building programs, conceptual designs and a total project budget to be presented to the community. After approval by voters, Bread Loaf was retained to provide Design/Build services for both projects.

The new 13,880 sf Recreation Center is organized around a large, flexible main lobby with the regulation sized multi-sport gymnasium flanking one side and support spaces - offices, multi-purpose room, and quiet studio on the other side. There are also four team rooms to serve the adjoining playing fields as well as sports using the gymnasium.

The building features a robust, energy efficient building envelope. The load-bearing, cavity wall construction includes six (6) inches of spray-foam insulation to reduce building energy loads. LED lighting, daylighting and low-flow plumbing fixtures all contribute to energy and water conservation. The roof structure was planned for the Town to add photovoltaic panels at a later date.





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Upper Valley Aquatic Center *Addition & Renovations*

Sustainable design features:

- Daylight controls and demand controlled ventilation provided
- Highly efficient mechanical systems
- LED light fixtures with occupancy control
- Water conserving plumbing fixtures
- Low VOC's and formaldehyde free material
- Minimal construction waste practices
- Collaboration with Efficiency Vermont during planning, design, construction and commissioning phases
- Enhanced Commissioning of the building envelope

Due to the growth of the Upper Valley Aquatic Center's membership base and an increase in the number of families using the facility, the Upper Valley Aquatic Center selected Bread Loaf to provide Integrated Project Management services for an 8,000 square foot addition and renovations to their existing facility.

The new space includes: a much larger family-friendly locker room with private changing suites; a new group exercise studio for classes such as Yoga, Pilates, stretching, and more; expanded fitness room space for strength speed agility training, and cardio equipment; and a physical therapy center.

In keeping with the existing modern open floor plan, the addition features ample natural light, views of the beautiful Vermont hills that surround the Center, and a fitness mezzanine that overlooks the fitness floor. Construction was completed in July 2017 with the improvements done in phases to minimize interruption to the daily operations.

"In my 45 years in this business I have done scores of projects with architects and builders and can say this was the best experience that I've had.

I was also impressed with how well the planning was executed to minimize the disruption to our normal business. I can't tell you how many members have complimented us about it. I frequently hear that it was like elves were here magically transforming the lobby, fitness rooms, and kid zone."

Richard Synnott
Executive Director
Upper Valley Aquatic Center





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Town of Manchester *Park House*

Sustainable design features:

- Solar hot water panels
- Roof overhangs to minimize direct solar gain
- Natural ventilation and air movement
- Cupola acts as ventilation chimney and daylighting source

The Town of Manchester, Vermont was concerned about deteriorating conditions at the existing pool building and a lack of facilities at the Dana L Thompson Recreation Park. To address these concerns Bread Loaf worked with the Town Recreation Building Committee to develop a needs assessment, conceptual design, cost estimate and schedule for design, permitting and construction of a new Park House to replace the existing pool building.

The Park House has become the focal center and central support building for activities at the park and public pool. The new facility includes men's and women's changing rooms and shower facilities, family locker rooms, public restrooms, staff offices and a community room. The public rest rooms are designed with separate entrances from the exterior so they can be accessed by the public using the park when the remainder of the building is closed. The changing rooms also serve as locker rooms for teams competing at the adjacent Applejack Field. The new community room is a welcome addition for meetings, classes and events held year round.





Long Trail School *New Field House*

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Long Trail School is a coeducational, college preparatory day school located in Dorset, Vermont. Founded in 1975, Long Trail has grown from a small rented space serving 14 students to a state-of-the-art, 60,000 square-foot schoolhouse on a 16 acre campus. Long Trail currently has a $\frac{3}{4}$ sized gymnasium that is used for team practices and recreational activities.

In order to meet the needs of its growing student body, and to provide a home for their girl's and boy's varsity basketball teams, Long Trail engaged Bread Loaf to design and construct a new athletic facility on their campus.

The 14,800 sf facility, currently under construction, includes a new regulation basketball court, varsity locker rooms, visiting team room, weight training room, and support spaces.

Sustainable design features:

- Super insulated and air tight envelope
- Natural daylighting
- Highly efficient mechanical systems
- Indigenous plantings
- LED light fixtures with occupancy control
- Water conserving plumbing fixtures
- Sourcing of local materials and craftsmen
- Highly durable materials
- Low VOC's and formaldehyde free material
- Minimal construction waste practices
- Collaboration with Efficiency Vermont during planning, design, construction and commissioning phases
- Enhanced Commissioning of the building envelope and mechanical systems
- Roof designed for future PV's





Vermont History Museum and History Center *Renovations*

Bread Loaf Corporation worked with the Vermont History Center to plan and renovate the museum space at the Pavilion Building in Montpelier to accommodate the relocation of the 1958 mural "Tribute to Vermont" by Paul Sample. The Museum had been gifted the historic mural depicting the history of Vermont. To accommodate the 50 foot long, 9 foot high mural, extensive re-configuration of the museum entry needed to be executed in a limited amount of time. The mural was relocated from the National Life Building to its new home in downtown Montpelier.

Bread Loaf teamed with Stephen Perkins, Vermont Historical Society Executive Director, Emily Phillips of the Phillips Art Conservation Studio, and Shadows and Light Design to create a space where the mural could be conserved, displayed and viewed by the public. In addition to the relocation of the mural, the work included glazing of the entry doors to allow natural light, the entry area was expanded and renovated, and the museum store was relocated.

With only 5 weeks duration to complete the remodeling during the Museum's closure in January, Bread Loaf had to organize and order specialty light fixtures, carpet, hardware and other long lead items well in advance to ensure delivery. A tight schedule was adhered to, which included weekend power shut downs to relocate electrical panels, added work to transform the existing theatre into new gallery space, and preparation of a curved wall to allow the installation of the mural over the last weekend in January.

Following this successful project, Bread Loaf was selected to plan, design and renovate existing space within the Vermont History Center building to create a new home for the Vermont State Library.

Design challenges included: programming modern library needs within historic spaces; meeting stringent structural and mechanical requirements; and balancing increased thermal efficiency and comfort with budgetary constraints; ADA and access challenges, including parking and site considerations to get in and out of the historic structure.



Project construction challenges included: structural reinforcing on the existing building to carry the additional loads of book stacks and library storage; completing work around the Vermont History Center archive space; protecting the permanent collection during construction; temperature and humidity were monitored to ensure that proper conditions were maintained in the space.

The design and construction team worked closely with the Vermont History Center staff, and the Vermont State Library staff to coordinate work and ensure an understanding of the needs for the renovation of the space, which include an active lending library for blind and handicapped readers, online resources, and resources for children and teens.

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The project was completed on schedule and under budget, resulting in additional funds for the client, which helped them purchase furnishings and undertake additional exterior work on the building.



Additional Relevant Experience



Stowe Emergency Facility



Royalton Memorial Library Addition & Renovation Planning



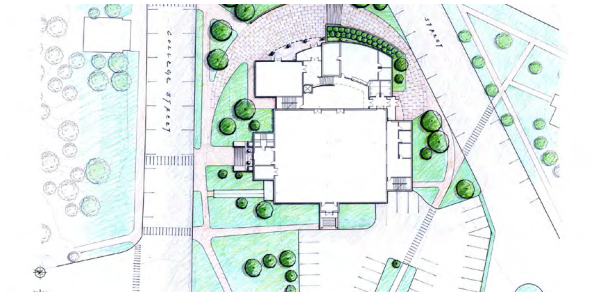
Camp Kinyi Master Plan



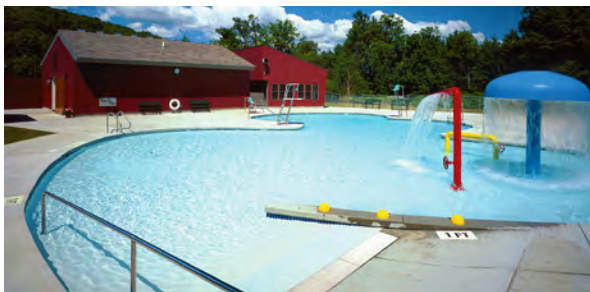
Town of Manchester Applejack Stadium



Middlebury College Snowbowl Ski Lodge Expansion



Middlebury Municipal Office Study



Lebanon Veteran's Memorial Pool



Town of Monkton Town Hall and Community Center Planning



Memorial Sports Center Expansion



Town of Wilmington Fire and Police Feasibility Study



Town of Middlebury Town Offices



Town of Williston Fire Station



Town of Middlebury Fire Department



Vermont Academy Integrated Academic Building



Addison County Sheriff's Department



Northfield Mount Hermon School Athletic Facility Master Planning



Town of Belmont Police Department Planning



Town of Williston Police Station



Burr and Burton Academy Master Plan



Town of Middlebury Police Department



Landmark College Click Family Sports Center



Lyndon State College G. Stannard Gym



Dartmouth College Alexis Boss Tennis Center



Dartmouth College Boat House



Middlebury College Fitness Center



Vermont Technical College Judd Hall



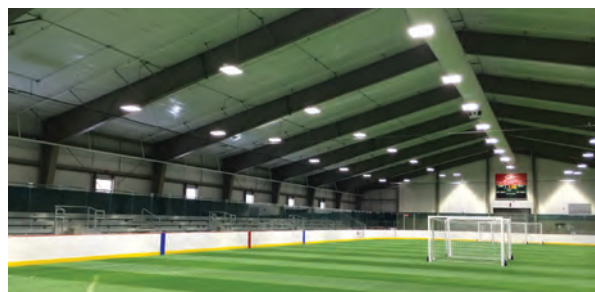
Holman Stadium Renovations & Additions



Okemo Mountain Resort Recreation Center



Riley Pavilion at Hunter Park



Town of Stowe Ice Arena



Availability

Our team will be available to begin work and 'hit the ground running' on the Montpelier Recreation Center project immediately upon award.

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Town of Middlebury Town Offices



Cost Summary

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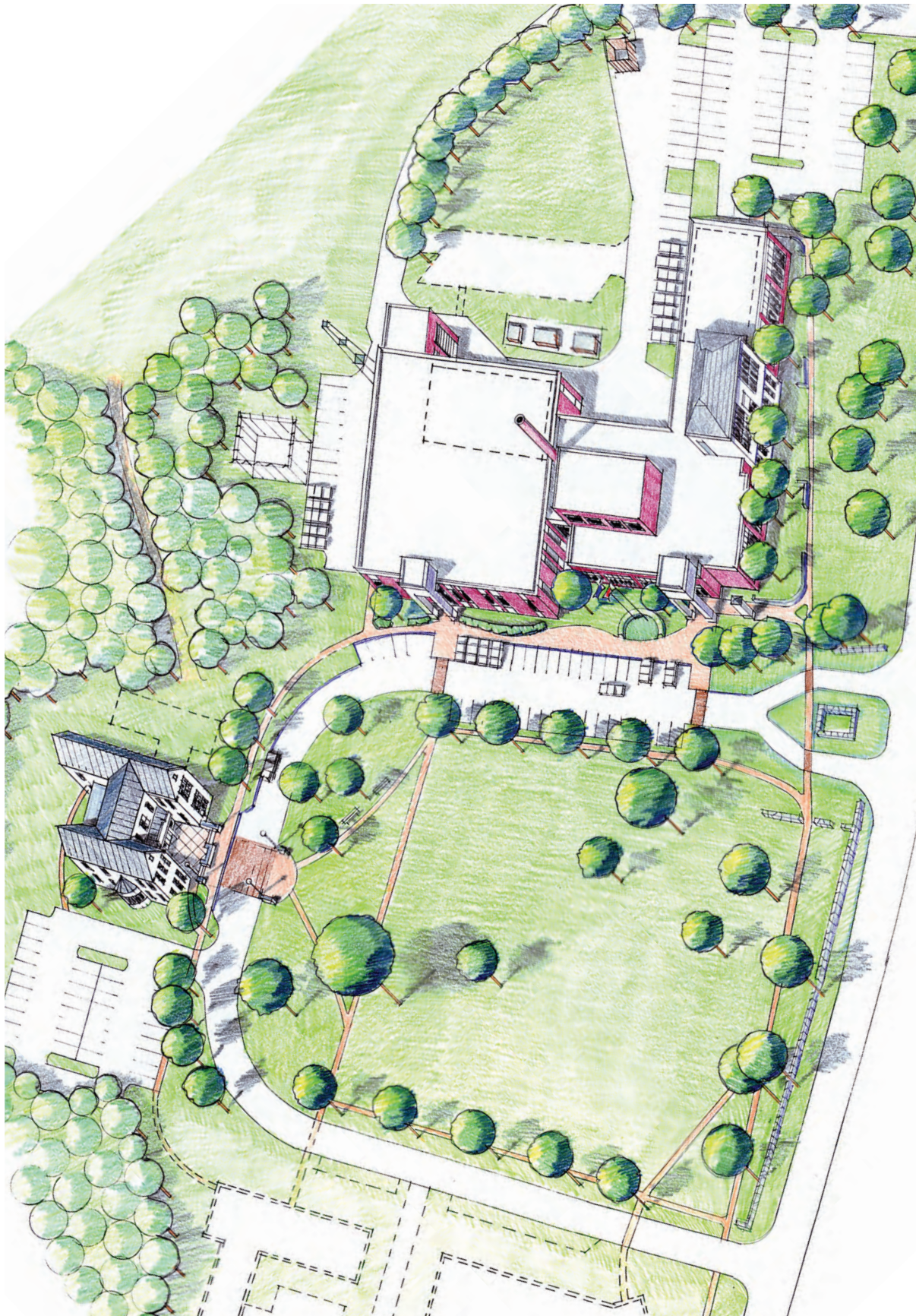
The following is a preliminary cost summary of the work to be completed.

City of Montpelier - Recreation Center

CONCEPTUAL IPM SCOPE OF SERVICES FEE ESTIMATE

May 10, 2019

Activity	Hours	Rate	Cost
1.1 Site Evaluation and Project Kick Off (See Additional Services Below)			
Project Architect	4	\$108	\$432
Project Estimator	4	\$97	\$388
Historic Preservationist	4	\$108	\$432
Manager of MEP Services	4	\$97	\$388
Subtotal	16		\$1,640
1.2 Project Program			
Project Architect	20	\$108	\$2,160
Designer	8	\$78	\$624
MEP Services Manager	8	\$97	\$776
Subtotal	36		\$3,560
1.3 Conceptual Design Drawings			
Project Architect	20	\$108	\$2,160
Designer	50	\$78	\$3,900
Project Estimator	4	\$97	\$388
MEP Services Manager	12	\$97	\$1,164
Subtotal	86		\$7,612
1.4 Project Schedule			
Project Manager	2	\$97	\$194
Subtotal	2		\$194
1.5 Total Project Budget			
Project Estimator	40	\$97	\$3,880
Project Architect	2	\$108	\$216
MEP Services Manager	16	\$97	\$1,552
Subtotal	58		\$5,648
1.6 Presentation of Options			
Project Architect	5	\$108	\$540
Designer	8	\$78	\$624
	13		\$1,164
Total Preliminary IPM Services	175		\$19,818
Reimbursable Expense Allowance: Printing and Reproduction			\$100
Total Fee for Preliminary IPM Services			\$19,918



Town of Pelham



Appendix

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Bread Loaf Team

Our project team has been carefully selected to match their background and skills to the specific needs of the Montpelier Recreation Center project. Their resumes appear on the following pages.

John Dale AIA, NCARB, LEED AP
Architect

Fred Bellucci
Vice President of Estimating & Purchasing

John Johnston, PE
Vice President of MEP Services

Paul Wyncoop, MS, LEED AP
Historic Preservationist



John Dale
AIA, NCARB, LEED AP
Architect

Profile:

John began his architectural career in 1985, and has been a registered Architect since 1989. John joined Bread Loaf in 2011.

Education:

Master of Architecture,
University of Virginia

Bachelor of Art,
Middlebury College

Professional Registrations:

Licensed Architect:
District of Columbia, Maryland,
Massachusetts, Vermont
NCARB Certified
LEED Accredited Professional

Professional Affiliations:

American Institute of Architects
American Institute of Architects - VT
Board Member
American Institute of Architects - VT
Representative to the AIA
Legislature Action Network
American Institute of Architects - NE
Vermont Representative
VT Green Building Network
United Way of Addison County -
President

Project Role:

John will be the Project Architect and will lead the Design Team. John will coordinate design phase meetings with your representatives and appropriate members of the Design Team. He will lead the design process, present alternative designs for review and approval, and be your primary contact during the project.

He will verify project scope, details, and materials with the Project Estimator for each phase of the project. John will work closely with the Project Estimator to ensure that the project scope is consistent with the Client's desired budget. He will prepare all planning documents and presentation material.

Experience:

Town of Newport

- Community Center Planning
Newport, New Hampshire

Town of Middlebury

- Town Offices *
- Recreation Center *
- Middlebury, Vermont*

Town of Richmond

- Conditions Assessment
Richmond, Vermont

University of Vermont

- Alumni House Historic Restoration & New Pavilion *
- LEED Silver Certification
Burlington, Vermont

Town of Manchester

- Park House
Manchester, Vermont

Thomas Aquinas College

- Athletic Center Conditions Survey Planning
Northfield, Massachusetts

Northfield Mount Hermon School

- Headmaster's House Renovation
- Athletic Facility Master Planning
- Faculty Housing Study
- Faculty Housing
- South Farm House Renovations
- Early Child Education Center
Gill, Massachusetts

Vermont Academy

- Fuller Hall
- Integrated Academic Building
- Master Planning
Saxtons River, Vermont

Southern Vermont College

- Everett Mansion Historic Window Restoration Report
Bennington, Vermont

The Greenwood School

- Dining Hall & Student Center Planning
- Academic Center
- Master Planning
Putney, Vermont

Equinox Resort

- Master Planning
Manchester, Vermont

ECHO, Leahy Center for Lake Champlain

- Master Planning
Burlington, Vermont

The Moody Center Revell Hall

- Planning
Northfield, Massachusetts

Dinse, Knapp & McAndrew Law Offices

- Office Planning Studies
- Renovations
Burlington, Vermont

American Precision Museum

- Improvement Planning
Windsor, Vermont

Applejack Stadium

- Planning Services
Manchester, Vermont

Vermont Historical Society

- Vermont State Library Renovations
Barre, Vermont

Vermont History Museum

- Renovation
Montpelier, Vermont

Economic Development Initiative

- Planning
Middlebury, Vermont

** Award Winning Project*



Fred Bellucci
*Vice President of Estimating
 & Purchasing*

Profile:

Fred joined Bread Loaf in 2004 with over 17 years' experience in the construction industry, primarily responsible for estimating and purchasing. He was Corporate Vice President of a well-established firm in Washington, DC before moving north to Vermont.

Vice President of Estimating
 & Purchasing
 2005 - Present

Senior Estimator
 2004 - 2005

Education:

Bachelor of Science
 Design and Construction
 Engineering
 Pennsylvania State University

Associate of Science
 Architectural Engineering
 Pennsylvania State University

Involved in 7 LEED Certification
 Projects

OSHA 30 Hour Safety Certification

PSMJ Project Management Training
 Certification

Project Role:

Fred is responsible for all aspects of Bread Loaf's Estimating and Purchasing Department. During pre-construction, Fred will utilize his experience with historic building projects to work with the team to craft conceptual estimates that account for all project requirements, including those that may not be detailed at the early stages of design. He will assign Estimators to the project after carefully considering the project's needs and the Estimator's experience and current workload. He will manage the preparation of all cost estimates, review each estimate for accuracy, review all budgetary pricing, and oversee the bidding and sub-contractor selection processes.

Throughout the project, he will monitor and manage the Estimator's performance in each of these areas: Owner satisfaction, project knowledge, quality and timeliness. He will be available to attend progress meetings, as required.

Experience:

Town of Middlebury

- Town Offices *
 - Recreation Center *
- Middlebury, Vermont*

Town of Richmond

- Conditions Assessment
- Richmond, Vermont*

University of Vermont

- Alumni House Historic Restoration & New Pavilion *
 - LEED Silver Certification
- Burlington, Vermont*

Thomas Aquinas College

- Athletic Center Conditions Survey Planning
- Northfield, Massachusetts*

Northfield Mount Hermon School

- Faculty Housing
 - Headmaster's House Renovation
 - Early Childhood Education Center
- Gill, Massachusetts*

The Greenwood School

- Master Planning
- Putney, Vermont*

Equinox Resort

- Master Planning
- Manchester, Vermont*

ECHO, Leahy Center for Lake Champlain

- Master Planning
- Burlington, Vermont*

The Moody Center Revell Hall

- Planning
- Northfield, Massachusetts*

Dinse, Knapp & McAndrew Law Offices

- Office Planning Studies
 - Renovations
- Burlington, Vermont*

Adirondack History Center Museum

- Addition and Renovation Planning
 - Deep Energy Retrofit
- Elizabethtown, New York*

Applejack Stadium

- Planning Services
- Manchester, Vermont*

Vermont Historical Society

- Vermont State Library Renovations
- Barre, Vermont*

Vermont History Museum

- Renovation
- Montpelier, Vermont*

Town of Hartford

- Town Hall Renovations *
- White River Junction, Vermont*

Town Hall Theater

- Restoration *
- Middlebury, Vermont*

Town of Ferrisburgh

- Grange Hall Historic Rebuild *
- Ferrisburgh, Vermont*

Newberry Market at Briggs Opera House

- Renovations
- White River Junction, Vermont*

Landmark College

- Master Planning
- Putney, Vermont*

** Award Winning Project*



John Johnston, PE
Vice President of MEP Services

Profile:

John joined Bread Loaf in 1999, with 15 years' experience in engineering.

Vice President of MEP Services
2006 - Present

Manager of MEP Services
1999 - 2006

Education:

Bachelor of Science in Architectural Engineering (Emphasis on Environmental Building),
Pennsylvania State University

Professional Registrations:

Professional Engineer - Mechanical
State of Vermont

Professional Affiliations:

American Society of Heating,
Refrigerating and Air-conditioning
Engineers (ASHRAE)

Project Role:

As Vice President of MEP Services, John will oversee the MEP Services Manager throughout the pre-construction and construction phases and will coordinate closely with the MEP Manager during the commissioning phase in particular. He will be knowledgeable about Owner expectations, project scope, budget, and schedule as they relate to MEP and Fire Protection systems. He will provide support and direction to the MEP Manager in evaluating the quality and reliability of the MEP systems and reviewing budgets with the MEP Manager throughout the project.

During the design and pre-construction phase, John's primary responsibility will provide evaluation of system specifications and will give input and guidance with respect to issues of coordination and equipment configuration. During the construction phase, John will meet regularly to assess progress, critical milestones, road blocks and Owner's satisfaction. John will continue monitoring the project to ensure a seamless project completion and final closeout.

Experience:

Town of Newport

- Community Center Planning
Newport, New Hampshire

Town of Middlebury

- Town Offices *
 - Recreation Center *
- Middlebury, Vermont*

Town of Richmond

- Conditions Assessment
Richmond, Vermont

University of Vermont

- Alumni House Historic Restoration & New Pavilion *
- LEED Silver Certification
Burlington, Vermont

Northfield Mount Hermon School

- Athletic Facility Master Planning
- Faculty Housing
- Headmaster's House Renovation
- Early Childhood Education Center
Gill, Massachusetts

Equinox Resort

- Master Planning
Manchester, Vermont

ECHO, Leahy Center for Lake Champlain

- Master Planning
Burlington, Vermont

The Moody Center Revell Hall

- Planning
Northfield, Massachusetts

Applejack Stadium

- Planning Services
Manchester, Vermont

Long Trail School

- New Field House
Dorset, Vermont

Town of Hartford

- Town Hall Renovations *
- White River Junction, Vermont*

Town Hall Theater

- Restoration *
- Middlebury, Vermont*

Town of Ferrisburgh

- Grange Hall Historic Rebuild *
- Ferrisburgh, Vermont*

Brooks House

- Building Restoration & Rehabilitation *
- Brattleboro, Vermont*

Newberry Market at Briggs Opera House

- Renovations
White River Junction, Vermont

Landmark College

- Master Planning
Putney, Vermont

Bennington Museum

- Master Planning
Bennington, Vermont

Town of Ferrisburgh

- Grange Hall Historic Rebuild *
- Ferrisburgh, Vermont*

Town of Hartford

- Town Hall Renovations *
- White River Junction, Vermont*

** Award Winning Project*



Paul Wyncoop, MS, LEED AP
Historic Preservationist

Profile:

Paul joined Bread Loaf in 2002 with over 16 years' previous experience in his field. He has worked as a Construction Manager, Historic Preservationist and Owner's representative.

Education:

Master of Science
Historic Preservation
University of Vermont

Bachelor of Science
Engineering and Public Policy
Carnegie Mellon University

Professional Registrations:

LEED Accredited Professional

Professional Affiliations:

University of Vermont
Historic Preservation Program
Adjunct Professor

Advisory Council for Historic
Preservation, State of Vermont

Preservation Trust of VT, Board
Member

Town Hall Theater, Board Member

VT Preservation Roundtable Member

"Green Building for Architects,
Engineers, & Contractors" 2008
Half Moon Seminars, Instructor

"From Design to Building for Historic
Projects" Mid Atlantic Museum
Association Building Museums
Conference, 2007
Educational Session Presenter

Project Role:

As the historic preservation expert, Paul is responsible for preserving the historic integrity of the project. He will lead the effort to stabilize, restore, and preserve original building elements. He will collaborate with the team on how to incorporate the existing structure into the new programming, including historically sensitive code upgrades and enhanced accessibility.

Experience:

Town of Newport

- Community Center Planning
Newport, New Hampshire

Town of Middlebury

- Town Offices *
Middlebury, Vermont

Town of Richmond

- Conditions Assessment
Richmond, Vermont

University of Vermont

- Alumni House Historic Restoration &
New Pavilion *
LEED Silver Certification
Burlington, Vermont

Vermont Academy

- Master Planning
Saxtons River, Vermont

Southern Vermont Arts Center

- New Studio Conceptual Design
Manchester, Vermont

The Greenwood School

- Master Planning
Putney, Vermont

Equinox Resort

- Master Planning
Manchester, Vermont

American Precision Museum

- Improvement Planning
Windsor, Vermont

Vermont Historical Society

- Vermont State Library Renovations
Barre, Vermont

Vermont History Museum

- Renovation
Montpelier, Vermont

Town of Hartford

- Town Hall Renovations *
White River Junction, Vermont

Adirondack History Center Museum

- Addition and Renovation Planning
Elizabethtown, New York

American Precision Museum

- Improvement Planning
Windsor, Vermont

Town Hall Theater

- Restoration *
Historic Preservation Consultant
Middlebury, Vermont

Town of Ferrisburgh

- Grange Hall Historic Rebuild *
Ferrisburgh, Vermont

Brooks House

- Building Restoration & Rehabilitation *
Brattleboro, Vermont

Newberry Market at Briggs Opera House

- Renovations
White River Junction, Vermont

Putnam Block Redevelopment

- Renovations & Historic Rehabilitation
Bennington, Vermont

Bennington Museum

- Master Planning
• Sprinkler System Installation
Bennington, Vermont

Brattleboro Food Co-op

- Redevelopment Plan Feasibility Study
Brattleboro, Vermont

Fort Ticonderoga

- Mars Education Center
LEED Certification
• Equipment & Maintenance Facility
• Pavilion Restoration - Conceptual Estimate
Fort Ticonderoga, New York

Southern Vermont College

- Everett Mansion Historic Window
Restoration Report
Bennington, Vermont

* Award Winning Project

Thank you for considering Bread Loaf for this exciting project.





CITY COUNCIL Agenda Item #19-178(j)

Date: June 12, 2019

Consent X Discussion ____

SUBJECT: 2019 VTrans Bike and Pedestrian Program Letter of Support

SUBMITTING DEPARTMENT: Public Works

RECOMMENDED ACTION: Approve and sign letter of support for 2019 VTrans Bicycle and Pedestrian Program Application.

STRATEGIC OUTCOME/PRIOR ACTION:

EXPENDITURE REQUIRED: \$35,000 (if grant is awarded)

SOURCE OF FUNDS: Alternative Transportation Fund

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: The Montpelier Transportation Infrastructure Committee and DPW staff recommends that the City apply for funding through the 2019 VTrans Bicycle and Pedestrian Program to construct sidewalk and curb on the west side of Granite Street from the Granite Street Bridge to approximately 50' south of Barre Street where the sidewalk currently terminates. As part of the application process letters of support from the Regional Planning Commission and the municipal governing body are required.

This section of proposed sidewalk will improve access to the new shared use path being constructed along Barre Street and is identified in Montpelier in Motion as a priority

SUPPORTING DOCUMENTS: City Council Letter of Support

INTERESTED PARTIES: Public Works, MTIC

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to be "W. Hoffman", written over a horizontal line.



America's Small Town Capital

June 12, 2019

Jon Kaplan, Bicycle and Pedestrian Program Manager
Municipal Assistance Bureau, Highway Division
VT Agency of Transportation
1 National Life Drive
Montpelier, VT 05633-5001

Dear Mr. Kaplan,

The Montpelier City Council fully supports this application to fund a small-scale construction project which will address sidewalk gap remediation on Granite Street. The City of Montpelier has long recognized the importance of increased efficiency and safety for all modes of transportation throughout the City and continuing to improve the City's sidewalk network is a necessary step towards achieving that. The proposed project furthers the goals of the City Council and is consistent with the City's bike and pedestrian master plan, "Montpelier in Motion", adopted by the City in 2015.

The exact location of the proposed sidewalk is on the west side of Granite Street from the Granite Street Bridge and Barre Street and will improve access to the City's new shared use path which is currently under construction.

The City of Montpelier understands that this is a 50/50 grant program with a required 50% local match. Montpelier will provide the necessary funds to cover the requisite match.

Thank you for your consideration.

Sincerely,

Mayor Anne Watson



CITY COUNCIL Agenda Item #19-178(k)

Date: June 12, 2019

Consent X Discussion

SUBJECT: Septage and leachate receiving rates at the Water Resource Recovery Facility. New rates shall go into effect July 1st, 2019.

SUBMITTING DEPARTMENT: Public Works

RECOMMENDED ACTION: Approve new rates as outlined in the attached memorandum.

STRATEGIC OUTCOME/PRIOR ACTION: Sustainable Infrastructure

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: Governing body must approve municipal rates.

BACKGROUND INFORMATION: The rates on tipping fees for septage and leachate have not been adjusted since FY17 while operating costs have been consistently increasing. Additionally, the facility has been operating at a maximum capacity which indicates that current rates are lower than the industry average. The current facility upgrade will take place over the next two years after which a new rate schedule will be developed. Energy Systems Group has reviewed and endorsed the proposed rates.

SUPPORTING DOCUMENTS: Memorandum outlining proposed rate changes.

INTERESTED PARTIES: DPW, Sewer Rate Payers, ESG.

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over a horizontal line.



America's Small Town Capital

DEPARTMENT OF PUBLIC WORKS, City Hall, 39 Main Street, Montpelier, VT 05602
Thomas J. McArdle, Director tmcardle@montpelier-vt.org
Kurt S. Motyka, PE, City Engineer kmotyka@montpelier-vt.org

June 6th, 2019

MEMORANDUM

**MONTPELIER WATER RESOURCE RECOVERY FACILITY
PROPOSED SEPTAGE AND LEACHATE RATES
EFFECTIVE DATE: 7/1/19**

From: Kurt Motyka, PE Assistant Director / City Engineer
Christopher Cox, Chief Operator WRRF

RE: Septage & Leachate Rates

Effective July 1st, 2019, the Department of Public Works proposes the following changes to septage and leachate rates go into effect:

Current Septage: \$0.060/gallon
FY20 Septage Rate: \$0.065/gallon

Current Municipal Sludge: \$710/dry ton (minimum rate \$0.072/gallon)
FY 20 Municipal; Sludge Rate: \$759/dry ton (minimum rate of \$0.077/gallon)

Leachate

	<u>Current</u>	<u>FY20 Rate</u>
0-2,000 mg/L BOD	\$0.0381 per gallon	\$0.0411 per gallon
2,001-5,000 mg/L BOD	\$0.0489 per gallon	\$0.0518 per gallon
5,001-10,000 mg/L BOD	\$0.0705 per gallon	\$0.0747 per gallon
10,001-20,000 mg/L BOD	\$0.1027 per gallon	\$0.1089 per gallon
20,001-30,000 mg/L BOD	\$0.1350 per gallon	\$0.1431 per gallon

* The Montpelier Water Resource Recovery Facility does not have the capability to process waste grease. Any load containing grease may be rejected or result in the suspension of services. All costs related to the cleaning, disposal of waste materials and lost revenue to the City as a result of delivered waste grease will be covered by the hauling company through direct billing from the City of Montpelier. The City of Montpelier reserves the right to shut off deliveries at any time. Following the facility upgrade completion, these guidelines will be re-evaluated.



CITY COUNCIL Agenda Item #19-178(I)

Date: June 12, 2019

Consent X Discussion ____

SUBJECT: Financial summary for period ending April 30, 2019 budget vs. actual all funds

SUBMITTING DEPARTMENT: Finance

RECOMMENDED ACTION: None, acceptance of periodic financial statements through the consent agenda provides evidence that financial reports have been provided by the Finance Department. There is no formal action required.

RELATED COUNCIL GOAL/PRIOR ACTION: Community Prosperity; Responsive and Responsible Government

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: Considered an important oversight function and internal control to document receipt of interim financial information.

BACKGROUND INFORMATION: N/A

SUPPORTING DOCUMENTS: 04/30/2019 FYTD budget vs. actual all funds, Finance Memo

INTERESTED PARTIES: City Council, Voters, City Staff

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over a horizontal line.



City of Montpelier
GENERAL FUND FY 2019 Budget Report

83% of Fiscal Year Completed

Account Number and Description

Budget FY
2019

Actual to Date
Through 4/30/2019
(Unaudited)

Variance

Percent of
Budget

REVENUES

10.20 PROPERTY TAX REVENUE

10.2000.00.00.4 PROPERTY TAX GF	\$9,025,174.00	\$9,028,622.13	\$3,448.13	100.04 %
10.2005.00.00.4 PROPERTY TAX LIBRARY	\$330,633.00	\$330,633.00	\$0.00	100.00 %
10.2006.00.00.4 PROPERTY TAX AGENCIES OUT	\$54,200.00	\$54,200.00	\$0.00	100.00 %
10.2007.00.00.4 PROPERTY TAX DOWNTOWN IMP DISTRICT	\$41,500.00	\$41,776.16	\$276.16	100.67 %
TOTAL PROPERTY TAX REVENUE	\$9,451,507.00	\$9,455,231.29	\$3,724.29	100.04%

10.21 STATE/LOCAL PILOT

10.2100.00.00.4 STATE PILOT	\$858,900.00	\$888,012.00	\$29,112.00	103.39 %
10.2100.00.01.4 LOCAL PILOT	\$20,000.00	\$14,460.71	(\$5,539.29)	72.30 %
10.2100.00.02.4 CURRENT USE	\$31,000.00	\$32,975.00	\$1,975.00	106.37 %
10.2100.00.03.4 STATE PILOT DOWNTOWN	\$18,390.00	\$18,520.00	\$130.00	100.71 %
10.2100.00.04.4 LOCAL OPTIONS TAX	\$218,000.00	\$120,136.37	(\$97,863.63)	55.11 %
10.2101.00.00.4 PENALTY DELINQUENT TAXES	\$55,000.00	\$36,186.50	(\$18,813.50)	65.79 %
10.2102.00.00.4 INTEREST DELINQUENT TAXES	\$15,000.00	\$18,577.12	\$3,577.12	123.85 %
10.2103.00.00.4 STATE ADMIN ALLOWANCE	\$26,000.00	\$3,023.00	(\$22,977.00)	11.63 %
TOTAL STATE/LOCAL PILOT	\$1,242,290.00	\$1,131,890.70	(\$110,399.30)	91.11%

10.22 PERMITS AND LICENSE REV

10.2201.00.00.4 BUSINESS PERMITS/LICENSES	\$9,000.00	\$6,925.00	(\$2,075.00)	76.94 %
10.2202.00.00.4 DOG LICENSES	\$6,300.00	\$4,510.00	(\$1,790.00)	71.59 %
10.2203.00.00.4 BUILDING PERMITS/CODE SVC	\$90,000.00	\$238,670.68	\$148,670.68	265.19 %
10.2205.00.00.4 IMPACT FEES - PARK	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL PERMITS AND LICENSE REV	\$105,300.00	\$250,105.68	\$144,805.68	237.52%

10.23 INTERGOVERNMENTAL REV

10.2301.00.00.4 GRANTS-POLICE FEDERAL EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
10.2301.00.01.4 GRANTS-POLICE FEDERAL	\$0.00	\$8,510.07	\$8,510.07	0.00 %
10.2301.00.02.4 FEDERAL COPS GRANT	\$0.00	\$0.00	\$0.00	0.00 %
10.2301.00.03.4 GRANTS-POLICE STATE	\$0.00	\$89,304.97	\$89,304.97	0.00 %
10.2302.00.00.4 FEDERAL EMERGENCY MGT	\$0.00	\$0.00	\$0.00	0.00 %
10.2302.00.03.4 GRANTS- PLANNING -FED STREET DESIGN	\$0.00	\$9,448.64	\$9,448.64	0.00 %
10.2302.00.04.4 GRANTS-PLANNING-FED HISTORIC PRES	\$0.00	\$7,800.00	\$7,800.00	0.00 %



City of Montpelier
GENERAL FUND FY 2019 Budget Report

83% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2019</u>	<u>Actual to Date Through 4/30/2019 (Unaudited)</u>	<u>Variance</u>	<u>Percent of Budget</u>
10.2303.00.00.4 STATE HIGHWAY AID	\$217,900.00	\$217,536.50	(\$363.50)	99.83 %
10.2304.00.00.4 STATE STATUTORY PAYMENT	\$184,000.00	\$184,000.00	\$0.00	100.00 %
10.2305.00.00.4 CAPITAL FIRE MUTUAL AID	\$340,015.00	\$340,014.00	(\$1.00)	100.00 %
10.2310.00.00.4 ACT 60 REAPPRAISAL-STATE	\$25,630.00	\$0.00	(\$25,630.00)	0.00 %
10.2311.00.00.4 DPW GRANTS	\$0.00	\$0.00	\$0.00	0.00 %
10.2311.00.01.4 DPW GRANT-RADIOS (PS)	\$0.00	\$0.00	\$0.00	0.00 %
10.2313.00.00.4 SCHOOLS-RESOURCE OFFICER	\$51,555.00	\$27,062.00	(\$24,493.00)	52.49 %
10.2314.00.00.4 STATE GRANTS COM JUSTICE CTR	\$199,825.00	\$88,500.00	(\$111,325.00)	44.29 %
10.2314.00.01.4 State Grants-CJC Misc	\$15,000.00	\$0.00	(\$15,000.00)	0.00 %
10.2314.00.03.4 FED GRANTS COM JUSTICE CTR	\$0.00	\$0.00	\$0.00	0.00 %
10.2314.00.05.4 CJC ACTV FEE REVENUE	\$0.00	\$10,309.00	\$10,309.00	0.00 %
10.2315.00.00.4 FED/ST/OTHER GRANTS- FIRE/EMERG	\$0.00	\$0.00	\$0.00	0.00 %
10.2316.00.00.4 PLANNING GRANT REVENUE	\$0.00	\$0.00	\$0.00	0.00 %
10.2316.00.03.4 ST AHS GRANT CJC COSA	\$0.00	\$0.00	\$0.00	0.00 %
10.2316.00.04.4 ST GRANT CJC RE-ENTRY PRG	\$106,100.00	\$79,574.25	(\$26,525.75)	75.00 %
10.2318.00.00.4 STATE GRANTS - PLANNING	\$0.00	\$0.00	\$0.00	0.00 %
10.2318.00.01.4 STATE GRANT-MP-2016-00029	\$0.00	\$0.00	\$0.00	0.00 %
10.2320.00.00.4 STATE/FED GRANT - DPW EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL INTERGOVERNMENTAL REV	\$1,140,025.00	\$1,062,059.43	(\$77,965.57)	93.16%
10.24 FEES & CHARGES FOR SERVICES				
10.2401.00.00.4 RECORDING DOCUMENTS	\$55,000.00	\$38,789.96	(\$16,210.04)	70.53 %
10.2402.00.00.4 CLERK/TREASURER DEPT FEES	\$14,000.00	\$10,802.25	(\$3,197.75)	77.16 %
10.2404.00.00.4 RECORDS RESTORATION FEE	\$0.00	\$5,029.94	\$5,029.94	0.00 %
10.2406.00.00.4 PLANNING DEPARTMENT FEES	\$30,000.00	\$28,832.25	(\$1,167.75)	96.11 %
10.2409.00.00.4 SALE OF GIS MATERIALS	\$0.00	\$0.00	\$0.00	0.00 %
10.2411.00.00.4 PHOTOCOPIER MACHINE	\$100.00	\$122.50	\$22.50	122.50 %
10.2413.00.00.4 AMBULANCE CALL CHARGES	\$360,000.00	\$305,807.80	(\$54,192.20)	84.95 %
10.2414.00.00.4 AMBULANCE CALL CHARGES-PRIOR PERIODS	\$0.00	(\$1,408.28)	(\$1,408.28)	0.00 %
10.2415.00.00.4 AMBULANCE CONTRACTS	\$117,560.00	\$117,558.00	(\$2.00)	100.00 %
10.2416.00.00.4 POLICE - STATE	\$10,000.00	\$9,500.00	(\$500.00)	95.00 %
10.2417.00.00.4 OUTSIDE PAY POLICE & FIRE	\$0.00	\$0.00	\$0.00	0.00 %
10.2417.00.01.4 "START" REIMB MONTP POLICE	\$0.00	\$0.00	\$0.00	0.00 %



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10.2417.00.02.4 OUTSIDE PAY POL-HOMELAND	\$0.00	\$0.00	\$0.00	0.00 %
10.2417.00.03.4 OUTSIDE PAY FIRE-HOMELAND	\$0.00	\$0.00	\$0.00	0.00 %
10.2418.00.00.4 FIRE DEPT - MISC FEES	\$0.00	(\$140.00)	(\$140.00)	0.00 %
10.2419.00.00.4 POLICE DEPT - MISC FEES	\$3,000.00	\$5,500.00	\$2,500.00	183.33 %
10.2420.00.00.4 STUMP DUMP	\$2,500.00	\$1,259.00	(\$1,241.00)	50.36 %
10.2420.10.00.4 TREE STUMPAGE REVENUE	\$1,000.00	\$735.00	(\$265.00)	73.50 %
10.2421.00.00.4 PUBLIC WORKS DEPT FEES	\$15,500.00	\$8,360.32	(\$7,139.68)	53.94 %
10.2422.00.00.4 CPR COURSE FEES	\$2,000.00	\$1,890.00	(\$110.00)	94.50 %
10.2423.00.00.4 CONSERVATION COMMISSION REVENUE	\$0.00	\$0.00	\$0.00	0.00 %
10.2423.00.01.4 TREE MGMT WOOD SALES	\$0.00	\$0.00	\$0.00	0.00 %
10.2424.00.00.4 MONTPELIER ALIVE	\$2,600.00	\$2,000.00	(\$600.00)	76.92 %
10.2425.00.00.4 COM JUSTICE CTR FEES	\$9,700.00	\$1,300.00	(\$8,400.00)	13.40 %
10.2425.00.01.4 CJC CONTRACT SVC RE-ENTRY	\$10,000.00	\$0.00	(\$10,000.00)	0.00 %
10.2425.00.02.4 COM JUSTICE REIMB OF EXP	\$0.00	\$41.98	\$41.98	0.00 %
10.2425.00.03.4 CJC DONATIONS	\$0.00	\$0.00	\$0.00	0.00 %
10.2425.00.04.4 RE-ENTRY PROGRAM REIMB	\$0.00	\$1,112.50	\$1,112.50	0.00 %
10.2426.00.00.4 PARADE PERMIT FEES	\$2,500.00	\$0.00	(\$2,500.00)	0.00 %
TOTAL FEES & CHARGES FOR SERVICES	\$635,460.00	\$537,093.22	(\$98,366.78)	84.52%
10.25 RENTS & COMMISSIONS/UTILITY FEES				
10.2502.00.00.4 MEMORIAL ROOM RENTAL	\$1,000.00	\$900.00	(\$100.00)	90.00 %
TOTAL RENTS & COMMISSIONS/UTILITY FEES	\$1,000.00	\$900.00	(\$100.00)	90.00%
10.260 FINES & FORFEITURES				
10.2601.00.00.4 POLICE FINES & FORFEITURE	\$18,000.00	\$8,456.50	(\$9,543.50)	46.98 %
10.2602.00.00.4 DRUG SEIZURE-FOR RESERVE	\$0.00	\$0.00	\$0.00	0.00 %
10.2605.00.00.4 BUILDING/ZONING FINES	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL FINES & FORFEITURES	\$18,000.00	\$8,456.50	(\$9,543.50)	46.98%
10.261 EQUIPMENT/LAND REVENUE				
10.2610.00.00.4 WATER FUND EQUIPMENT XFER	\$130,870.00	\$130,875.00	\$5.00	100.00 %
10.2610.00.02.4 SALE OF DPW RAP	\$0.00	\$0.00	\$0.00	0.00 %
10.2611.00.00.4 SEWER FUND EQUIPMENT XFER	\$165,925.00	\$165,925.00	\$0.00	100.00 %
10.2612.00.00.4 PARKING FUND EQUIP XFER	\$12,605.00	\$10,017.02	(\$2,587.98)	79.47 %



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10.2613.00.00.4 FUEL SALES	\$47,000.00	\$60,095.73	\$13,095.73	127.86 %
10.2614.00.00.4 SALE OF EQUIPMENT - USE FUND 30	\$0.00	\$0.00	\$0.00	0.00 %
10.2614.00.10.4 PROCEEDS LEASE/NOTES	\$0.00	\$0.00	\$0.00	0.00 %
10.2615.00.00.4 RENTAL OF EQUIPMENT	\$0.00	\$0.00	\$0.00	0.00 %
10.2616.00.00.4 MISC. REVENUE	\$0.00	\$46.75	\$46.75	0.00 %
10.2617.00.00.4 MISC REIMB (FLEET REPAIR)	\$26,000.00	\$17,629.63	(\$8,370.37)	67.81 %
10.2619.00.00.4 USE OF EQUIPMENT FUND RES	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL EQUIPMENT/LAND REVENUE	\$382,400.00	\$384,589.13	\$2,189.13	100.57%
10.27 INTEREST/INVESTMENT REVENUE				
10.2700.00.00.4 INTEREST INCOME	\$40,000.00	\$50,013.48	\$10,013.48	125.03 %
TOTAL INTEREST/INVESTMENT REVENUE	\$40,000.00	\$50,013.48	\$10,013.48	125.03%
10.28 MISC REVENUE				
10.2801.00.00.4 MISCELLANEOUS REVENUE	\$500.00	\$6,195.78	\$5,695.78	1,239.16 %
10.2802.00.00.4 MISCELLANEOUS REIMB	\$2,800.00	\$350.02	(\$2,449.98)	12.50 %
10.2802.00.01.4 INS. REIMB - OTHER DEPTS	\$0.00	\$0.00	\$0.00	0.00 %
10.2802.00.02.4 INS. REIMB - DPW	\$0.00	\$2,799.33	\$2,799.33	0.00 %
10.2802.00.03.4 INS. REIMB - POLICE	\$0.00	\$2,334.00	\$2,334.00	0.00 %
10.2802.00.04.4 MISC. REIMB. - FIRE	\$0.00	\$0.00	\$0.00	0.00 %
10.2802.00.05.4 INS.REIM - FLOOD MAY 2011	\$0.00	\$0.00	\$0.00	0.00 %
10.2802.00.06.4 CVPSA DIRECTOR REIMB	\$0.00	\$0.00	\$0.00	0.00 %
10.2803.00.00.4 POLICE CANINE -OTHER REVENUES	\$0.00	\$0.00	\$0.00	0.00 %
10.2804.00.00.4 DONATIONS - FIRE/AMBULANCE RSV	\$0.00	\$500.00	\$500.00	0.00 %
10.2804.00.01.4 DONATIONS- POLICE K-9	\$0.00	\$0.00	\$0.00	0.00 %
10.2804.00.02.4 DONATIONS - POLICE	\$0.00	\$500.00	\$500.00	0.00 %
10.2806.00.00.4 GRNT DRAWDWNS -TREE BOARD	\$0.00	\$0.00	\$0.00	0.00 %
10.2807.00.00.4 W.C./S.T.D. WAGE REIMBURS	\$5,000.00	\$17,370.61	\$12,370.61	347.41 %
10.2807.00.01.4 WC /STD REIMB - DPW	\$5,000.00	\$9,891.66	\$4,891.66	197.83 %
10.2807.00.02.4 WC /STD REIMB - POLICE	\$0.00	\$26,179.12	\$26,179.12	0.00 %
10.2807.00.03.4 WC / STD REIMB FIRE	\$0.00	\$0.00	\$0.00	0.00 %
10.2809.00.00.4 TREE BOARD DONATIONS/GRANTS	\$0.00	\$170.00	\$170.00	0.00 %
10.2810.00.00.4 PET WASTE DONATIONS	\$0.00	\$4.00	\$4.00	0.00 %



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10.2811.00.00.4 ENERGY SAVINGS INCENTIVE	\$0.00	\$0.00	\$0.00	0.00 %
10.2813.00.00.4 RESERVE FIRE REVENUE	\$0.00	\$0.00	\$0.00	0.00 %
10.2814.00.00.4 PROCEEDS FROM L.T. DEBT	\$0.00	\$0.00	\$0.00	0.00 %
10.2816.00.00.4 CONNOR-INTEREST ON NOTE	\$0.00	\$0.00	\$0.00	0.00 %
10.2817.00.00.4 USE OF CONNOR RESERVE	\$0.00	\$0.00	\$0.00	0.00 %
10.2820.00.00.4 EMPLOYEE WELLNESS REVENUE	\$6,000.00	\$6,000.00	\$0.00	100.00 %
TOTAL MISC REVENUE	\$19,300.00	\$72,294.52	\$52,994.52	374.58%
10.29 OPERATING TRANSFERS				
10.2901.00.00.4 ADMIN TRANSFER - WATER	\$308,305.00	\$308,308.00	\$3.00	100.00 %
10.2902.00.00.4 ADMIN TRANSFER SEWER	\$439,680.00	\$439,680.00	\$0.00	100.00 %
10.2903.00.00.4 ADMIN TRANSFER - PARKING	\$60,490.00	\$60,487.00	(\$3.00)	100.00 %
10.2904.00.00.4 XFER FROM PARKS-TREE WARD	\$0.00	\$0.00	\$0.00	0.00 %
10.2905.00.00.4 XFER FROM SENIOR CENTER	\$0.00	\$0.00	\$0.00	0.00 %
10.2906.00.00.4 XFER FROM CJC PROF. SVCS ADMIN FEE	\$0.00	\$0.00	\$0.00	0.00 %
10.2907.00.00.4 XFER FROM FIRE RESERVE	\$0.00	\$0.00	\$0.00	0.00 %
10.2909.00.00.4 TRANSFER FROM CDA	\$4,000.00	\$0.00	(\$4,000.00)	0.00 %
10.2909.00.01.4 XFER FROM PARKING-PLANNING COM DEV	\$0.00	\$0.00	\$0.00	0.00 %
10.2909.00.02.4 XFER FROM REC- CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00 %
10.2909.00.03.4 XFER FROM DISTRICT ENERGY	\$0.00	\$0.00	\$0.00	0.00 %
10.2909.00.04.4 XFER FROM CIP FOR PROJ MGMT	\$50,000.00	\$50,000.00	\$0.00	100.00 %
10.2909.00.05.4 XFER FROM CIP CARR LOT RENT	\$43,200.00	\$0.00	(\$43,200.00)	0.00 %
10.2909.00.06.4 XFER FROM CIP REIMB DPW STREETS	\$0.00	\$157.52	\$157.52	0.00 %
10.2909.00.07.4 XFER FROM CIP-PETROLEUM CLEANUP	\$0.00	\$0.00	\$0.00	0.00 %
10.2909.00.08.4 XFER FROM CIP REIMB STORMWATER LABOR	\$0.00	\$0.00	\$0.00	0.00 %
10.2914.00.00.4 USE OF RECORDS RESERVE	\$0.00	\$0.00	\$0.00	0.00 %
10.2916.00.00.4 USE OF GEN FUND BALANCE	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL OPERATING TRANSFERS	\$905,675.00	\$858,632.52	(\$47,042.48)	94.81%
TOTAL GENERAL FUND REVENUES	\$13,940,957.00	\$13,811,266.47	(\$129,690.53)	99.07%



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EXPENDITURES				
10.3000 CITY COUNCIL				
10.3000.10.00.5 CITY COUNCIL SALARY & WAGES	\$16,000.00	\$9,927.41	\$6,072.59	62.05 %
10.3000.15.01.5 CITY COUNCIL	\$0.00	\$0.00	\$0.00	0.00 %
10.3000.15.02.5 CITY COUNCIL FICA/MEDICARE	\$1,225.00	\$789.88	\$435.12	64.48 %
10.3000.15.03.5 CITY COUNCIL	\$0.00	\$0.00	\$0.00	0.00 %
10.3000.15.07.5 CITY COUNCIL	\$0.00	\$0.00	\$0.00	0.00 %
10.3000.15.09.5 CITY COUNCIL	\$0.00	\$0.00	\$0.00	0.00 %
10.3000.20.00.5 CITY COUNCIL OFFICE SUPPLIES	\$400.00	\$220.90	\$179.10	55.23 %
10.3000.20.01.5 CITY COUNCIL POSTAGE	\$250.00	\$70.97	\$179.03	28.39 %
10.3000.30.00.5 CITY COUNCIL ADVERTISING	\$3,700.00	\$5,078.76	(\$1,378.76)	137.26 %
10.3000.34.00.5 CITY COUNCIL COMMUNICATIONS	\$1,200.00	\$852.24	\$347.76	71.02 %
10.3000.40.00.5 CITY COUNCIL DUES/SUBS/MTGS	\$2,500.00	\$515.00	\$1,985.00	20.60 %
10.3000.56.00.5 CITY COUNCIL OTR PUR SRVC	\$1,000.00	\$740.00	\$260.00	74.00 %
10.3000.56.01.5 CITY COUNCIL DONATIONS IN LIEU OF WAGES	\$0.00	\$0.00	\$0.00	0.00 %
10.3000.62.00.5 CITY COUNCIL PRINT & BINDING	\$4,000.00	\$4,437.73	(\$437.73)	110.94 %
10.3000.74.00.5 CITY COUNCIL TRAVEL/TRANS	\$1,000.00	\$0.00	\$1,000.00	0.00 %
10.3000.79.00.5 CITY COUNCIL MISC	\$700.00	\$154.00	\$546.00	22.00 %
10.3000.83.00.5 CITY COUNCIL MACH & EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL CITY COUNCIL	\$31,975.00	\$22,786.89	\$9,188.11	71.26%
10.3210 CITY MANAGER				
10.3210.10.00.5 CITY MGR SALARY & WAGES	\$239,190.00	\$205,398.72	\$33,791.28	85.87 %
10.3210.11.00.5 CITY MGR OVERTIME	\$0.00	\$0.00	\$0.00	0.00 %
10.3210.15.01.5 CITY MGR DENTAL INS	\$1,260.00	\$1,045.80	\$214.20	83.00 %
10.3210.15.02.5 CITY MGR FICA/MEDICARE	\$17,420.00	\$14,541.51	\$2,878.49	83.48 %
10.3210.15.03.5 CITY MGR HEALTH INS	\$40,555.00	\$21,205.14	\$19,349.86	52.29 %
10.3210.15.04.5 CITY MGR FLEX SPENDING ACCOUNT	\$750.00	\$576.62	\$173.38	76.88 %
10.3210.15.05.5 CITY MGR LT CARE INS	\$90.00	\$71.61	\$18.39	79.57 %
10.3210.15.07.5 CITY MGR CITY RETIREMENT	\$28,340.00	\$15,148.40	\$13,191.60	53.45 %
10.3210.15.08.5 CITY MGR LIFE, STD, LTD INS	\$2,300.00	\$2,284.53	\$15.47	99.33 %
10.3210.15.09.5 CITY MGR UNEMPLOYMENT INS	\$375.00	\$92.97	\$282.03	24.79 %
10.3210.15.10.5 CITY MGR WORKERS' COMP	\$870.00	\$737.45	\$132.55	84.76 %

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10.3210.15.12.5 CITY MGR PARKING FEE	\$1,800.00	\$0.00	\$1,800.00	0.00 %
10.3210.15.13.5 CITY MGR DEF COMP 401(A)	\$9,815.00	\$0.00	\$9,815.00	0.00 %
10.3210.20.00.5 CITY MGR OFFICE SUPPLIES	\$900.00	\$253.03	\$646.97	28.11 %
10.3210.20.01.5 CITY MGR POSTAGE	\$200.00	\$25.09	\$174.91	12.55 %
10.3210.30.00.5 CITY MGR ADVERTISING	\$13,900.00	\$14,543.00	(\$643.00)	104.63 %
10.3210.34.00.5 CITY MGR COMMUNICATIONS	\$25.00	\$0.00	\$25.00	0.00 %
10.3210.34.03.5 CITY MGR TELE CELL & PAGER	\$600.00	\$315.41	\$284.59	52.57 %
10.3210.40.00.5 CITY MGR DUES/SUBS/MTGS	\$6,000.00	\$3,693.92	\$2,306.08	61.57 %
10.3210.48.00.5 CITY MGR PROPERTY & LIAB INS	\$2,400.00	\$4,340.61	(\$1,940.61)	180.86 %
10.3210.56.00.5 CITY MGR OTR PUR SRVC	\$1,000.00	\$303.59	\$696.41	30.36 %
10.3210.58.00.5 CITY MGR VIDEO ARCHIVE SYS	\$7,450.00	\$7,898.91	(\$448.91)	106.03 %
10.3210.61.00.5 CITY MGR LEGAL SERVICES	\$42,000.00	\$60,765.14	(\$18,765.14)	144.68 %
10.3210.62.00.5 CITY MGR PRINT & BINDING	\$50.00	\$0.00	\$50.00	0.00 %
10.3210.66.00.5 CITY MGR OTHER RENTALS	\$0.00	\$0.00	\$0.00	0.00 %
10.3210.68.00.5 CITY MGR EQUIP REPAIR & MNT	\$0.00	\$0.00	\$0.00	0.00 %
10.3210.70.00.5 CITY MGR COPIER	\$505.00	\$608.80	(\$103.80)	120.55 %
10.3210.74.00.5 CITY MGR TRAVEL/TRANS	\$6,000.00	\$5,589.48	\$410.52	93.16 %
10.3210.74.01.5 CITY MGR TRANS-FUEL	\$0.00	\$736.47	(\$736.47)	0.00 %
10.3210.79.00.5 CITY MGR MISC	\$800.00	\$762.22	\$37.78	95.28 %
10.3210.83.00.5 CITY MGR MACH & EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
10.3210.94.01.5 CITY MGR PENSION PRINCIPAL	\$1,210.00	\$1,018.11	\$191.89	84.14 %
10.3210.95.01.5 CITY MGR PENSION INT EXP	\$6,265.00	\$5,284.47	\$980.53	84.35 %
TOTAL CITY MANAGER	\$432,070.00	\$367,241.00	\$64,829.00	85.00%
10.3400 CITY CLERK				
10.3400.10.00.5 CLERK SALARY & WAGES	\$91,800.00	\$52,716.78	\$39,083.22	57.43 %
10.3400.11.00.5 CLERK OVERTIME	\$0.00	\$720.00	(\$720.00)	0.00 %
10.3400.15.01.5 CLERK DENTAL INS	\$420.00	\$309.01	\$110.99	73.57 %
10.3400.15.02.5 CLERK FICA/MEDICARE	\$6,415.00	\$5,283.61	\$1,131.39	82.36 %
10.3400.15.03.5 CLERK HEALTH INS	\$21,630.00	\$4,666.73	\$16,963.27	21.58 %
10.3400.15.04.5 CLERK IRS FLEX SPENDING ACCOUNT	\$250.00	\$307.53	(\$57.53)	123.01 %
10.3400.15.05.5 CLERK LT CARE INS	\$70.00	\$0.00	\$70.00	0.00 %
10.3400.15.07.5 CLERK CITY RETIREMENT	\$6,700.00	\$2,950.96	\$3,749.04	44.04 %

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10.3400.15.08.5 CLERK LIFE, STD, LTD INS	\$1,350.00	\$1,218.41	\$131.59	90.25 %
10.3400.15.09.5 CLERK UNEMPLOYMENT INS	\$235.00	\$49.58	\$185.42	21.10 %
10.3400.15.10.5 CLERK WORKERS' COMP	\$325.00	\$270.42	\$54.58	83.21 %
10.3400.15.12.5 CLERK PARKING FEE	\$600.00	\$0.00	\$600.00	0.00 %
10.3400.20.00.5 CLERK OFFICE SUPPLIES	\$2,000.00	\$1,547.80	\$452.20	77.39 %
10.3400.20.01.5 CLERK POSTAGE	\$2,500.00	\$1,714.94	\$785.06	68.60 %
10.3400.23.00.5 CLERK SMALL TOOLS&EQP	\$0.00	\$689.00	(\$689.00)	0.00 %
10.3400.30.00.5 CLERK ADVERTISING	\$1,000.00	\$2,886.39	(\$1,886.39)	288.64 %
10.3400.40.00.5 CLERK DUES/SUBS/MTGS	\$2,000.00	\$2,422.07	(\$422.07)	121.10 %
10.3400.48.00.5 CLERK PROP & LIAB INS	\$1,280.00	\$2,315.01	(\$1,035.01)	180.86 %
10.3400.51.00.5 CLERK REC RESTORATION	\$0.00	\$5,356.83	(\$5,356.83)	0.00 %
10.3400.60.00.5 CLERK PROF SVCS	\$11,000.00	\$12,173.46	(\$1,173.46)	110.67 %
10.3400.68.00.5 CLERK EQUIP REP&MAINT	\$0.00	\$0.00	\$0.00	0.00 %
10.3400.70.00.5 CLERK COPIER	\$355.00	\$608.92	(\$253.92)	171.53 %
10.3400.70.01.5 CLERK COPIER PAPER	\$0.00	\$0.00	\$0.00	0.00 %
10.3400.74.00.5 CLERK TRAVEL/TRANSP	\$800.00	\$1,528.08	(\$728.08)	191.01 %
10.3400.83.00.5 CLERK MACH AND EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
10.3400.94.01.5 CLERK PENSION PRINCIPAL	\$645.00	\$1,058.74	(\$413.74)	164.15 %
10.3400.95.01.5 CLERK PENSION INT EXP	\$3,340.00	\$5,495.34	(\$2,155.34)	164.53 %
TOTAL CITY CLERK	\$154,715.00	\$106,289.61	\$48,425.39	68.70%
10.3420 FINANCE				
10.3420.10.00.5 FINANCE SALARIES & WAGES	\$274,400.00	\$260,547.43	\$13,852.57	94.95 %
10.3420.11.00.5 FINANCE OVERTIME	\$0.00	\$0.00	\$0.00	0.00 %
10.3420.15.01.5 FINANCE DENTAL INSURANCE	\$2,520.00	\$1,954.37	\$565.63	77.55 %
10.3420.15.02.5 FINANCE FICA/MEDICARE	\$19,440.00	\$18,789.05	\$650.95	96.65 %
10.3420.15.03.5 FINANCE HEALTH INSURANCE	\$52,720.00	\$23,514.23	\$29,205.77	44.60 %
10.3420.15.04.5 FINANCE FLEX SPENDING ACCOUNT	\$1,085.00	\$749.60	\$335.40	69.09 %
10.3420.15.05.5 FINANCE LONG TERM CARE INS	\$0.00	\$18.48	(\$18.48)	0.00 %
10.3420.15.07.5 FINANCE CITY RETIREMENT	\$18,960.00	\$15,773.70	\$3,186.30	83.19 %
10.3420.15.08.5 FINANCE LIFE, STD, LTD INS	\$3,210.00	\$2,999.18	\$210.82	93.43 %
10.3420.15.09.5 FINANCE UNEMPLOYMENT INS	\$550.00	\$120.86	\$429.14	21.97 %
10.3420.15.10.5 FINANCE WORKERS' COMP	\$965.00	\$866.62	\$98.38	89.81 %



City of Montpelier
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83% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2019</u>	<u>Actual to Date Through 4/30/2019 (Unaudited)</u>	<u>Variance</u>	<u>Percent of Budget</u>
10.3420.15.12.5 FINANCE PARKING FEE	\$3,085.00	\$0.00	\$3,085.00	0.00 %
10.3420.20.00.5 FINANCE OFFICE SUPPLIES	\$3,500.00	\$2,558.27	\$941.73	73.09 %
10.3420.20.01.5 FINANCE POSTAGE	\$6,500.00	\$6,164.44	\$335.56	94.84 %
10.3420.30.00.5 FINANCE ADVERTISING	\$300.00	\$192.80	\$107.20	64.27 %
10.3420.40.00.5 FINANCE DUES/SUBS/MTGS	\$1,000.00	\$65.00	\$935.00	6.50 %
10.3420.41.00.5 FINANCE PROF DEV/TRAINING	\$2,500.00	\$269.00	\$2,231.00	10.76 %
10.3420.48.00.5 FINANCE PROPERTY & LIAB INS	\$3,475.00	\$5,891.48	(\$2,416.48)	169.54 %
10.3420.56.00.5 FINANCE OTH PUR SRVS	\$0.00	\$0.00	\$0.00	0.00 %
10.3420.60.00.5 FINANCE PROF SVCS AUDIT/FS	\$35,000.00	\$37,680.75	(\$2,680.75)	107.66 %
10.3420.60.01.5 FINANCE ACCNTING SFTWRE	\$17,200.00	\$18,500.16	(\$1,300.16)	107.56 %
10.3420.60.02.5 FINANCE PROF SVCS ACCOUNT	\$1,500.00	\$1,325.25	\$174.75	88.35 %
10.3420.68.00.5 FINANCE EQUIP REPAIR & MAINT	\$500.00	\$269.44	\$230.56	53.89 %
10.3420.70.00.5 FINANCE COPIER	\$805.00	\$614.42	\$190.58	76.33 %
10.3420.74.00.5 FINANCE TRAVEL/TRANSP	\$500.00	\$0.00	\$500.00	0.00 %
10.3420.79.00.5 FINANCE MISC	\$0.00	\$0.00	\$0.00	0.00 %
10.3420.83.00.5 FINANCE MACH & EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
10.3420.94.01.5 FINANCE PENSION PRINCIPAL	\$1,570.00	\$1,058.74	\$511.26	67.44 %
10.3420.95.01.5 FINANCE PENSION INT EXP	\$8,140.00	\$5,495.34	\$2,644.66	67.51 %
TOTAL FINANCE	\$459,425.00	\$405,418.61	\$54,006.39	88.24%
10.3423 TECHNOLOGY SERVICES				
10.3423.10.00.5 TECHNOLOGY SALARIES & WAGES	\$53,150.00	\$41,203.04	\$11,946.96	77.52 %
10.3423.11.00.5 TECHNOLOGY OVERTIME	\$900.00	\$0.00	\$900.00	0.00 %
10.3423.15.01.5 TECHNOLOGY DENTAL INS	\$420.00	\$348.60	\$71.40	83.00 %
10.3423.15.02.5 TECHNOLOGY FICA/MEDICARE	\$4,040.00	\$3,115.93	\$924.07	77.13 %
10.3423.15.03.5 TECHNOLOGY HEALTH INS	\$13,520.00	\$6,828.52	\$6,691.48	50.51 %
10.3423.15.04.5 TECHNOLOGY FLEX SPENDING ACCOUNT	\$250.00	\$192.21	\$57.79	76.88 %
10.3423.15.05.5 TECHNOLOGY LT CARE INS	\$0.00	\$0.00	\$0.00	0.00 %
10.3423.15.07.5 TECHNOLOGY CITY RETIREMENT	\$3,920.00	\$3,038.69	\$881.31	77.52 %
10.3423.15.08.5 TECHNOLOGY LIFE,STD,LTD INS	\$700.00	\$828.11	(\$128.11)	118.30 %
10.3423.15.09.5 TECHNOLOGY UNEMPLOYMENT INS	\$115.00	\$30.98	\$84.02	26.94 %
10.3423.15.10.5 TECHNOLOGY WORKERS' COMP	\$190.00	\$160.64	\$29.36	84.55 %
10.3423.15.12.5 TECHNOLOGY PARKING FEE	\$600.00	\$0.00	\$600.00	0.00 %



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10.3423.20.00.5 TECHNOLOGY OFFICE SUPPLIES	\$500.00	\$0.00	\$500.00	0.00 %
10.3423.20.01.5 TECHNOLOGY POSTAGE	\$0.00	\$0.00	\$0.00	0.00 %
10.3423.23.00.5 TECHNOLOGY SMALL TOOLS&EQUIP	\$2,300.00	\$933.04	\$1,366.96	40.57 %
10.3423.30.00.5 TECHNOLOGY ADVERTISING	\$0.00	\$0.00	\$0.00	0.00 %
10.3423.34.00.5 TECHNOLOGY TELE BASIC SERVICE	\$6,500.00	\$12,805.12	(\$6,305.12)	197.00 %
10.3423.34.01.5 TECHNOLOGY TELE LONG DIST	\$3,000.00	\$1,529.56	\$1,470.44	50.99 %
10.3423.34.02.5 TECHNOLOGY INTERNET WAN SVC	\$35,000.00	\$15,284.45	\$19,715.55	43.67 %
10.3423.34.03.5 TECHNOLOGY TELE CELL & PAGER	\$1,050.00	\$0.00	\$1,050.00	0.00 %
10.3423.34.05.5 CITY-WIDE WIRELESS SERVICE	\$0.00	\$0.00	\$0.00	0.00 %
10.3423.40.00.5 TECHNOLOGY DUES/SUBS/MTGS	\$0.00	\$0.00	\$0.00	0.00 %
10.3423.48.00.5 TECHNOLOGY PROPERTY&LIAB INS	\$1,600.00	\$1,646.93	(\$46.93)	102.93 %
10.3423.56.00.5 TECHNOLOGY OTR PUR SRVC	\$15,000.00	\$13,880.05	\$1,119.95	92.53 %
10.3423.60.00.5 TECHNOLOGY PROFESSIONAL SVC	\$97,200.00	\$78,406.87	\$18,793.13	80.67 %
10.3423.63.00.5 CITY WEB SITE EXP	\$8,000.00	\$9,175.00	(\$1,175.00)	114.69 %
10.3423.65.00.5 TECHNOLOGY RENTAL OF EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
10.3423.68.00.5 TECHNOLOGY EQUIP REP & MAINT	\$6,500.00	\$4,166.16	\$2,333.84	64.09 %
10.3423.70.00.5 TECHNOLOGY COPIER	\$380.00	\$278.60	\$101.40	73.32 %
10.3423.74.00.5 TECHNOLOGY TRAVEL/TRANS	\$200.00	\$0.00	\$200.00	0.00 %
10.3423.94.01.5 TECHNOLOGY PENSION PRINCIPAL	\$405.00	\$814.41	(\$409.41)	201.09 %
10.3423.95.01.5 TECHNOLOGY PENSION INTEXP	\$2,090.00	\$4,227.18	(\$2,137.18)	202.26 %
TOTAL TECHNOLOGY SERVICES	\$257,530.00	\$198,894.09	\$58,635.91	77.23%
10.3430 PROPERTY ASSESSOR				
10.3430.10.00.5 ASSESSOR SALARIES & WAGES	\$56,150.00	\$47,016.24	\$9,133.76	83.73 %
10.3430.11.00.5 ASSESSOR OVERTIME	\$0.00	\$0.00	\$0.00	0.00 %
10.3430.15.01.5 ASSESSOR DENTAL INS	\$420.00	\$348.60	\$71.40	83.00 %
10.3430.15.02.5 ASSESSOR FICA/MEDICARE	\$4,130.00	\$3,548.22	\$581.78	85.91 %
10.3430.15.03.5 ASSESSOR HEALTH INS	\$13,520.00	\$923.76	\$12,596.24	6.83 %
10.3430.15.04.5 ASSESSOR FLEX SPENDING ACCOUNT	\$250.00	\$192.21	\$57.79	76.88 %
10.3430.15.05.5 ASSESSOR LT CARE INS	\$85.00	\$67.62	\$17.38	79.55 %
10.3430.15.07.5 ASSESSOR CITY RETIREMENT	\$4,080.00	\$2,644.67	\$1,435.33	64.82 %
10.3430.15.08.5 ASSESSOR LIFE, STD, LTD INS	\$740.00	\$761.51	(\$21.51)	102.91 %
10.3430.15.09.5 ASSESSOR UNEMPLOYMENT INS	\$125.00	\$30.98	\$94.02	24.78 %

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10.3430.15.10.5 ASSESSOR WORKERS' COMP	\$200.00	\$169.42	\$30.58	84.71 %
10.3430.15.12.5 ASSESSOR PARKING FEE	\$1,200.00	\$0.00	\$1,200.00	0.00 %
10.3430.20.00.5 ASSESSOR OFFICE SUPPLIES	\$1,235.00	\$767.08	\$467.92	62.11 %
10.3430.20.01.5 ASSESSOR POSTAGE	\$750.00	\$101.22	\$648.78	13.50 %
10.3430.30.00.5 ASSESSOR ADVERTISING	\$200.00	\$0.00	\$200.00	0.00 %
10.3430.40.00.5 ASSESSOR DUES/SUBS/MTGS	\$2,115.00	\$0.00	\$2,115.00	0.00 %
10.3430.48.00.5 ASSESSOR PROPERTY & LIAB INS	\$800.00	\$1,446.88	(\$646.88)	180.86 %
10.3430.56.00.5 ASSESSOR OTR PUR SRVC	\$5,050.00	\$0.00	\$5,050.00	0.00 %
10.3430.56.01.5 ASSESSOR LICENSING/SOFTWARE FEES	\$11,800.00	\$10,509.00	\$1,291.00	89.06 %
10.3430.60.00.5 ASSESSOR PROFESSIONAL SVC	\$86,000.00	\$73,580.00	\$12,420.00	85.56 %
10.3430.60.01.5 ASSESSOR REAPPRAISAL SVCS	\$0.00	\$0.00	\$0.00	0.00 %
10.3430.60.02.5 ASSESSOR REAPPRAISAL RESVE EXP	\$0.00	\$0.00	\$0.00	0.00 %
10.3430.62.00.5 ASSESSOR PRINTING & BINDING	\$0.00	\$0.00	\$0.00	0.00 %
10.3430.68.00.5 ASSESSOR EQUIP REPAIR & MAINT	\$50.00	\$0.00	\$50.00	0.00 %
10.3430.70.00.5 ASSESSOR COPIER	\$180.00	\$147.71	\$32.29	82.06 %
10.3430.74.00.5 ASSESSOR TRAVEL/TRANS	\$0.00	\$0.00	\$0.00	0.00 %
10.3430.83.00.5 ASSESSOR MACHINERY & EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
10.3430.94.01.5 ASSESSOR PENSION PRINCIPAL	\$405.00	\$407.21	(\$2.21)	100.55 %
10.3430.95.01.5 ASSESSOR PENSION INT EXP	\$2,090.00	\$2,113.59	(\$23.59)	101.13 %
TOTAL PROPERTY ASSESSOR	\$191,575.00	\$144,775.92	\$46,799.08	75.57%
10.3600 PLANNING & DEVELOPMENT				
10.3600.10.00.5 PLANNING SALARIES & WAGES	\$247,810.00	\$191,616.91	\$56,193.09	77.32 %
10.3600.11.00.5 PLANNING OVERTIME	\$0.00	\$0.00	\$0.00	0.00 %
10.3600.15.01.5 PLANNING DENTAL INS	\$1,680.00	\$1,394.40	\$285.60	83.00 %
10.3600.15.02.5 PLANNING FICA/MEDICARE	\$18,040.00	\$13,354.92	\$4,685.08	74.03 %
10.3600.15.03.5 PLANNING HEALTH INS	\$51,370.00	\$39,990.10	\$11,379.90	77.85 %
10.3600.15.04.5 PLANNING FLEX SPENDING ACCOUNT	\$1,000.00	\$730.38	\$269.62	73.04 %
10.3600.15.05.5 PLANNING LT CARE INS	\$0.00	\$0.00	\$0.00	0.00 %
10.3600.15.07.5 PLANNING CITY RETIREMENT	\$17,970.00	\$13,943.85	\$4,026.15	77.60 %
10.3600.15.08.5 PLANNING LIFE, STD, LTD INS	\$2,745.00	\$2,880.38	(\$135.38)	104.93 %
10.3600.15.09.5 PLANNING UNEMPLOYMENT INS	\$455.00	\$117.76	\$337.24	25.88 %
10.3600.15.10.5 PLANNING WORKERS' COMP	\$870.00	\$718.86	\$151.14	82.63 %

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10.3600.15.12.5 PLANNING PARKING FEE	\$2,400.00	\$0.00	\$2,400.00	0.00 %
10.3600.20.00.5 PLANNING OFFICE SUPPLIES	\$1,500.00	\$1,405.52	\$94.48	93.70 %
10.3600.20.01.5 PLANNING POSTAGE	\$2,000.00	\$300.45	\$1,699.55	15.02 %
10.3600.21.00.5 PLANNING OPERATING SUPPLIES	\$0.00	\$235.45	(\$235.45)	0.00 %
10.3600.23.00.5 PLANNING SMALL TOOLS/EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
10.3600.30.00.5 PLANNING ADVERTISING	\$2,500.00	\$1,441.32	\$1,058.68	57.65 %
10.3600.34.03.5 PLANNING TELEPHONE CELL	\$0.00	\$0.00	\$0.00	0.00 %
10.3600.40.00.5 PLANNING DUES/SUBS/MTGS	\$2,000.00	\$1,771.51	\$228.49	88.58 %
10.3600.41.00.5 PLANNING PROFESSIONAL DEV	\$3,250.00	\$557.85	\$2,692.15	17.16 %
10.3600.48.00.5 PLANNING PROPERTY & LIAB INS	\$2,880.00	\$5,458.12	(\$2,578.12)	189.52 %
10.3600.56.00.5 PLANNING OTR PUR SRVC	\$14,800.00	\$9,976.32	\$4,823.68	67.41 %
10.3600.58.00.5 PLANNING WEB SITE MAINT	\$0.00	\$0.00	\$0.00	0.00 %
10.3600.60.00.5 PLANNING PROFESSIONAL SVCS	\$5,000.00	\$0.00	\$5,000.00	0.00 %
10.3600.60.02.5 PLANNING RE-ZONING CONTRACT SVS	\$0.00	\$0.00	\$0.00	0.00 %
10.3600.61.00.5 PLANNING OTHER LEGAL SVCS	\$0.00	\$0.00	\$0.00	0.00 %
10.3600.62.00.5 PLANNING PRINTING & BINDING	\$300.00	\$73.50	\$226.50	24.50 %
10.3600.63.00.5 PLANNING MASTER PLAN UPDATE	\$0.00	\$0.00	\$0.00	0.00 %
10.3600.68.00.5 PLANNING EQUIP REPAIR&MAINT	\$0.00	\$0.00	\$0.00	0.00 %
10.3600.70.00.5 PLANNING COPIER	\$635.00	\$535.17	\$99.83	84.28 %
10.3600.74.00.5 PLANNING TRAVEL & TRANS	\$500.00	\$0.00	\$500.00	0.00 %
10.3600.75.00.5 PLANNING CENTRAL VT ECONOMIC DEV	\$3,000.00	\$0.00	\$3,000.00	0.00 %
10.3600.79.00.5 PLANNING MISC	\$300.00	\$0.00	\$300.00	0.00 %
10.3600.83.00.5 PLANNING MACHINERY & EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
10.3600.85.00.5 PLANNING RE-ZONING GRANT EXP	\$0.00	\$296.47	(\$296.47)	0.00 %
10.3600.85.01.5 PLANNING FED STREET DESIGN GRANT	\$0.00	(\$296.47)	\$296.47	0.00 %
10.3600.85.02.5 PLANNING FED HISTORIC PRES GRANT	\$0.00	\$1,634.89	(\$1,634.89)	0.00 %
10.3600.85.03.5 FRENCH BLOCK GRANT MATCH EXP	\$0.00	\$390.00	(\$390.00)	0.00 %
10.3600.86.00.5 PLANNING STATE GRANT EXP	\$0.00	\$0.00	\$0.00	0.00 %
10.3600.94.01.5 PLANNING PENSION PRINCIPAL	\$1,530.00	\$1,913.97	(\$383.97)	125.10 %
10.3600.95.01.5 PLANNING PENSION INT EXP	\$7,935.00	\$9,934.37	(\$1,999.37)	125.20 %
TOTAL PLANNING & DEVELOPMENT	\$392,470.00	\$300,376.00	\$92,094.00	76.53%

10.3710 CITY HALL MAINT



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10.3710.10.00.5 CITY HALL SALARIES & WAGES	\$63,050.00	\$52,201.41	\$10,848.59	82.79 %
10.3710.11.00.5 CITY HALL OVERTIME	\$1,100.00	\$488.52	\$611.48	44.41 %
10.3710.15.01.5 CITY HALL DENTAL INS	\$505.00	\$421.64	\$83.36	83.49 %
10.3710.15.02.5 CITY HALL FICA/MEDICARE	\$4,310.00	\$3,509.81	\$800.19	81.43 %
10.3710.15.03.5 CITY HALL HEALTH INS	\$16,220.00	\$14,626.88	\$1,593.12	90.18 %
10.3710.15.04.5 CITY HALL FLEX SPENDING ACCOUNT	\$315.00	\$230.65	\$84.35	73.22 %
10.3710.15.05.5 CITY HALL LT CARE INS	\$205.00	\$17.09	\$187.91	8.34 %
10.3710.15.07.5 CITY HALL CITY RETIREMENT	\$4,655.00	\$3,634.39	\$1,020.61	78.07 %
10.3710.15.08.5 CITY HALL LIFE, STD, LTD INS	\$1,020.00	\$913.79	\$106.21	89.59 %
10.3710.15.09.5 CITY HALL UNEMPLOYMENT INS	\$185.00	\$37.18	\$147.82	20.10 %
10.3710.15.10.5 CITY HALL WORKERS' COMP	\$4,940.00	\$4,907.44	\$32.56	99.34 %
10.3710.15.12.5 CITY HALL PARKING FEE	\$720.00	\$0.00	\$720.00	0.00 %
10.3710.18.00.5 CITY HALL UNIFORMS/PROTECT CLOTHING	\$400.00	\$142.00	\$258.00	35.50 %
10.3710.20.00.5 CITY HALL OFFICE SUPPLIES	\$300.00	\$181.18	\$118.82	60.39 %
10.3710.21.00.5 CITY HALL OPERATING SUPPLY	\$5,500.00	\$3,720.92	\$1,779.08	67.65 %
10.3710.21.01.5 CITY HALL SPRING/FALL PLANT	\$200.00	\$0.00	\$200.00	0.00 %
10.3710.23.00.5 CITY HALL SMALL TOOLS&EQUIP	\$550.00	\$0.00	\$550.00	0.00 %
10.3710.34.03.5 CITY HALL TELE CELL & PAGER	\$1,440.00	\$600.00	\$840.00	41.67 %
10.3710.40.00.5 CITY HALL DUES/SUBS/MTGS	\$0.00	\$0.00	\$0.00	0.00 %
10.3710.48.00.5 CITY HALL PROP & LIAB INS	\$18,565.00	\$9,786.16	\$8,778.84	52.71 %
10.3710.48.01.5 CITY HALL XFER FRM POLICE ST	(\$13,000.00)	(\$13,600.00)	\$600.00	104.62 %
10.3710.56.00.5 CITY HALL OTR PUR SRVC	\$34,500.00	\$2,425.44	\$32,074.56	7.03 %
10.3710.60.00.5 CITY HALL PROFESSIONAL SVC	\$500.00	\$24,385.00	(\$23,885.00)	4,877.00 %
10.3710.68.00.5 CITY HALL EQUIP REPAIR&MAINT	\$1,400.00	\$15,834.61	(\$14,434.61)	1,131.04 %
10.3710.69.00.5 CITY HALL BLDG REPAIR/MAINT	\$10,000.00	\$11,536.15	(\$1,536.15)	115.36 %
10.3710.70.00.5 CITY HALL COPIER	\$220.00	\$182.94	\$37.06	83.15 %
10.3710.70.01.5 CITY HALL COPIER PAPER	\$0.00	\$0.00	\$0.00	0.00 %
10.3710.74.00.5 CITY HALL TRAVEL/TRANS	\$100.00	\$0.00	\$100.00	0.00 %
10.3710.76.01.5 CITY HALL ELECTRIC	\$17,000.00	\$22,127.36	(\$5,127.36)	130.16 %
10.3710.76.02.5 CITY HALL HEATING COST	\$62,000.00	\$69,363.44	(\$7,363.44)	111.88 %
10.3710.76.03.5 CITY HALL TRASH REMOVAL	\$4,500.00	\$3,619.39	\$880.61	80.43 %
10.3710.76.04.5 CITY HALL IN HOUSE UTILITIES	\$3,000.00	\$2,344.60	\$655.40	78.15 %



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<u>Account Number and Description</u>	<u>Budget FY 2019</u>	<u>Actual to Date Through 4/30/2019 (Unaudited)</u>	<u>Variance</u>	<u>Percent of Budget</u>
10.3710.82.00.5 CITY HALL CAPITAL IMPROV	\$0.00	\$0.00	\$0.00	0.00 %
10.3710.83.00.5 CITY HALL MACH & EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
10.3710.94.01.5 CITY HALL PENSION PRINCIPAL	\$485.00	\$448.02	\$36.98	92.38 %
10.3710.95.01.5 CITY HALL PENSION INT EXP	\$2,505.00	\$2,325.44	\$179.56	92.83 %
TOTAL CITY HALL MAINT	\$247,390.00	\$236,411.45	\$10,978.55	95.56%
10.4100 POLICE OPERATIONS				
10.4100.10.00.5 POLICE SALARY & WAGES	\$1,091,020.00	\$788,556.83	\$302,463.17	72.28 %
10.4100.11.00.5 POLICE OVERTIME	\$124,115.00	\$95,347.78	\$28,767.22	76.82 %
10.4100.15.01.5 POLICE DENTAL INS	\$5,880.00	\$4,742.67	\$1,137.33	80.66 %
10.4100.15.02.5 POLICE FICA/MEDICARE	\$88,195.00	\$63,786.96	\$24,408.04	72.32 %
10.4100.15.03.5 POLICE HEALTH INS	\$197,500.00	\$133,432.05	\$64,067.95	67.56 %
10.4100.15.04.5 POLICE FLEX SPENDING ACCOUNT	\$3,500.00	\$2,817.75	\$682.25	80.51 %
10.4100.15.05.5 POLICE LT CARE INS	\$65.00	\$38.01	\$26.99	58.48 %
10.4100.15.07.5 POLICE CITY RETIREMENT	\$97,325.00	\$68,652.65	\$28,672.35	70.54 %
10.4100.15.08.5 POLICE LIFE, STD, LTD INS	\$10,240.00	\$11,125.56	(\$885.56)	108.65 %
10.4100.15.09.5 POLICE UNEMPLOYMENT INS	\$1,930.00	\$452.76	\$1,477.24	23.46 %
10.4100.15.10.5 POLICE WORKERS' COMP	\$87,010.00	\$68,125.90	\$18,884.10	78.30 %
10.4100.15.12.5 POLICE PARKING FEE	\$4,220.00	\$0.00	\$4,220.00	0.00 %
10.4100.18.00.5 POLICE UNIFORMS/PROTECT CLOTH	\$28,000.00	\$16,937.84	\$11,062.16	60.49 %
10.4100.19.00.5 POLICE TUITION REIMB/FIT TEST	\$6,000.00	\$0.00	\$6,000.00	0.00 %
10.4100.20.00.5 POLICE OFFICE SUPPLIES	\$3,900.00	\$4,025.19	(\$125.19)	103.21 %
10.4100.20.01.5 POLICE POSTAGE	\$2,300.00	\$527.90	\$1,772.10	22.95 %
10.4100.21.00.5 POLICE OPERATING SUPPLIES	\$15,800.00	\$10,221.91	\$5,578.09	64.70 %
10.4100.21.01.5 POLICE INTERNAL FLEET FUEL	\$16,500.00	\$10,358.96	\$6,141.04	62.78 %
10.4100.30.00.5 POLICE ADVERTISING	\$500.00	\$0.00	\$500.00	0.00 %
10.4100.40.00.5 POLICE DUES/SUBS/MTGS	\$2,000.00	\$1,660.00	\$340.00	83.00 %
10.4100.41.00.5 POLICE TRAINING	\$13,700.00	\$9,194.20	\$4,505.80	67.11 %
10.4100.48.00.5 POLICE PROPERTY & LIAB INS	\$59,715.00	\$41,387.19	\$18,327.81	69.31 %
10.4100.56.00.5 POLICE OTR PUR SRVC	\$4,500.00	\$4,663.66	(\$163.66)	103.64 %
10.4100.56.01.5 POLICE XFER TO CITY HALL CLEANING	\$13,600.00	\$13,600.00	\$0.00	100.00 %
10.4100.60.00.5 POLICE PROFESSIONAL SVCS	\$11,400.00	\$9,233.34	\$2,166.66	80.99 %
10.4100.62.00.5 POLICE PRINTING & BINDING	\$200.00	\$0.00	\$200.00	0.00 %



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10.4100.68.00.5 POLICE EQUIP REPAIR & MAINT	\$27,400.00	\$24,319.28	\$3,080.72	88.76 %
10.4100.68.01.5 POLICE INTERNAL FLEET REP	\$18,000.00	\$7,178.39	\$10,821.61	39.88 %
10.4100.69.00.5 POLICE BLDGS/GROUNDS MAIN	\$200.00	\$236.99	(\$36.99)	118.50 %
10.4100.70.00.5 POLICE COPIER	\$4,290.00	\$3,060.30	\$1,229.70	71.34 %
10.4100.72.00.5 POLICE TAXES/LICENSE/REG	\$150.00	\$140.00	\$10.00	93.33 %
10.4100.74.00.5 POLICE TRAVEL/TRANS	\$4,700.00	\$2,167.01	\$2,532.99	46.11 %
10.4100.76.01.5 POLICE ELECTRIC	\$13,375.00	\$15,577.96	(\$2,202.96)	116.47 %
10.4100.76.02.5 POLICE HEATING COST	\$13,200.00	\$14,931.25	(\$1,731.25)	113.12 %
10.4100.76.04.5 POLICE IN HOUSE UTILITIES	\$1,105.00	\$831.52	\$273.48	75.25 %
10.4100.83.00.5 POLICE MACHINERY & EQUIP-FLOOD	\$0.00	\$0.00	\$0.00	0.00 %
10.4100.83.01.5 POLICE EQUIP -DRUG SEIZURE RES	\$0.00	\$0.00	\$0.00	0.00 %
10.4100.85.00.5 POLICE GRANT EXPENSE	\$0.00	\$8,000.00	(\$8,000.00)	0.00 %
10.4100.94.01.5 POLICE PENSION PRINCIPAL	\$5,875.00	\$6,458.74	(\$583.74)	109.94 %
10.4100.95.01.5 POLICE PENSION INTEREST EXP	\$30,500.00	\$33,523.82	(\$3,023.82)	109.91 %
TOTAL POLICE OPERATIONS	\$2,007,910.00	\$1,475,314.37	\$532,595.63	73.48%
10.4105 POLICE COMMUNICATIONS				
10.4105.10.00.5 POLICE COM SALARY & WAGES	\$398,200.00	\$328,753.64	\$69,446.36	82.56 %
10.4105.11.00.5 POLICE COM OVERTIME	\$48,600.00	\$40,129.08	\$8,470.92	82.57 %
10.4105.15.01.5 POLICE COM DENTAL INS	\$2,940.00	\$2,565.34	\$374.66	87.26 %
10.4105.15.02.5 POLICE COM FICA/MEDICARE	\$33,285.00	\$27,149.52	\$6,135.48	81.57 %
10.4105.15.03.5 POLICE COM HEALTH INS	\$85,975.00	\$49,013.38	\$36,961.62	57.01 %
10.4105.15.04.5 POLICE COM FLEX SPENDING ACCOUNT	\$1,750.00	\$1,222.43	\$527.57	69.85 %
10.4105.15.05.5 POLICE COM LT CARE INS	\$0.00	\$5.46	(\$5.46)	0.00 %
10.4105.15.07.5 POLICE COM CITY RETIREMENT	\$32,400.00	\$27,251.28	\$5,148.72	84.11 %
10.4105.15.08.5 POLICE COM LIFE, STD, LTD INS	\$4,460.00	\$4,843.15	(\$383.15)	108.59 %
10.4105.15.09.5 POLICE COM UNEMPLOYMENT INS	\$935.00	\$197.08	\$737.92	21.08 %
10.4105.15.10.5 POLICE COM WORKERS' COMP	\$2,380.00	\$1,235.00	\$1,145.00	51.89 %
10.4105.15.11.5 POLICE COM TUITION REIMB	\$1,000.00	\$0.00	\$1,000.00	0.00 %
10.4105.15.12.5 POLICE COM PARKING FEE	\$1,720.00	\$0.00	\$1,720.00	0.00 %
10.4105.18.00.5 POLICE COM UNIFRMS/PROT CLOTH	\$2,100.00	\$897.28	\$1,202.72	42.73 %
10.4105.19.00.5 POLICE COM TUITION REIMB/FIT TEST	\$0.00	\$0.00	\$0.00	0.00 %
10.4105.20.00.5 POLICE COM OFFICE SUPPLIES	\$1,800.00	\$2,016.13	(\$216.13)	112.01 %



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10.4105.20.01.5 POLICE COM POSTAGE	\$50.00	\$0.00	\$50.00	0.00 %
10.4105.21.00.5 POLICE COM OPERATING SUPPLY	\$2,100.00	\$0.00	\$2,100.00	0.00 %
10.4105.30.00.5 POLICE COM ADVERTISING	\$800.00	\$0.00	\$800.00	0.00 %
10.4105.34.03.5 POLICE COM TELE CELL &PAGER	\$8,400.00	\$4,605.76	\$3,794.24	54.83 %
10.4105.34.04.5 POLICE COMM TELE VLETS	\$4,300.00	\$1,058.55	\$3,241.45	24.62 %
10.4105.40.00.5 POLICE COM DUES/SUB/MTGS	\$500.00	\$122.00	\$378.00	24.40 %
10.4105.41.00.5 POLICE COM TRAINING	\$4,000.00	\$4,001.68	(\$1.68)	100.04 %
10.4105.48.00.5 POLICE COM PROP & LIAB INS	\$5,090.00	\$9,343.45	(\$4,253.45)	183.56 %
10.4105.56.00.5 POLICE COM OTR PUR SRVC	\$0.00	\$0.00	\$0.00	0.00 %
10.4105.62.00.5 POLICE COM PRINT & BINDING	\$0.00	\$0.00	\$0.00	0.00 %
10.4105.68.00.5 POLICE COM EQUIP REP &MAINT	\$21,900.00	\$14,129.66	\$7,770.34	64.52 %
10.4105.70.00.5 POLICE COM COPIER	\$1,130.00	\$2,905.93	(\$1,775.93)	257.16 %
10.4105.74.00.5 POLICE COM TRAVEL/TRANS	\$1,500.00	\$878.85	\$621.15	58.59 %
10.4105.83.00.5 POLICE COM MACH & EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
10.4105.85.00.5 POLICE COM FED/ST GRANT EXP	\$0.00	\$0.00	\$0.00	0.00 %
10.4105.94.01.5 POLICE COM PENSION PRINCIPAL	\$2,560.00	\$2,219.42	\$340.58	86.70 %
10.4105.95.01.5 POLICE COM PENSION INT EXP	\$13,280.00	\$11,519.81	\$1,760.19	86.75 %
TOTAL POLICE COMMUNICATIONS	\$683,155.00	\$536,063.88	\$147,091.12	78.47%
10.4150 OUTSIDE PAY PUBLIC SAFETY				
10.4150.10.00.5 OUTSIDE PAY SALARY & WAGES	\$0.00	\$76,153.23	(\$76,153.23)	0.00 %
10.4150.11.00.5 OUTSIDE PAY OVERTIME	\$0.00	\$10,255.67	(\$10,255.67)	0.00 %
10.4150.15.01.5 OUTSIDE PAY DENTAL INS	\$0.00	\$334.56	(\$334.56)	0.00 %
10.4150.15.02.5 OUTSIDE PAY FICA/MEDICARE	\$0.00	\$7,301.22	(\$7,301.22)	0.00 %
10.4150.15.03.5 OUTSIDE PAY POLICE HEALTH INS	\$0.00	\$12,529.09	(\$12,529.09)	0.00 %
10.4150.15.07.5 OUTSIDE PAY CITY RETIREMENT	\$0.00	\$6,049.20	(\$6,049.20)	0.00 %
10.4150.15.09.5 OUTSIDE PAY PUBLIC SAFETY	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL OUTSIDE PAY PUBLIC SAFETY	\$0.00	\$112,622.97	(\$112,622.97)	0.00%
10.4190 POLICE SCHOOL RESOURCE OFFICER				
10.4190.10.00.5 SCHOOL RES SALARY & WAGES	\$75,600.00	\$59,721.15	\$15,878.85	79.00 %
10.4190.11.00.5 SCHOOL RES OVERTIME	\$1,870.00	\$420.26	\$1,449.74	22.47 %
10.4190.15.01.5 SCHOOL RES DENTAL INS	\$420.00	\$348.45	\$71.55	82.96 %



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10.4190.15.02.5 SCHOOL RES FICA/MEDICARE	\$5,955.00	\$4,579.69	\$1,375.31	76.90 %
10.4190.15.03.5 SCHOOL RES HEALTH INS	\$13,520.00	\$923.76	\$12,596.24	6.83 %
10.4190.15.04.5 SCHOOL RES FLEX SPENDING ACCOUNT	\$250.00	\$192.21	\$57.79	76.88 %
10.4190.15.05.5 SCHOOL RES LT CARE INS	\$0.00	\$0.00	\$0.00	0.00 %
10.4190.15.07.5 SCHOOL RES CITY RETIREMENT	\$6,530.00	\$5,042.41	\$1,487.59	77.22 %
10.4190.15.08.5 SCHOOL RES LIFE,STD,LTD INS	\$700.00	\$761.51	(\$61.51)	108.79 %
10.4190.15.09.5 SCHOOL RES UNEMPLOY INS	\$125.00	\$30.98	\$94.02	24.78 %
10.4190.15.10.5 SCHOOL RES WORKERS' COMP	\$5,670.00	\$4,630.04	\$1,039.96	81.66 %
10.4190.15.11.5 SCHOOL RES TUITION REIMB	\$0.00	\$0.00	\$0.00	0.00 %
10.4190.18.00.5 SCHOOL RES UNIF/PROTECT CLOTH	\$500.00	\$0.00	\$500.00	0.00 %
10.4190.20.01.5 SCHOOL RES POSTAGE	\$0.00	\$0.00	\$0.00	0.00 %
10.4190.40.00.5 SCHOOL RES DUES/SUB/MTGS	\$0.00	\$0.00	\$0.00	0.00 %
10.4190.48.00.5 SCHOOL RES PROP & LIAB INS	\$800.00	\$1,446.88	(\$646.88)	180.86 %
10.4190.62.00.5 SCHOOL RES PRINT & BINDING	\$0.00	\$0.00	\$0.00	0.00 %
10.4190.70.00.5 SCHOOL RES COPIER	\$180.00	\$147.71	\$32.29	82.06 %
10.4190.74.00.5 SCHOOL RES TRAVEL/TRANS	\$0.00	\$0.00	\$0.00	0.00 %
10.4190.79.00.5 SCHOOL RES MISC	\$0.00	\$0.00	\$0.00	0.00 %
10.4190.94.01.5 SCHOOL RES PENSION PRINCIPAL	\$405.00	\$407.21	(\$2.21)	100.55 %
10.4190.95.01.5 SCHOOL RES PENSION INT EXP	\$2,090.00	\$2,113.59	(\$23.59)	101.13 %
TOTAL POLICE SCHOOL RESOURCE OFFICER	\$114,615.00	\$80,765.85	\$33,849.15	70.47%
10.4200 COMMUNITY JUSTICE CENTER				
10.4200.10.00.5 JUSTICE CTR SALARY & WAGES	\$143,000.00	\$66,213.90	\$76,786.10	46.30 %
10.4200.11.00.5 JUSTICE CTR OVERTIME	\$0.00	\$0.00	\$0.00	0.00 %
10.4200.15.01.5 JUSTICE CTR DENTAL INS	\$785.00	\$396.74	\$388.26	50.54 %
10.4200.15.02.5 JUSTICE CTR FICA/MEDICARE	\$10,640.00	\$5,047.76	\$5,592.24	47.44 %
10.4200.15.03.5 JUSTICE CTR HEALTH INS	\$32,780.00	\$4,011.60	\$28,768.40	12.24 %
10.4200.15.04.5 JUSTICE CTR FLEX SPENDING ACCOUNT	\$750.00	\$466.10	\$283.90	62.15 %
10.4200.15.05.5 JUSTICE CTR LT CARE INS	\$0.00	\$0.00	\$0.00	0.00 %
10.4200.15.07.5 JUSTICE CTR CITY RETIREMENT	\$10,365.00	\$3,947.93	\$6,417.07	38.09 %
10.4200.15.08.5 JUSTICE CTR LIFE, STD, LTD INS	\$2,010.00	\$1,846.97	\$163.03	91.89 %
10.4200.15.09.5 JUSTICE CTR UNEMPLOYMENT INS	\$310.00	\$75.15	\$234.85	24.24 %
10.4200.15.10.5 JUSTICE CTR WORKERS' COMP	\$500.00	\$357.10	\$142.90	71.42 %

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10.4200.15.12.5 JUSTICE CTR PARKING FEE	\$1,770.00	\$0.00	\$1,770.00	0.00 %
10.4200.20.00.5 JUSTICE CTR OFFICE SUPPLY	\$1,000.00	\$457.05	\$542.95	45.71 %
10.4200.20.01.5 JUSTICE CTR POSTAGE	\$500.00	\$239.52	\$260.48	47.90 %
10.4200.21.00.5 JUSTICE CTR PROGRAM OPERATIONS	\$2,000.00	\$285.00	\$1,715.00	14.25 %
10.4200.21.01.5 JUSTICE CTR ACTV EXPENSES	\$0.00	\$2,006.80	(\$2,006.80)	0.00 %
10.4200.30.00.5 JUSTICE CTR ADVERTISING	\$0.00	\$0.00	\$0.00	0.00 %
10.4200.34.03.5 TELEPHONE,CELL,PAPER	\$0.00	\$0.00	\$0.00	0.00 %
10.4200.40.00.5 JUSTICE CTR DUES/SUB/MTGS	\$2,500.00	\$556.62	\$1,943.38	22.26 %
10.4200.41.00.5 JUSTICE CTR PROFESSIONAL DEV	\$1,500.00	\$1,754.94	(\$254.94)	117.00 %
10.4200.48.00.5 JUSTICE CTR PROP & LIAB INS	\$1,945.00	\$3,317.05	(\$1,372.05)	170.54 %
10.4200.56.00.5 JUSTICE CTR OTR PUR SRVC	\$0.00	\$0.00	\$0.00	0.00 %
10.4200.56.01.5 JUSTICE CTR VOLUNTEER SUPPORT	\$500.00	\$225.61	\$274.39	45.12 %
10.4200.56.02.5 JUSTICE CTR MEDIATION SVC	\$1,000.00	\$740.00	\$260.00	74.00 %
10.4200.60.00.5 JUSTICE CTR PROFESSIONAL SVC	\$500.00	\$100.00	\$400.00	20.00 %
10.4200.62.00.5 JUSTICE CTR PRINT & BINDING	\$0.00	\$30.00	(\$30.00)	0.00 %
10.4200.68.00.5 JUSTICE CTR EQUIP REP & MAINT	\$0.00	\$0.00	\$0.00	0.00 %
10.4200.70.00.5 JUSTICE CTR COPIER	\$240.00	\$236.34	\$3.66	98.48 %
10.4200.74.00.5 JUSTICE CTR TRAVEL & TRANS	\$1,200.00	\$513.93	\$686.07	42.83 %
10.4200.94.01.5 JUSTICE CTR PENSION PRINCIPAL	\$775.00	\$336.97	\$438.03	43.48 %
10.4200.95.01.5 JUSTICE CTR PENSION INT EXP	\$4,020.00	\$1,749.01	\$2,270.99	43.51 %
TOTAL COMMUNITY JUSTICE CENTER	\$220,590.00	\$94,912.09	\$125,677.91	43.03%
10.4205 RE-ENTRY PROGRAM				
10.4205.10.00.5 RE-ENTRY PROG SALARY & WAGES	\$58,960.00	\$92,200.66	(\$33,240.66)	156.38 %
10.4205.11.00.5 RE-ENTRY PROG OVERTIME	\$0.00	\$0.00	\$0.00	0.00 %
10.4205.15.01.5 RE-ENTRY PROG DENTAL INS	\$475.00	\$649.06	(\$174.06)	136.64 %
10.4205.15.02.5 RE-ENTRY PROG FICA/MEDICARE	\$4,510.00	\$6,670.66	(\$2,160.66)	147.91 %
10.4205.15.03.5 RE-ENTRY PROG HEALTH INS	\$13,180.00	\$15,687.45	(\$2,507.45)	119.02 %
10.4205.15.04.5 RE-ENTRY PROG FLEX SPENDING ACCOUNT	\$250.00	\$187.40	\$62.60	74.96 %
10.4205.15.05.5 RE-ENTRY PROG LT CARE INS	\$0.00	\$0.00	\$0.00	0.00 %
10.4205.15.07.5 RE-ENTRY PROG CITY RETIREMENT	\$4,275.00	\$5,993.79	(\$1,718.79)	140.21 %
10.4205.15.08.5 RE-ENTRY PROG LIFE, STD, LTD INS	\$705.00	\$742.46	(\$37.46)	105.31 %
10.4205.15.09.5 RE-ENTRY PROG UNEMPLOYMENT INS	\$125.00	\$30.21	\$94.79	24.17 %

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10.4205.15.10.5 RE-ENTRY PROG WORKERS' COMP	\$205.00	\$252.62	(\$47.62)	123.23 %
10.4205.15.12.5 RE-ENTRY PROG PARKING FEE	\$630.00	\$0.00	\$630.00	0.00 %
10.4205.20.00.5 RE-ENTRY PROG OFFICE SUPPLY	\$500.00	\$0.00	\$500.00	0.00 %
10.4205.20.01.5 RE-ENTRY PROG POSTAGE	\$30.00	\$0.00	\$30.00	0.00 %
10.4205.34.03.5 RE-ENTRY PROG TELE,CELL &PAGER	\$1,770.00	\$1,169.15	\$600.85	66.05 %
10.4205.40.00.5 RE-ENTRY PROG DUES, SUB/MGT	\$2,000.00	\$594.54	\$1,405.46	29.73 %
10.4205.41.00.5 RE-ENTRY PROG PROFESSIONAL DEV	\$1,500.00	\$1,169.78	\$330.22	77.99 %
10.4205.48.00.5 RE-ENTRY PROG PROP & LIAB INS	\$785.00	\$1,529.94	(\$744.94)	194.90 %
10.4205.56.00.5 RE-ENTRY PROG VOLUNTEER SUPPORT	\$1,000.00	\$184.27	\$815.73	18.43 %
10.4205.57.00.5 RE-ENTRY PROG OTHER CLIENT NEEDS	\$4,000.00	\$2,139.72	\$1,860.28	53.49 %
10.4205.60.00.5 RE-ENTRY PROG PROF SVC	\$500.00	\$160.00	\$340.00	32.00 %
10.4205.66.00.5 RE-ENTRY PROG CLIENT HOUSING	\$17,500.00	\$19,994.06	(\$2,494.06)	114.25 %
10.4205.70.00.5 RE-ENTRY PROG COPIER	\$235.00	\$184.33	\$50.67	78.44 %
10.4205.74.00.5 RE-ENTRY PROG TRAVEL & TRANS	\$2,500.00	\$1,186.00	\$1,314.00	47.44 %
10.4205.94.01.5 RE-ENTRY-PROG PENSION PRINCIPAL	\$385.00	\$428.66	(\$43.66)	111.34 %
10.4205.95.01.5 RE-ENTRY PROG PENSION INT EXP	\$2,035.00	\$2,224.93	(\$189.93)	109.33 %
10.4205.96.01.5 RE-ENTRY PROG WRITE-OFF TO RESERVE	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL RE-ENTRY PROGRAM	\$118,055.00	\$153,379.69	(\$35,324.69)	129.92%
10.4500 FIRE AND E.M.S				
10.4500.10.00.5 FIRE EMS SALARY & WAGES	\$1,025,790.00	\$821,164.84	\$204,625.16	80.05 %
10.4500.10.01.5 FIRE EMS CALL FORCE	\$0.00	\$0.00	\$0.00	0.00 %
10.4500.11.00.5 FIRE EMS OVERTIME	\$186,400.00	\$137,461.97	\$48,938.03	73.75 %
10.4500.15.01.5 FIRE EMS DENTAL INS	\$7,140.00	\$5,942.44	\$1,197.56	83.23 %
10.4500.15.02.5 FIRE EMS FICA/MEDICARE	\$89,710.00	\$69,257.39	\$20,452.61	77.20 %
10.4500.15.03.5 FIRE EMS HEALTH INS	\$219,670.00	\$143,295.69	\$76,374.31	65.23 %
10.4500.15.04.5 FIRE EMS FLEX SPENDING ACCOUNT	\$4,250.00	\$3,123.35	\$1,126.65	73.49 %
10.4500.15.05.5 FIRE EMS LT CARE INS	\$55.00	\$0.00	\$55.00	0.00 %
10.4500.15.07.5 FIRE EMS CITY RETIREMENT	\$87,890.00	\$74,159.26	\$13,730.74	84.38 %
10.4500.15.08.5 FIRE EMS LIFE, STD, LTD INS	\$11,395.00	\$12,441.04	(\$1,046.04)	109.18 %
10.4500.15.09.5 FIRE EMS UNEMPLOYMENT INS	\$2,190.00	\$503.56	\$1,686.44	22.99 %
10.4500.15.10.5 FIRE EMS WORKERS' COMP	\$190,450.00	\$163,450.21	\$26,999.79	85.82 %
10.4500.15.12.5 FIRE EMS PARKING FEE	\$3,150.00	\$0.00	\$3,150.00	0.00 %

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**City of Montpelier
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83% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2019</u>	<u>Actual to Date Through 4/30/2019 (Unaudited)</u>	<u>Variance</u>	<u>Percent of Budget</u>
10.4500.18.00.5 FIRE EMS UNIFORMS/PROT CLOTH	\$24,000.00	\$20,052.44	\$3,947.56	83.55 %
10.4500.20.00.5 FIRE EMS OFFICE SUPPLY	\$2,400.00	\$2,171.88	\$228.12	90.50 %
10.4500.20.01.5 FIRE EMS POSTAGE	\$900.00	\$684.94	\$215.06	76.10 %
10.4500.21.00.5 FIRE EMS OPERATING SUPPLY	\$25,500.00	\$19,465.90	\$6,034.10	76.34 %
10.4500.21.01.5 FIRE EMS INTERNAL FUEL FLEET	\$7,630.00	\$7,102.70	\$527.30	93.09 %
10.4500.23.00.5 FIRE EMS SMALL TOOLS & EQUIP	\$12,000.00	\$7,126.58	\$4,873.42	59.39 %
10.4500.30.00.5 FIRE EMS ADVERTISING	\$0.00	\$0.00	\$0.00	0.00 %
10.4500.34.00.5 FIRE EMS TELE BASIC SVC	\$0.00	\$0.00	\$0.00	0.00 %
10.4500.34.03.5 FIRE EMS TELE CELL & PAGER	\$1,400.00	\$1,439.32	(\$39.32)	102.81 %
10.4500.34.04.5 FIRE EMS COM OTHER	\$1,500.00	\$512.46	\$987.54	34.16 %
10.4500.40.00.5 FIRE EMS DUES/SUB/MTGS	\$3,500.00	\$1,437.67	\$2,062.33	41.08 %
10.4500.41.00.5 FIRE EMS TRAINING	\$4,000.00	\$1,013.46	\$2,986.54	25.34 %
10.4500.48.00.5 FIRE EMS PROP & LIAB INS	\$24,065.00	\$28,394.29	(\$4,329.29)	117.99 %
10.4500.50.00.5 FIRE EMS FIRE EQUIP RSV EXP	\$0.00	(\$733.73)	\$733.73	0.00 %
10.4500.56.00.5 FIRE EMS OTR PUR SRVC	\$5,000.00	\$4,289.02	\$710.98	85.78 %
10.4500.60.00.5 FIRE EMS PROFESSIONAL SVCS	\$0.00	\$3,027.50	(\$3,027.50)	0.00 %
10.4500.61.00.5 FIRE EMS LEGAL	\$12,500.00	\$0.00	\$12,500.00	0.00 %
10.4500.62.00.5 FIRE EMS PRINTING & BINDING	\$0.00	\$0.00	\$0.00	0.00 %
10.4500.66.00.5 FIRE EMS OTHER RENTALS	\$500.00	\$0.00	\$500.00	0.00 %
10.4500.68.00.5 FIRE EMS EQUIP REPAIR & MAINT	\$10,000.00	\$9,100.72	\$899.28	91.01 %
10.4500.68.01.5 FIRE EMS INTERNAL FLEET REPAIR	\$17,000.00	\$22,333.47	(\$5,333.47)	131.37 %
10.4500.68.05.5 FIRE EMS EQUIP SERVICE CONTRACTS	\$15,000.00	\$17,182.34	(\$2,182.34)	114.55 %
10.4500.69.00.5 FIRE EMS BLDG/GROUNDS REPAIR/MAINT	\$3,500.00	\$10,572.45	(\$7,072.45)	302.07 %
10.4500.70.00.5 FIRE EMS COPIER	\$3,040.00	\$2,531.38	\$508.62	83.27 %
10.4500.74.00.5 FIRE EMS TRAVEL/TRANSPORTATION	\$1,000.00	\$146.94	\$853.06	14.69 %
10.4500.75.00.5 FIRE EMS LEASE PURCHASE	\$0.00	\$0.00	\$0.00	0.00 %
10.4500.75.01.5 FIRE EMS AMBULANCE LEASE PAYMENT	\$0.00	\$0.00	\$0.00	0.00 %
10.4500.76.01.5 FIRE EMS ELECTRIC	\$7,000.00	\$6,814.78	\$185.22	97.35 %
10.4500.76.03.5 FIRE EMS TRASH REMOVAL	\$0.00	\$0.00	\$0.00	0.00 %
10.4500.76.04.5 FIRE EMS IN HOUSE UTILITIES	\$2,500.00	\$3,037.16	(\$537.16)	121.49 %
10.4500.76.05.5 FIRE EMS PROPANE	\$500.00	\$642.23	(\$142.23)	128.45 %
10.4500.83.00.5 FIRE EMS MACHINERY & EQUIPMENT	\$0.00	\$0.00	\$0.00	0.00 %



City of Montpelier
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83% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2019</u>	<u>Actual to Date Through 4/30/2019 (Unaudited)</u>	<u>Variance</u>	<u>Percent of Budget</u>
10.4500.85.00.5 FIRE EMS FED/STATE GRANT EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
10.4500.90.00.5 FIRE EMS PRINCIPAL PAYMENTS	\$0.00	\$0.00	\$0.00	0.00 %
10.4500.91.00.5 FIRE EMS INTEREST PAYMENTS	\$0.00	\$0.00	\$0.00	0.00 %
10.4500.94.01.5 FIRE PENSION PRINCIPAL	\$6,535.00	\$8,022.64	(\$1,487.64)	122.76 %
10.4500.95.01.5 FIRE EMS PENSION INTEREST EXP	\$33,920.00	\$41,637.82	(\$7,717.82)	122.75 %
TOTAL FIRE AND E.M.S	\$2,052,980.00	\$1,648,806.11	\$404,173.89	80.31%
10.4600 BLDG CODE & HEALTH ENFORCEMENT				
10.4600.10.00.5 BLDG HLTH ENF SALARY & WAGES	\$59,440.00	\$47,962.08	\$11,477.92	80.69 %
10.4600.11.00.5 BLDG HLTH ENF OVERTIME	\$0.00	\$0.00	\$0.00	0.00 %
10.4600.15.01.5 BLDG HLTH ENF DENTAL INS	\$420.00	\$348.60	\$71.40	83.00 %
10.4600.15.02.5 BLDG HLTH ENF FICA/MCARE	\$4,215.00	\$3,626.73	\$588.27	86.04 %
10.4600.15.03.5 BLDG HLTH ENF HLTH INS	\$13,520.00	\$6,828.52	\$6,691.48	50.51 %
10.4600.15.04.5 BLDG HLTH ENF FLEX SPENDING ACCOUNT	\$250.00	\$192.21	\$57.79	76.88 %
10.4600.15.05.5 BLDG HLTH ENF LT CARE INS	\$0.00	\$0.00	\$0.00	0.00 %
10.4600.15.07.5 BLDG HLTH ENF CITY RETIREMENT	\$4,310.00	\$3,537.15	\$772.85	82.07 %
10.4600.15.08.5 BLDG HLTH ENF LIFE,STD,LTD INS	\$700.00	\$761.51	(\$61.51)	108.79 %
10.4600.15.09.5 BLDG HLTH ENF UNEMPLOYMENT INS	\$130.00	\$30.98	\$99.02	23.83 %
10.4600.15.10.5 BLDG HLTH ENF WORKERS' COMP	\$2,325.00	\$1,961.82	\$363.18	84.38 %
10.4600.15.12.5 BLDG HLTH ENF PARKING FEE	\$600.00	\$0.00	\$600.00	0.00 %
10.4600.20.00.5 BLDG HLTH ENF OFFICE SUPPLY	\$200.00	\$561.23	(\$361.23)	280.62 %
10.4600.20.01.5 BLDG HLTH ENF POSTAGE	\$400.00	\$62.78	\$337.22	15.70 %
10.4600.21.00.5 BLDG HLTH ENF SUPPLY	\$0.00	\$0.00	\$0.00	0.00 %
10.4600.30.00.5 BLDG HLTH ENF ADVERTISING	\$100.00	\$0.00	\$100.00	0.00 %
10.4600.34.03.5 BLDG HLTH ENF TELE CELL & PAGER	\$620.00	\$458.48	\$161.52	73.95 %
10.4600.40.00.5 BLDG HLTH ENF DUES/SUBS/MTGS	\$1,000.00	\$1,435.00	(\$435.00)	143.50 %
10.4600.48.00.5 BLDG HLTH ENF PROP & LIAB INS	\$800.00	\$1,446.88	(\$646.88)	180.86 %
10.4600.56.00.5 BLDG HLTH ENF PURCH SRVS	\$500.00	\$0.00	\$500.00	0.00 %
10.4600.60.00.5 BLDG HLTH ENF SVC	\$0.00	\$0.00	\$0.00	0.00 %
10.4600.70.00.5 BLDG HLTH ENF COPIER	\$180.00	\$147.71	\$32.29	82.06 %
10.4600.74.00.5 BLDG HLTH ENF TRAVEL/TRANS	\$750.00	\$289.73	\$460.27	38.63 %
10.4600.83.00.5 BLDG HLTH ENF EQUIP	\$200.00	\$160.25	\$39.75	80.13 %
10.4600.94.01.5 BLDG HLTH ENF PENSION PRINCIPAL	\$405.00	\$407.21	(\$2.21)	100.55 %

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10.4600.95.01.5 BLDG HLTH ENF PENSION INT EXP	\$2,090.00	\$2,113.59	(\$23.59)	101.13 %
TOTAL BLDG CODE & HEALTH ENFORCEMENT	\$93,155.00	\$72,332.46	\$20,822.54	77.65%
10.4700 EMERGENCY MANAGEMENT				
10.4700.20.00.5 EMERG MGT OFFICE SUPPLY	\$0.00	\$0.00	\$0.00	0.00 %
10.4700.21.00.5 EMERG MGT OPERATING SUPPLY	\$0.00	\$0.00	\$0.00	0.00 %
10.4700.22.00.5 EMERG MGT FLOOD SUPPLY	\$0.00	\$5,301.46	(\$5,301.46)	0.00 %
10.4700.34.00.5 EMERG MGT FLOOD COM	\$0.00	\$0.00	\$0.00	0.00 %
10.4700.34.03.5 EMERG MGT TELE CELL &PAGER	\$0.00	\$0.00	\$0.00	0.00 %
10.4700.40.00.5 EMERG MGT DUES/SUB/MTGS	\$0.00	\$0.00	\$0.00	0.00 %
10.4700.41.00.5 EMERG MGT TRAINING EXERCISE	\$0.00	\$0.00	\$0.00	0.00 %
10.4700.48.00.5 EMERG MGT PROP & LIAB INS	\$0.00	\$0.00	\$0.00	0.00 %
10.4700.56.00.5 EMERG MGT FLOOD OTR PUR SRVC	\$0.00	\$0.00	\$0.00	0.00 %
10.4700.66.00.5 EMERG MGT EQUIP REP & MAINT	\$0.00	\$0.00	\$0.00	0.00 %
10.4700.68.00.5 EMERG MGT FLOOD EQUIP RENTAL	\$8,500.00	\$5,000.00	\$3,500.00	58.82 %
10.4700.74.00.5 EMERG MGT TRAVEL/TRANS	\$0.00	\$0.00	\$0.00	0.00 %
10.4700.83.00.5 EMERG MGT EQUIPMENT	\$0.00	\$0.00	\$0.00	0.00 %
10.4700.95.01.5 EMERG MGT PENSION INT EXP	\$0.00	\$3.37	(\$3.37)	0.00 %
TOTAL EMERGENCY MANAGEMENT	\$8,500.00	\$10,304.83	(\$1,804.83)	121.23%
10.5100 DPW STREETS				
10.5100.10.00.5 DPW ST SALARY & WAGES	\$540,655.00	\$437,010.93	\$103,644.07	80.83 %
10.5100.11.00.5 DPW ST OVERTIME	\$64,300.00	\$76,098.27	(\$11,798.27)	118.35 %
10.5100.15.01.5 DPW ST DENTAL INS	\$4,805.00	\$3,982.70	\$822.30	82.89 %
10.5100.15.02.5 DPW ST FICA/MEDICARE	\$42,920.00	\$37,129.96	\$5,790.04	86.51 %
10.5100.15.03.5 DPW ST HEALTH INS	\$158,005.00	\$99,599.18	\$58,405.82	63.04 %
10.5100.15.04.5 DPW ST FLEX SPENDING ACCOUNT	\$2,750.00	\$1,949.89	\$800.11	70.91 %
10.5100.15.05.5 DPW ST- LT CARE INS	\$390.00	\$41.35	\$348.65	10.60 %
10.5100.15.07.5 DPW ST CITY RETIREMENT	\$43,860.00	\$36,826.47	\$7,033.53	83.96 %
10.5100.15.08.5 DPW ST LIFE, STD, LTD INS	\$7,965.00	\$8,861.39	(\$896.39)	111.25 %
10.5100.15.09.5 DPW ST UNEMPLOYMENT INS	\$1,410.00	\$362.19	\$1,047.81	25.69 %
10.5100.15.10.5 DPW ST WORKERS' COMP	\$45,225.00	\$39,105.12	\$6,119.88	86.47 %
10.5100.15.12.5 DPW ST PARKING FEE	\$1,010.00	\$0.00	\$1,010.00	0.00 %



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83% of Fiscal Year Completed

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10.5100.18.00.5 DPW ST UNIFRMS/PROT CLOTHING	\$6,500.00	\$4,402.46	\$2,097.54	67.73 %
10.5100.20.00.5 DPW ST OFFICE SUPPLY	\$2,000.00	\$1,494.82	\$505.18	74.74 %
10.5100.20.01.5 DPW ST POSTAGE	\$300.00	\$157.55	\$142.45	52.52 %
10.5100.21.00.5 DPW ST OPERATING SUPPLY	\$43,800.00	\$49,557.96	(\$5,757.96)	113.15 %
10.5100.21.01.5 DPW ST SALT-OPER SUPPLY	\$155,000.00	\$233,971.18	(\$78,971.18)	150.95 %
10.5100.21.02.5 DPW ST SAND-OPER SUPPLY	\$3,000.00	\$2,850.00	\$150.00	95.00 %
10.5100.21.03.5 DPW ST BITUMINOUS MAT-SUMMER	\$30,000.00	\$35,107.20	(\$5,107.20)	117.02 %
10.5100.21.04.5 DPW ST BITUMINOUS MAT-WINTER	\$4,000.00	\$4,877.71	(\$877.71)	121.94 %
10.5100.21.05.5 DPW ST CONCRETE	\$4,000.00	\$0.00	\$4,000.00	0.00 %
10.5100.23.00.5 DPW ST SMALL TOOLS & EQUIP	\$0.00	\$1,793.99	(\$1,793.99)	0.00 %
10.5100.30.00.5 DPW ST ADVERTISING	\$1,300.00	\$1,973.83	(\$673.83)	151.83 %
10.5100.34.03.5 DPW ST CELL PHONE & PAGER	\$6,000.00	\$6,409.06	(\$409.06)	106.82 %
10.5100.34.04.5 DPW ST COMMUNICATIONS	\$0.00	\$0.00	\$0.00	0.00 %
10.5100.40.00.5 DPW ST DUES/SUB/MTGS	\$4,000.00	\$3,023.64	\$976.36	75.59 %
10.5100.48.00.5 DPW ST PROP & LIAB INS	\$21,020.00	\$24,293.32	(\$3,273.32)	115.57 %
10.5100.56.00.5 DPW ST OTR PUR SRVC	\$37,905.00	\$26,751.04	\$11,153.96	70.57 %
10.5100.56.01.5 DPW ST BRIDGE MAINTENANCE	\$13,000.00	\$13,000.00	\$0.00	100.00 %
10.5100.56.02.5 DPW ST CRACK SEAL MAINT	\$0.00	\$0.00	\$0.00	0.00 %
10.5100.56.03.5 DPW ST ROADSIDE MOWING	\$1,000.00	\$1,600.00	(\$600.00)	160.00 %
10.5100.56.04.5 DPW ST- ST LIGHT LEASES/SVC CHG	\$82,000.00	\$64,738.87	\$17,261.13	78.95 %
10.5100.56.05.5 DPW ST PAVEMT MARKING	\$17,000.00	\$0.00	\$17,000.00	0.00 %
10.5100.56.08.5 DPW STREETS PUR SRV WATER FD	\$0.00	\$0.00	\$0.00	0.00 %
10.5100.56.09.5 DPW STREETS PUR SRV SEWER FD	\$0.00	\$0.00	\$0.00	0.00 %
10.5100.60.00.5 DPW ST PROFESSIONAL SVC	\$4,000.00	\$708.00	\$3,292.00	17.70 %
10.5100.60.01.5 DPW ST PROF SVC ELM ST SLIDE	\$0.00	\$0.00	\$0.00	0.00 %
10.5100.62.00.5 DPW ST PRINT & BINDING	\$500.00	\$15.00	\$485.00	3.00 %
10.5100.66.00.5 DPW ST OTHER RENTALS	\$14,000.00	\$25,109.50	(\$11,109.50)	179.35 %
10.5100.67.00.5 DPW ST STREET MAINT	\$3,000.00	\$6,476.00	(\$3,476.00)	215.87 %
10.5100.68.00.5 DPW ST EQUIP MAINT-INACTIVE FY17	\$0.00	\$0.00	\$0.00	0.00 %
10.5100.68.02.5 DPW ST STREET LIGHTS REPAIRS	\$4,000.00	\$12,096.50	(\$8,096.50)	302.41 %
10.5100.68.03.5 DPW ST TRAFFIC SIGNAL REPAIRS	\$3,000.00	\$1,153.43	\$1,846.57	38.45 %
10.5100.70.00.5 DPW ST COPIER	\$1,905.00	\$1,597.38	\$307.62	83.85 %



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10.5100.70.01.5 DPW ST COPIER PAPER	\$0.00	\$0.00	\$0.00	0.00 %
10.5100.72.00.5 DPW ST TAXES/LICENSE/REG	\$2,000.00	\$331.00	\$1,669.00	16.55 %
10.5100.74.00.5 DPW ST TRAVEL/TRANSP	\$800.00	\$291.03	\$508.97	36.38 %
10.5100.76.01.5 DPW ST ELECTRIC	\$20,445.00	\$35,785.35	(\$15,340.35)	175.03 %
10.5100.76.03.5 DPW ST TRASH REMOVAL	\$3,500.00	\$8,434.42	(\$4,934.42)	240.98 %
10.5100.79.00.5 DPW ST MISC	\$0.00	\$0.00	\$0.00	0.00 %
10.5100.83.00.5 DPW ST MACH & EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
10.5100.94.01.5 DPW ST PENSION PRINCIPAL	\$5,180.00	\$5,343.24	(\$163.24)	103.15 %
10.5100.95.01.5 DPW ST PENSION INT EXP	\$26,735.00	\$27,733.84	(\$998.84)	103.74 %
TOTAL DPW STREETS	\$1,434,185.00	\$1,342,044.77	\$92,140.23	93.58%
10.5300 DPW FLEET OPERATIONS				
10.5300.10.00.5 DPW FLEET OPS SALARY & WAGES	\$155,100.00	\$124,685.45	\$30,414.55	80.39 %
10.5300.11.00.5 DPW FLEET OPS OVERTIME	\$6,000.00	\$11,200.58	(\$5,200.58)	186.68 %
10.5300.15.01.5 DPW FLEET OPS DENTAL INS	\$1,260.00	\$993.74	\$266.26	78.87 %
10.5300.15.02.5 DPW FLEET OPS FICA/MEDICARE	\$11,870.00	\$9,973.20	\$1,896.80	84.02 %
10.5300.15.03.5 DPW FLEET OPS HEALTH INS	\$36,905.00	\$21,506.10	\$15,398.90	58.27 %
10.5300.15.04.5 DPW FLEET OPS FLEX SPENDING ACCOUNT	\$750.00	\$524.72	\$225.28	69.96 %
10.5300.15.05.5 DPW FLEET OPS LT CARE INS	\$65.00	\$42.32	\$22.68	65.11 %
10.5300.15.07.5 DPW FLEET OPS CITY RETIREMENT	\$11,680.00	\$9,317.30	\$2,362.70	79.77 %
10.5300.15.08.5 DPW FLEET OPS LIFE, STD, LTD INS	\$2,090.00	\$2,078.92	\$11.08	99.47 %
10.5300.15.09.5 DPW FLEET OPS UNEMPLOYMENT INS	\$345.00	\$84.60	\$260.40	24.52 %
10.5300.15.10.5 DPW FLEET OPS WORKERS' COMP	\$12,330.00	\$10,360.40	\$1,969.60	84.03 %
10.5300.15.12.5 DPW FLEET OPS PARKING FEE	\$145.00	\$0.00	\$145.00	0.00 %
10.5300.18.00.5 DPW FLEET OPS PROT CLOTHING	\$5,000.00	\$4,164.09	\$835.91	83.28 %
10.5300.20.00.5 DPW FLEET OPS OFFICE SUPPLY	\$250.00	\$482.96	(\$232.96)	193.18 %
10.5300.20.01.5 DPW FLEET OPS POSTAGE	\$0.00	\$29.08	(\$29.08)	0.00 %
10.5300.21.00.5 DPW FLEET OPS OPERATING SUPPLY	\$155,000.00	\$175,132.97	(\$20,132.97)	112.99 %
10.5300.21.01.5 DPW FLEET OPS INT FUEL REIMB	(\$25,800.00)	(\$16,727.93)	(\$9,072.07)	64.84 %
10.5300.21.02.5 DPW FLEET OPS OIL &ANTI-FREEZE	\$3,000.00	\$1,942.54	\$1,057.46	64.75 %
10.5300.23.00.5 DPW FLEET OPS SMALL TOOLS & EQUIP	\$0.00	\$89.99	(\$89.99)	0.00 %
10.5300.23.01.5 DPW FLEET OPS STOCKROOM EQUIP	\$3,000.00	\$867.43	\$2,132.57	28.91 %
10.5300.23.02.5 DPW FLEET OPS SMALL TOOLS	\$3,500.00	\$1,737.30	\$1,762.70	49.64 %

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<u>Account Number and Description</u>	<u>Budget FY 2019</u>	<u>Actual to Date Through 4/30/2019 (Unaudited)</u>	<u>Variance</u>	<u>Percent of Budget</u>
10.5300.23.03.5 DPW FLEET OPS SMALL EQUIPMENT	\$2,500.00	\$1,148.00	\$1,352.00	45.92 %
10.5300.30.00.5 DPW FLEET OPS ADVERTISING	\$250.00	\$0.00	\$250.00	0.00 %
10.5300.34.04.5 DPW FLEET OPS COMMUNICATIONS	\$3,750.00	\$2,677.53	\$1,072.47	71.40 %
10.5300.38.00.5 DPW FLEET OPS DEPRECIATION	\$0.00	\$0.00	\$0.00	0.00 %
10.5300.40.00.5 DPW FLEET OPS DUES/SUB/MTGS	\$250.00	\$65.00	\$185.00	26.00 %
10.5300.48.00.5 DPW FLEET OPS PROP & LIAB INS	\$22,530.00	\$13,138.98	\$9,391.02	58.32 %
10.5300.60.00.5 DPW FLEET OPS PROFESSIONAL SVC	\$500.00	\$334.50	\$165.50	66.90 %
10.5300.68.00.5 DPW FLEET OPS VEH/EQUIP MAINT	\$152,000.00	\$147,126.75	\$4,873.25	96.79 %
10.5300.68.01.5 DPW FLEET OPS INTNL REP REIMB	(\$26,000.00)	(\$15,343.22)	(\$10,656.78)	59.01 %
10.5300.70.00.5 DPW FLEET OPS COPIER	\$480.00	\$403.27	\$76.73	84.01 %
10.5300.70.01.5 DPW FLEET OPS COPIER PAPER	\$0.00	\$0.00	\$0.00	0.00 %
10.5300.72.00.5 DPW FLEET OPS TAXES/LIC/REG	\$300.00	\$178.00	\$122.00	59.33 %
10.5300.74.00.5 DPW FLEET OPS TRAVEL/TRANS	\$50.00	\$47.00	\$3.00	94.00 %
10.5300.83.00.5 DPW FLEET OPS MACH & EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
10.5300.85.00.5 DPW FLEET OPS FED/ST GRANT EXP	\$0.00	\$0.00	\$0.00	0.00 %
10.5300.94.01.5 DPW FLEET PENSION PRINCIPAL	\$1,100.00	\$1,201.31	(\$101.31)	109.21 %
10.5300.95.01.5 DPW FLEET OPS PENSION INT EXP	\$5,700.00	\$6,235.34	(\$535.34)	109.39 %
TOTAL DPW FLEET OPERATIONS	\$545,900.00	\$515,698.22	\$30,201.78	94.47%
10.5310 DPW BUILDING OPERATIONS				
10.5310.21.00.5 DPW BLDG OPS OPERATING SUPPLY	\$2,000.00	\$1,236.85	\$763.15	61.84 %
10.5310.23.00.5 DPW BLDG OPS SMALL TOOLS & EQUIP	\$0.00	\$245.00	(\$245.00)	0.00 %
10.5310.34.00.5 DPW BLDG OPS COM	\$0.00	\$0.00	\$0.00	0.00 %
10.5310.56.00.5 DPW BLDG OPS OTR PUR SRVC	\$9,500.00	\$7,391.59	\$2,108.41	77.81 %
10.5310.69.00.5 DPW BLDG OPS BLDG/GRNDS MAINT	\$15,500.00	\$13,090.98	\$2,409.02	84.46 %
10.5310.72.00.5 DPW BLDG OPS TAXES/LIC/REG	\$200.00	\$0.00	\$200.00	0.00 %
10.5310.76.01.5 DPW BLDG OPS ELECTRIC	\$9,500.00	\$15,972.33	(\$6,472.33)	168.13 %
10.5310.76.02.5 DPW BLDG OPS HEATING FUEL	\$13,000.00	\$3,440.05	\$9,559.95	26.46 %
10.5310.76.03.5 DPW BLDG OPS TRASH REMOVAL	\$1,200.00	\$1,179.92	\$20.08	98.33 %
10.5310.76.04.5 DPW BLDG OPS IN HOUSE UTILITIES	\$2,500.00	\$1,503.60	\$996.40	60.14 %
10.5310.76.05.5 DPW BLDG OPS PROPANE	\$5,000.00	\$2,016.55	\$2,983.45	40.33 %
TOTAL DPW BUILDING OPERATIONS	\$58,400.00	\$46,076.87	\$12,323.13	78.90%



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10.7270 WRIGHTSVILLE BEACH FUNDS				
10.7270.44.00.5 WRIGHTSVILLE BEACH CONTRIB	\$9,615.00	\$0.00	\$9,615.00	0.00 %
TOTAL WRIGHTSVILLE BEACH FUNDS	\$9,615.00	\$0.00	\$9,615.00	0.00%
10.7800 AGENCY CONTRIBUTION				
10.7800.44.00.5 DOWNTOWN IMPROV DISTRICT EXP	\$59,890.00	\$39,408.08	\$20,481.92	65.80 %
10.7800.45.00.5 MONTPELIER COMMUNITY FUND	\$115,500.00	\$115,500.00	\$0.00	100.00 %
TOTAL AGENCY CONTRIBUTION	\$175,390.00	\$154,908.08	\$20,481.92	88.32%
10.7900 LIBRARY CONTRIBUTION				
10.7900.00.00.5 KELLOGG HUBBARD LIBRARY CONTRIB	\$330,633.00	\$330,633.00	\$0.00	100.00 %
10.7900.00.02.5 GOOD SAMARITAN HAVEN	\$4,000.00	\$4,000.00	\$0.00	100.00 %
10.7900.00.03.5 PEOPLE'S HEALTH AND WELLNESS CLINIC	\$2,000.00	\$2,000.00	\$0.00	100.00 %
10.7900.01.00.5 CENTRAL VT HOME HEALTH & HOSPICE	\$20,000.00	\$20,000.00	\$0.00	100.00 %
TOTAL LIBRARY CONTRIBUTION	\$356,633.00	\$356,633.00	\$0.00	100.00%
10.8000 COMMUNITY ENHANCEMENT				
10.8000.00.00.5 COMMUNITY ARTS PROGRAM	\$0.00	\$0.00	\$0.00	0.00 %
10.8000.00.02.5 COM ENH MONTPELIER ALIVE	\$22,600.00	\$22,600.00	\$0.00	100.00 %
10.8000.00.04.5 COM ENH JULY 4 CELEBRATION	\$4,500.00	\$4,500.00	\$0.00	100.00 %
10.8000.00.12.5 COM ENH FALL-WINTER CELEBR	\$3,000.00	\$3,000.00	\$0.00	100.00 %
10.8000.00.18.5 COM ENH WELCOME LEGISLATORS	\$2,000.00	\$1,808.03	\$191.97	90.40 %
10.8000.00.19.5 COM ENH HOLIDAY LIGHTS	\$2,000.00	\$2,000.00	\$0.00	100.00 %
10.8000.00.21.5 COMMUNITY ENHANCEMENT USS MONTPELIER	\$1,000.00	\$1,000.00	\$0.00	100.00 %
10.8000.20.00.5 CEMETERY FLAGS	\$1,500.00	\$1,500.00	\$0.00	100.00 %
TOTAL COMMUNITY ENHANCEMENT	\$36,600.00	\$36,408.03	\$191.97	99.48%
10.8130 TREE MANAGEMENT				
10.8130.10.00.5 TREE MANAGEMENT SALARIES & WAGES-WARDEN	\$24,500.00	\$16,766.75	\$7,733.25	68.44 %
10.8130.11.00.5 TREE MANAGEMENT OVERTIME	\$0.00	\$0.00	\$0.00	0.00 %
10.8130.15.01.5 TREE MANAGEMENT DENTAL INSURANCE	\$240.00	\$137.55	\$102.45	57.31 %
10.8130.15.02.5 TREE MANAGEMENT FICA/MEDICARE	\$1,905.00	\$1,189.00	\$716.00	62.41 %
10.8130.15.03.5 TREE MANAGEMENT HEALTH INSURANCE	\$5,410.00	\$4,056.29	\$1,353.71	74.98 %
10.8130.15.04.5 TREE MANAGEMENT FLEX SPENDING ACCOUNT	\$125.00	\$76.88	\$48.12	61.50 %
10.8130.15.05.5 TREE MANAGEMENT LONG TERM CARE INSURANCE	\$40.00	\$16.59	\$23.41	41.48 %

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10.8130.15.07.5 TREE MANAGEMENT CITY RETIREMENT	\$1,775.00	\$1,236.62	\$538.38	69.67 %
10.8130.15.08.5 TREE MANAGEMENT LIFE, STD, LTD INSURANCE	\$280.00	\$314.58	(\$34.58)	112.35 %
10.8130.15.09.5 TREE MANAGEMENT UNEMPLOYMENT INSURANCE	\$70.00	\$12.40	\$57.60	17.71 %
10.8130.15.10.5 TREE MANAGEMENT WORKERS' COMPENSATION	\$1,260.00	\$950.36	\$309.64	75.43 %
10.8130.23.00.5 TREE MANAGEMENT SMALL TOOLS	\$2,000.00	\$2,139.54	(\$139.54)	106.98 %
10.8130.30.00.5 TREE MANAGEMENT ADVERTISING	\$0.00	\$0.00	\$0.00	0.00 %
10.8130.48.00.5 TREE MANAGEMENT PROPERTY & LIABILITY INS	\$440.00	\$608.76	(\$168.76)	138.35 %
10.8130.56.00.5 TREE MANAGEMENT OTR PUR SRVC	\$5,500.00	\$1,120.64	\$4,379.36	20.38 %
10.8130.70.00.5 TREE MANAGEMENT COPIER	\$65.00	\$61.69	\$3.31	94.91 %
10.8130.82.00.5 TREE MANAGEMENT CIP EQUIPMENT	\$9,600.00	\$9,600.00	\$0.00	100.00 %
10.8130.94.01.5 PENSION PRINCIPAL-WARDEN	\$160.00	\$203.70	(\$43.70)	127.31 %
10.8130.95.01.5 PENSION INTEREST EXP-WARDEN	\$835.00	\$1,057.28	(\$222.28)	126.62 %
10.8130.99.00.5 ASH BORER RESERVE	\$4,000.00	\$245.00	\$3,755.00	6.13 %
10.8130.99.01.5 TREE MANAGEMENT CIP	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL TREE MANAGEMENT	\$58,205.00	\$39,793.63	\$18,411.37	68.37%
10.8135 TREE BOARD				
10.8135.21.00.5 TREE BOARD TREE NURSERY	\$2,000.00	\$1,042.71	\$957.29	52.14 %
10.8135.79.00.5 TREE BOARD MISC GRANT EXPENSE	\$0.00	\$55.47	(\$55.47)	0.00 %
TOTAL TREE BOARD	\$2,000.00	\$1,098.18	\$901.82	54.91%
10.8300 CONSERVATION COMMISSION				
10.8300.56.00.5 CONSERVATION OTR PUR SRVC	\$0.00	\$0.00	\$0.00	0.00 %
10.8300.79.00.5 CONSERVATION MISCELLANEOUS PROJECTS	\$3,500.00	\$138.00	\$3,362.00	3.94 %
10.8300.93.00.5 CONSERVATION BUDGET XFER TO RESERVE	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL CONSERVATION COMMISSION	\$3,500.00	\$138.00	\$3,362.00	3.94%
10.9100 DEBT SERVICE				
10.9100.90.00.5 DEBT SERVICE CIP PRINCIPAL PAYMENTS	\$465,915.00	\$443,080.00	\$22,835.00	95.10 %
10.9100.90.01.5 DEBT SERVICE EQUIP PRINCIPAL	\$46,040.00	\$35,500.00	\$10,540.00	77.11 %
10.9100.91.00.5 DEBT SERVICE CIP INTEREST PAYMENTS	\$152,903.00	\$140,470.28	\$12,432.72	91.87 %
10.9100.91.01.5 DEBT SERVICE EQUIP INTEREST	\$4,995.00	\$1,169.89	\$3,825.11	23.42 %
10.9100.92.00.5 DEBT SERVICE ENERGY IMPROV LEASE PYMT	\$0.00	\$0.00	\$0.00	0.00 %
10.9100.92.02.5 DEBT SERVICE BOND ISSUANCE EXPENSES	\$3,500.00	\$97.50	\$3,402.50	2.79 %



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TOTAL DEBT SERVICE	\$673,353.00	\$620,317.67	\$53,035.33	92.12%
10.9200 ADMIN COPIER & POSTAGE				
10.9200.20.01.5 ADMIN POSTAGE	\$0.00	\$3,408.00	(\$3,408.00)	0.00 %
10.9200.20.02.5 ADMIN OTHER SUPPLIES	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL ADMIN COPIER & POSTAGE	\$0.00	\$3,408.00	(\$3,408.00)	0.00%
10.9300 OTHER GOVERNMENTAL				
10.9300.72.00.5 OTHR GOVT- WASH COUNTY TAX	\$73,080.00	\$74,105.00	(\$1,025.00)	101.40 %
10.9300.72.01.5 OTHR GOVT - SOLID WASTE DIST FEE	\$8,000.00	\$7,671.00	\$329.00	95.89 %
10.9300.72.02.5 OTHR GOVT - GRN MTN TRANSIT	\$70,000.00	\$69,371.00	\$629.00	99.10 %
10.9300.72.03.5 OTHR GOVT - CENTRAL VT REG PLANNING	\$8,880.00	\$8,876.15	\$3.85	99.96 %
10.9300.72.04.5 OTHR GOVT - VT LEAGUE OF CITIES AND TOWNS	\$10,155.00	\$10,151.00	\$4.00	99.96 %
10.9300.72.05.5 OTHR GOVT-CNTRL VT PUBLIC SAFETY AUTH	\$28,200.00	\$14,100.00	\$14,100.00	50.00 %
10.9300.72.06.5 OTHR GOVT LOCAL DEVELOPMENT CORP	\$100,000.00	\$50,000.00	\$50,000.00	50.00 %
TOTAL OTHER GOVERNMENTAL	\$298,315.00	\$234,274.15	\$64,040.85	78.53%
10.9390 TRANSFERS TO OTHER FUNDS				
10.9390.93.00.5 XFER TO WATER FUND	\$0.00	\$0.00	\$0.00	0.00 %
10.9390.94.00.5 XFER TO SEWER FUND	\$0.00	\$0.00	\$0.00	0.00 %
10.9390.95.00.5 XFER TO REC DEPT OPERATIONS	\$530,645.00	\$530,645.00	\$0.00	100.00 %
10.9390.95.01.5 XFER TO REC EQUIPMENT	\$22,500.00	\$22,500.00	\$0.00	100.00 %
10.9390.95.02.5 XFER TO REC CIP	\$0.00	\$0.00	\$0.00	0.00 %
10.9390.96.00.5 XFER CEMETERY PROP TAX	\$0.00	\$0.00	\$0.00	0.00 %
10.9390.96.01.5 XFER TO CEMETERY CIP	\$18,875.00	\$18,875.00	\$0.00	100.00 %
10.9390.96.02.5 XFER CEMETERY SMALL PARKS	\$27,900.00	\$27,900.00	\$0.00	100.00 %
10.9390.96.04.5 XFER CEMETERY OPERATIONS	\$98,545.00	\$98,545.00	\$0.00	100.00 %
10.9390.96.05.5 XFER TO CEMETERY EQUIP	\$32,000.00	\$32,000.00	\$0.00	100.00 %
10.9390.97.00.5 XFER TO PARKING FUND	\$0.00	\$0.00	\$0.00	0.00 %
10.9390.98.00.5 XFER TO CAPITAL PROJECTS	\$1,226,796.00	\$1,226,796.00	\$0.00	100.00 %
10.9390.98.01.5 TRANSFER TO DISTRICT ENERGY	\$0.00	\$0.00	\$0.00	0.00 %
10.9390.98.02.5 TRANSFER TO ENERGY R.L.F.	\$0.00	\$0.00	\$0.00	0.00 %
10.9390.98.03.5 XFER TO CIP (PILOT/LOT \$)	\$0.00	\$0.00	\$0.00	0.00 %
10.9390.98.05.5 XFER PARK IMPACT FEE TO PARKS	\$0.00	\$0.00	\$0.00	0.00 %



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10.9390.98.06.5 XFER TO MEAC FUND 27	\$5,000.00	\$5,000.00	\$0.00	100.00 %
10.9390.99.00.5 XFER PARK OPERATIONS	\$181,895.00	\$181,895.00	\$0.00	100.00 %
10.9390.99.01.5 XFER PARKS CIP	\$9,000.00	\$9,000.00	\$0.00	100.00 %
10.9390.99.02.5 XFER PARKS EQUIPMENT	\$10,000.00	\$10,000.00	\$0.00	100.00 %
10.9390.99.03.5 XFER TO HOUSING TRUST	\$60,000.00	\$60,000.00	\$0.00	100.00 %
10.9390.99.04.5 XFER TO SENIOR CENTER	\$130,230.00	\$130,230.00	\$0.00	100.00 %
TOTAL TRANSFERS TO OTHER FUNDS	\$2,353,386.00	\$2,353,386.00	\$0.00	100.00%
10.9400 EQUIPMENT PLAN				
10.9400.83.01.5 EQUIP PLAN - DPW	\$306,000.00	\$306,117.78	(\$117.78)	100.04 %
10.9400.83.02.5 EQUIP PLAN - POLICE	\$18,600.00	\$18,600.00	\$0.00	100.00 %
10.9400.83.03.5 EQUIP PLAN - FIRE	\$14,000.00	\$14,000.00	\$0.00	100.00 %
10.9400.83.04.5 EQUIP PLAN - CLERK	\$0.00	\$0.00	\$0.00	0.00 %
10.9400.83.05.5 EQUIP PLAN - TECHNOLOGY	\$51,265.00	\$51,265.00	\$0.00	100.00 %
10.9400.83.06.5 EQUIP PLAN- PLANNING	\$0.00	\$0.00	\$0.00	0.00 %
10.9400.83.07.5 EQUIP PLAN - FINANCE SOFTWARE	\$0.00	\$0.00	\$0.00	0.00 %
10.9400.83.08.5 EQUIP PLAN - CITY HALL	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL EQUIPMENT PLAN	\$389,865.00	\$389,982.78	(\$117.78)	100.03%
10.9900 EMPLOYEE BENEFITS				
10.9900.15.03.5 EMPLOYEE BENEFITS HLTH REIMB ARRANGEMENT DRAW DOWI	\$0.00	\$181,223.40	(\$181,223.40)	0.00 %
10.9900.15.04.5 EMPLOYEE BENEFITS FLEX SPENDING ACCOUNT FUNDING	\$0.00	\$31,430.17	(\$31,430.17)	0.00 %
10.9900.15.05.5 EMPLOYEE BENEFITS HRA/FSA ADMINISTRATION EXP	\$0.00	\$909.17	(\$909.17)	0.00 %
10.9900.48.00.5 EMPLOYEE BENEFITS P&C INSURANCE CLAIM EXP	\$0.00	\$0.00	\$0.00	0.00 %
10.9900.48.01.5 EMPLOYEE BENEFITS PC - DEDUCTIBLE EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
10.9900.79.00.5 EMPLOYEE BENEFITS MISCELLANEOUS - BENEFITS	\$0.00	\$738.23	(\$738.23)	0.00 %
10.9900.80.00.5 EMPLOYEE BENEFITS WELLNESS PROGRAM	\$8,000.00	\$6,485.00	\$1,515.00	81.06 %
TOTAL EMPLOYEE BENEFITS	\$8,000.00	\$220,785.97	(\$212,785.97)	2,759.82%
10.9951 GF MISC EXP				
10.9951.57.00.5 MISC XFER TO DOWNTWN IMPROV DISTRICT	\$0.00	\$0.00	\$0.00	0.00 %
10.9951.60.00.5 MISC USE OF GF FUND BALANCE	\$0.00	\$423,492.40	(\$423,492.40)	0.00 %
10.9951.79.00.5 MISC MISCELLANEOUS EXP	\$0.00	\$1,079.00	(\$1,079.00)	0.00 %
10.9951.80.00.5 MISC PURCHASE OF LAND	\$0.00	\$0.00	\$0.00	0.00 %



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10.9951.93.00.5 MISC USE OF RECORDS RESERVE	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL GF MISC EXP	\$0.00	\$424,571.40	(\$424,571.40)	0.00%
10.9961 TAX ABATEMENTS/CREDITS				
10.9961.00.00.5 TAX ABATEMENTS/SPRINKLER	\$71,500.00	\$87,878.79	(\$16,378.79)	122.91 %
TOTAL TAX ABATEMENTS/CREDITS	\$71,500.00	\$87,878.79	(\$16,378.79)	122.91%
10.9962 GF MISC EXP				
10.9962.00.00.5 MISC A/R BAD DEBT WO	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL GF MISC EXP	\$0.00	\$0.00	\$0.00	0.00%
TOTAL GENERAL FUND EXPENDITURES	\$13,940,957.00	\$12,794,099.36	\$1,146,857.64	91.77%
GENERAL FUND NET EXCESS / (DEFICIT)	\$0.00	\$1,017,167.11		



**City of Montpelier
WATER FUND FY 2019 Budget Report**

83% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2019</u>	<u>Actual to Date Through 4/30/2019 (Unaudited)</u>	<u>Variance</u>	<u>Percent of Budget</u>
REVENUES				
11.2 WATER REVENUE				
11.2300.00.00.4 WATER REV GRANTS-STATE	\$0.00	\$0.00	\$0.00	0.00 %
11.2300.00.01.4 WATER REV GRANTS-FED ASSET MGMT	\$0.00	\$0.00	\$0.00	0.00 %
11.2301.00.00.4 GF REIMB OT HRS	\$0.00	\$0.00	\$0.00	0.00 %
11.2310.00.00.4 WATER REV GRANTS-FEDERAL	\$0.00	\$0.00	\$0.00	0.00 %
11.2502.00.00.4 WATER REV WATER USE REVENUE	\$2,590,200.00	\$2,766,248.45	\$176,048.45	106.80 %
11.2503.00.00.4 WATER REV PENALTIES - WATER USE	\$11,000.00	\$9,633.17	(\$1,366.83)	87.57 %
11.2505.00.00.4 WATER REV DELINQUENT INTEREST	\$9,000.00	\$8,188.57	(\$811.43)	90.98 %
11.2522.00.00.4 WATER BENEFIT CHARGE	\$97,000.00	\$82,837.75	(\$14,162.25)	85.40 %
11.2570.00.00.4 WATER REV METER SALES	\$0.00	\$0.00	\$0.00	0.00 %
11.2595.00.00.4 WATER REV ON/OFF FEES	\$3,500.00	\$4,800.00	\$1,300.00	137.14 %
11.2599.00.00.4 WATER REV CONNECTION FEES	\$8,000.00	\$33,015.00	\$25,015.00	412.69 %
11.2605.00.00.4 WATER REV SPRINKLER SERV REIMB	\$0.00	\$0.00	\$0.00	0.00 %
11.2614.00.00.4 WATER REV SALE OF EQUIP	\$0.00	\$3,035.00	\$3,035.00	0.00 %
11.2614.00.11.4 WATER REV SALE OF LAND	\$0.00	\$0.00	\$0.00	0.00 %
11.2700.00.00.4 WATER REV INTEREST	\$0.00	\$596.15	\$596.15	0.00 %
11.2804.00.00.4 WATER REV DONATIONS	\$0.00	\$0.00	\$0.00	0.00 %
11.2820.00.00.4 WATER REV STD W/C REIMB	\$0.00	\$0.00	\$0.00	0.00 %
11.2901.00.00.4 XFER FROM SEWER FD WATER METER DEPREC	\$15,000.00	\$15,000.00	\$0.00	100.00 %
11.2990.00.00.4 WATER REV MISC REVENUE	\$2,000.00	\$3,750.00	\$1,750.00	187.50 %
11.2992.00.00.4 WATER REV XFER PARKS PEACE PARK	\$0.00	\$0.00	\$0.00	0.00 %
11.2993.00.00.4 WATER REV XFER FROM GENERAL FUND	\$0.00	\$0.00	\$0.00	0.00 %
11.2997.00.00.4 WATER REV USE OF FUND BALANCE	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL WATER REVENUE	\$2,735,700.00	\$2,927,104.09	\$191,404.09	107.00%
TOTAL WATER FUND REVENUES	\$2,735,700.00	\$2,927,104.09	\$191,404.09	107.00%



City of Montpelier
WATER FUND FY 2019 Budget Report

83% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2019</u>	<u>Actual to Date Through 4/30/2019 (Unaudited)</u>	<u>Variance</u>	<u>Percent of Budget</u>
EXPENDITURES				
11.6200 WATER ADMINISTRATION				
11.6200.10.00.5 ADMIN SALARIES & WAGES	\$86,885.00	\$63,743.22	\$23,141.78	73.37 %
11.6200.11.00.5 ADMIN OVERTIME	\$3,500.00	\$3,537.01	(\$37.01)	101.06 %
11.6200.15.01.5 ADMIN DENTAL INSURANCE	\$630.00	\$535.71	\$94.29	85.03 %
11.6200.15.02.5 ADMIN FICA/MEDICARE	\$6,995.00	\$4,852.34	\$2,142.66	69.37 %
11.6200.15.03.5 ADMIN HEALTH INSURANCE	\$21,765.00	\$13,176.08	\$8,588.92	60.54 %
11.6200.15.04.5 ADMIN FLEX SPENDING ACCOUNT	\$375.00	\$309.45	\$65.55	82.52 %
11.6200.15.05.5 ADMIN LONG TERM CARE INSURANCE	\$25.00	\$16.49	\$8.51	65.96 %
11.6200.15.07.5 ADMIN CITY RETIREMENT	\$6,535.00	\$4,629.73	\$1,905.27	70.85 %
11.6200.15.08.5 ADMIN LIFE, STD, LTD INSURANCE	\$1,130.00	\$1,231.34	(\$101.34)	108.97 %
11.6200.15.09.5 ADMIN UNEMPLOYMENT INSURANCE	\$215.00	\$49.88	\$165.12	23.20 %
11.6200.15.10.5 ADMIN WORK COMP	\$4,280.00	\$2,561.28	\$1,718.72	59.84 %
11.6200.15.12.5 ADMIN PARKING FEE	\$590.00	\$0.00	\$590.00	0.00 %
11.6200.16.00.5 ADMIN GASB#68 PENSION	\$0.00	\$0.00	\$0.00	0.00 %
11.6200.18.00.5 ADMIN UNIFORMS/PROTECT CLOTHING	\$1,500.00	\$507.50	\$992.50	33.83 %
11.6200.20.00.5 ADMIN OFFICE SUPPLIES	\$1,500.00	\$1,924.51	(\$424.51)	128.30 %
11.6200.20.01.5 ADMIN POSTAGE	\$4,000.00	\$1,639.12	\$2,360.88	40.98 %
11.6200.30.00.5 ADMIN ADVERTISING	\$500.00	\$0.00	\$500.00	0.00 %
11.6200.34.00.5 ADMIN TELEPH BASIC SERVICE	\$2,000.00	\$1,105.20	\$894.80	55.26 %
11.6200.34.01.5 ADMIN TELEPH LONG DISTANCE	\$1,000.00	\$51.13	\$948.87	5.11 %
11.6200.34.02.5 ADMIN INTERNET WAN SERVICE	\$10,000.00	\$4,300.47	\$5,699.53	43.00 %
11.6200.38.00.5 ADMIN DEPRECIATION	\$0.00	\$0.00	\$0.00	0.00 %
11.6200.40.00.5 ADMIN DUES/SUBSCRIPTS/MTGS	\$1,750.00	\$947.00	\$803.00	54.11 %
11.6200.48.00.5 ADMIN PROP & LIAB INS	\$1,250.00	\$2,315.72	(\$1,065.72)	185.26 %
11.6200.48.01.5 ADMIN PC - DEDUCTIBLE EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
11.6200.60.00.5 ADMIN PROF SVCS	\$5,000.00	\$1,413.13	\$3,586.87	28.26 %
11.6200.61.00.5 ADMIN LEGAL SERVICES	\$10,000.00	\$22,783.96	(\$12,783.96)	227.84 %
11.6200.62.00.5 ADMIN PRINTING & BINDING	\$1,000.00	\$1,049.51	(\$49.51)	104.95 %
11.6200.66.00.5 ADMIN TOWN HILL LEASE	\$42,000.00	\$0.00	\$42,000.00	0.00 %
11.6200.70.00.5 ADMIN COPIER	\$204.00	\$229.58	(\$25.58)	112.54 %
11.6200.72.00.5 ADMIN TAXES/LICENSE/REGIST	\$39,000.00	\$4,912.42	\$34,087.58	12.60 %

6/6/2019



City of Montpelier
WATER FUND FY 2019 Budget Report

83% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2019</u>	<u>Actual to Date Through 4/30/2019 (Unaudited)</u>	<u>Variance</u>	<u>Percent of Budget</u>
11.6200.74.00.5 ADMIN TRAVEL/TRANSPORTATION	\$150.00	\$258.68	(\$108.68)	172.45 %
11.6200.79.00.5 ADMIN MISC	\$1,000.00	\$6,581.93	(\$5,581.93)	658.19 %
11.6200.83.00.5 ADMIN MACH & EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
11.6200.83.01.5 ADMIN COMPUTER EQUIP ALLOC	\$13,423.00	\$0.00	\$13,423.00	0.00 %
11.6200.83.02.5 ADMIN FINANCIAL SOFTWARE	\$0.00	\$0.00	\$0.00	0.00 %
11.6200.85.01.5 ADMIN GRANT-FED ASSET MGMT	\$0.00	\$0.00	\$0.00	0.00 %
11.6200.90.00.5 ADMIN PRINCIPAL	\$606,805.00	\$570,800.00	\$36,005.00	94.07 %
11.6200.91.00.5 ADMIN INTEREST EXPENSE	\$190,575.00	\$118,955.12	\$71,619.88	62.42 %
11.6200.92.00.5 ADMIN ENERGY IMPROV LEASE PYMT	\$0.00	\$0.00	\$0.00	0.00 %
11.6200.94.01.5 ADMIN PENSION PRINCIPAL	\$640.00	\$580.72	\$59.28	90.74 %
11.6200.95.01.5 ADMIN PENSION INTEREST EXP	\$3,305.00	\$3,014.21	\$290.79	91.20 %
11.6200.97.00.5 ADMIN ADMIN/MGMT SVCS	\$308,305.00	\$308,305.00	\$0.00	100.00 %
TOTAL WATER ADMINISTRATION	\$1,377,832.00	\$1,146,317.44	\$231,514.56	83.20%
11.6210 WATER SUPPLY & TREATMENT				
11.6210.10.00.5 WATER TREAT SALARIES & WAGES	\$211,930.00	\$189,955.10	\$21,974.90	89.63 %
11.6210.11.00.5 WATER TREAT OVERTIME	\$3,350.00	\$17,308.71	(\$13,958.71)	516.68 %
11.6210.15.01.5 WATER TREAT DENTAL INSURANCE	\$1,260.00	\$1,427.58	(\$167.58)	113.30 %
11.6210.15.02.5 WATER TREAT FICA/MEDICARE	\$16,200.00	\$15,100.27	\$1,099.73	93.21 %
11.6210.15.03.5 WATER TREAT HEALTH INSURANCE	\$45,150.00	\$28,561.22	\$16,588.78	63.26 %
11.6210.15.04.5 WATER TREAT FLEX SPENDING ACCOUNT	\$750.00	\$641.97	\$108.03	85.60 %
11.6210.15.05.5 WATER TREAT LONG TERM CARE INSURANCE	\$75.00	\$68.20	\$6.80	90.93 %
11.6210.15.07.5 WATER TREAT CITY RETIREMENT	\$15,610.00	\$13,726.54	\$1,883.46	87.93 %
11.6210.15.08.5 WATER TREAT LIFE STD, LTD INSURANCE	\$2,350.00	\$2,543.41	(\$193.41)	108.23 %
11.6210.15.09.5 WATER TREAT UNEMP INSURANCE	\$425.00	\$103.50	\$321.50	24.35 %
11.6210.15.10.5 WATER TREAT WORK COMP	\$13,235.00	\$12,499.78	\$735.22	94.44 %
11.6210.15.12.5 WATER TREAT PARKING FEE	\$140.00	\$0.00	\$140.00	0.00 %
11.6210.18.00.5 WATER TREAT UNIFORMS/PROTECTIVE CLOTH	\$1,600.00	\$1,074.97	\$525.03	67.19 %
11.6210.20.00.5 WATER TREAT OFFICE SUPPLIES	\$250.00	\$162.02	\$87.98	64.81 %
11.6210.21.00.5 WATER TREAT OPER SUPPLIES	\$76,740.00	\$51,773.70	\$24,966.30	67.47 %
11.6210.23.00.5 WATER TREAT SMALL TOOLS & EQUIP	\$1,000.00	\$246.97	\$753.03	24.70 %
11.6210.34.00.5 WATER TREAT COMMUNICATIONS	\$2,120.00	\$485.37	\$1,634.63	22.89 %
11.6210.38.00.5 WATER TREAT DEPRECIATION	\$0.00	\$0.00	\$0.00	0.00 %

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City of Montpelier
WATER FUND FY 2019 Budget Report

83% of Fiscal Year Completed

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11.6210.40.00.5 WATER TREAT DUES, SUBSCRIP, MTGS	\$650.00	\$989.00	(\$339.00)	152.15 %
11.6210.48.00.5 WATER TREAT PROP & LIAB INS	\$17,875.00	\$12,734.43	\$5,140.57	71.24 %
11.6210.60.00.5 WATER TREAT PROF SERVICES	\$10,000.00	\$2,385.00	\$7,615.00	23.85 %
11.6210.65.00.5 WATER TREAT EQUIPMENT FLAT FEE	\$0.00	\$0.00	\$0.00	0.00 %
11.6210.66.00.5 WATER TREAT OTHER RENTALS	\$0.00	\$0.00	\$0.00	0.00 %
11.6210.68.00.5 WATER TREAT VEH/EQ REPAIR & MAIN	\$40,000.00	\$16,045.36	\$23,954.64	40.11 %
11.6210.69.00.5 WATER TREAT BLDGS/GRNDS REPAIR/MAINT	\$15,000.00	\$14,461.81	\$538.19	96.41 %
11.6210.70.00.5 WATER TREAT COPIER	\$1,260.00	\$1,065.69	\$194.31	84.58 %
11.6210.70.01.5 WATER TREAT COPY PAPER	\$600.00	\$0.00	\$600.00	0.00 %
11.6210.72.00.5 WATER TREAT TAXES/LICENSE/REGIST	\$14,000.00	\$15,238.60	(\$1,238.60)	108.85 %
11.6210.74.00.5 WATER TREAT TRAVEL & TRANSP	\$50.00	\$0.00	\$50.00	0.00 %
11.6210.76.01.5 WATER TREAT ELECTRIC	\$55,000.00	\$47,886.58	\$7,113.42	87.07 %
11.6210.76.05.5 WATER TREAT PROPANE	\$19,200.00	\$22,029.65	(\$2,829.65)	114.74 %
11.6210.79.00.5 WATER TREAT MISCELLANEOUS	\$0.00	\$0.00	\$0.00	0.00 %
11.6210.83.00.5 WATER TREAT MACHINERY & EQUIPMENT	\$51,000.00	\$0.00	\$51,000.00	0.00 %
11.6210.85.00.5 WATER TREAT WTP GRANT EXP	\$0.00	\$0.00	\$0.00	0.00 %
11.6210.94.01.5 WATER TREAT PENSION PRINCIPAL	\$650.00	\$1,297.94	(\$647.94)	199.68 %
11.6210.95.01.5 WATER TREAT PENSION INTEREST EXP	\$6,855.00	\$6,736.89	\$118.11	98.28 %
TOTAL WATER SUPPLY & TREATMENT	\$624,325.00	\$476,550.26	\$147,774.74	76.33%
11.6220 WATER DISTRIBUTION SYSTEM				
11.6220.10.00.5 WATER DISTRIB SALARIES & WAGES	\$182,950.00	\$129,642.98	\$53,307.02	70.86 %
11.6220.11.00.5 WATER DISTRIB OVERTIME	\$22,500.00	\$20,193.36	\$2,306.64	89.75 %
11.6220.15.01.5 WATER DISTRIB DENTAL INSURANCE	\$1,470.00	\$1,091.51	\$378.49	74.25 %
11.6220.15.02.5 WATER DISTRIB FICA/MEDICARE	\$14,170.00	\$10,819.36	\$3,350.64	76.35 %
11.6220.15.03.5 WATER DISTRIB HEALTH INSURANCE	\$48,870.00	\$30,368.64	\$18,501.36	62.14 %
11.6220.15.04.5 WATER DISTRIB FLEX SPENDING ACCOUNT	\$875.00	\$683.93	\$191.07	78.16 %
11.6220.15.05.5 WATER DISTRIB LONG TERM CARE INS	\$0.00	\$11.13	(\$11.13)	0.00 %
11.6220.15.07.5 WATER DISTRIB CITY RETIREMENT	\$14,895.00	\$10,176.02	\$4,718.98	68.32 %
11.6220.15.08.5 WATER DISTRIB LIFE STD, LTD INSURANCE	\$2,500.00	\$2,706.34	(\$206.34)	108.25 %
11.6220.15.09.5 WATER DISTRIB UNEMP INSURANCE	\$450.00	\$110.27	\$339.73	24.50 %
11.6220.15.10.5 WATER DISTRIB WORK COMP	\$12,235.00	\$10,365.12	\$1,869.88	84.72 %
11.6220.15.12.5 WATER DISTRIB PARKING FEE	\$420.00	\$0.00	\$420.00	0.00 %

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11.6220.18.00.5 WATER DISTRIB UNIFORMS/PROTECTIVE EQUIP	\$2,000.00	\$1,834.46	\$165.54	91.72 %
11.6220.20.00.5 WATER DISTRIB OFFICE SUPPLIES	\$200.00	\$147.94	\$52.06	73.97 %
11.6220.21.00.5 WATER DISTRIB OPERATING SUPPLIES	\$10,000.00	\$33,275.55	(\$23,275.55)	332.76 %
11.6220.23.00.5 WATER DISTRIB SMALL TOOLS & EQUIP	\$2,000.00	\$1,160.20	\$839.80	58.01 %
11.6220.34.00.5 WATER DISTRIB COMMUNICATIONS	\$1,550.00	\$0.00	\$1,550.00	0.00 %
11.6220.38.00.5 WATER DISTRIB DEPRECIATION	\$0.00	\$0.00	\$0.00	0.00 %
11.6220.48.00.5 WATER DISTRIB PROP & LIAB INS	\$2,575.00	\$6,107.79	(\$3,532.79)	237.20 %
11.6220.48.01.5 WATER DISTRIB PC-DEDUCTIBLE EXP	\$0.00	\$0.00	\$0.00	0.00 %
11.6220.56.00.5 WATER DISTRIB OTR PUR SRVC	\$18,500.00	\$15,954.93	\$2,545.07	86.24 %
11.6220.56.01.5 WATER DISTRIB STORAGE TK INSPECTION EXP	\$0.00	\$0.00	\$0.00	0.00 %
11.6220.65.00.5 WATER DISTRIB EQUIP USE	\$130,875.00	\$130,875.00	\$0.00	100.00 %
11.6220.66.00.5 WATER DISTRIB OTHER RENTALS	\$0.00	\$1,080.00	(\$1,080.00)	0.00 %
11.6220.67.00.5 WATER DISTRIB STREET REPAIRS & MAINT	\$30,000.00	\$32,588.47	(\$2,588.47)	108.63 %
11.6220.68.00.5 WATER DISTRIB VEH/EQUIP REPAIR & MAINT	\$5,000.00	\$948.89	\$4,051.11	18.98 %
11.6220.70.00.5 WATER DISTRIB COPIER	\$620.00	\$528.07	\$91.93	85.17 %
11.6220.72.00.5 WATER DISTRIB TAXES/LICENSE/REGIST	\$150.00	\$303.00	(\$153.00)	202.00 %
11.6220.76.01.5 WATER DISTRIB ELECTRIC	\$10,000.00	\$10,167.99	(\$167.99)	101.68 %
11.6220.76.05.5 WATER DISTRIB PROPANE	\$1,300.00	\$779.54	\$520.46	59.96 %
11.6220.82.00.5 WATER DISTRIB CAPITAL IMPROVEMENTS	\$45,000.00	\$900.00	\$44,100.00	2.00 %
11.6220.82.02.5 CALEDONIA SPIRITS WATER CIP	\$0.00	\$0.00	\$0.00	0.00 %
11.6220.82.03.5 WATER INFRASTRUCTURE FROM 2018 SERIES 2 BOND	\$0.00	\$348,714.86	(\$348,714.86)	0.00 %
11.6220.83.00.5 WATER DISTRIB MACH & EQUIP	\$42,000.00	\$73,159.06	(\$31,159.06)	174.19 %
11.6220.86.00.5 WATER DISTRIB HYDRANTS	\$5,000.00	\$0.00	\$5,000.00	0.00 %
11.6220.94.01.5 WATER DISTRIB PENSION PRINCIPAL	\$1,405.00	\$1,418.68	(\$13.68)	100.97 %
11.6220.95.01.5 WATER DISTRIB PENSION INTEREST EXP	\$7,300.00	\$7,363.57	(\$63.57)	100.87 %
TOTAL WATER DISTRIBUTION SYSTEM	\$616,810.00	\$883,476.66	(\$266,666.66)	143.23%
11.6230 DELQ WATER FEES COLLECTION				
11.6230.10.00.5 DEL WATER COLL SALARIES & WAGES	\$11,180.00	\$8,490.52	\$2,689.48	75.94 %
11.6230.11.00.5 DEL WATER COLL OVERTIME	\$0.00	\$90.01	(\$90.01)	0.00 %
11.6230.15.01.5 DEL WATER COLL DENTAL INSURANCE	\$60.00	\$36.50	\$23.50	60.83 %
11.6230.15.02.5 DEL WATER COLL FICA/MEDICARE	\$870.00	\$637.82	\$232.18	73.31 %
11.6230.15.03.5 DEL WATER COLL HEALTH INSURANCE	\$2,750.00	\$583.38	\$2,166.62	21.21 %

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11.6230.15.04.5 DEL WATER COLL FLEX SPENDING ACCOUNT	\$50.00	\$38.44	\$11.56	76.88 %
11.6230.15.05.5 DEL WATER COLL LONG TERM CARE INS	\$0.00	\$0.00	\$0.00	0.00 %
11.6230.15.07.5 DEL WATER COLL CITY RETIREMENT	\$820.00	\$346.04	\$473.96	42.20 %
11.6230.15.08.5 DEL WATER COLL LIFE, STD, LTD INSURANCE	\$75.00	\$152.31	(\$77.31)	203.08 %
11.6230.15.09.5 DEL WATER COLL UNEMP INSURANCE	\$25.00	\$6.20	\$18.80	24.80 %
11.6230.15.10.5 DEL WATER COLL WORK COMP	\$40.00	\$32.82	\$7.18	82.05 %
11.6230.15.12.5 DEL WATER COLL PARKING FEE	\$120.00	\$0.00	\$120.00	0.00 %
11.6230.20.00.5 DEL WATER COLL OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	0.00 %
11.6230.20.01.5 DEL WATER COLL POSTAGE	\$500.00	\$67.08	\$432.92	13.42 %
11.6230.34.00.5 DEL WATER COLL COMMUNICATIONS	\$0.00	\$0.00	\$0.00	0.00 %
11.6230.40.00.5 DEL WATER COLL DUES/SUBSCRIPTS/MTGS	\$0.00	\$0.00	\$0.00	0.00 %
11.6230.48.00.5 DEL WATER COLL PROPERTY & LIABILITY INS	\$150.00	\$289.38	(\$139.38)	192.92 %
11.6230.60.00.5 DEL WATER COLL PROFESSIONAL SVCS	\$0.00	\$2,090.37	(\$2,090.37)	0.00 %
11.6230.70.00.5 DEL WATER COLL COPIER	\$40.00	\$29.54	\$10.46	73.85 %
11.6230.94.01.5 DEL WATER COLL PENSION PRINCIPAL	\$80.00	\$78.02	\$1.98	97.53 %
11.6230.95.01.5 DEL WATER COLL PENSION INTEREST EXP	\$415.00	\$404.98	\$10.02	97.59 %
TOTAL DELQ WATER FEES COLLECTION	\$17,175.00	\$13,373.41	\$3,801.59	77.87%
11.6250 WATER METER OPERATIONS				
11.6250.10.00.5 WATER METER SALARIES & WAGES	\$11,090.00	\$9,252.98	\$1,837.02	83.44 %
11.6250.11.00.5 WATER METER OVERTIME	\$1,350.00	\$1,460.52	(\$110.52)	108.19 %
11.6250.15.01.5 WATER METER DENTAL INSURANCE	\$120.00	\$91.59	\$28.41	76.33 %
11.6250.15.02.5 WATER METER FICA/MEDICARE	\$970.00	\$778.80	\$191.20	80.29 %
11.6250.15.03.5 WATER METER HEALTH INSURANCE	\$3,845.00	\$2,332.28	\$1,512.72	60.66 %
11.6250.15.04.5 WATER METER FLEX SPENDING ACCOUNT	\$105.00	\$53.82	\$51.18	51.26 %
11.6250.15.05.5 WATER METER LONG TERM CARE INSURANCE	\$0.00	\$0.00	\$0.00	0.00 %
11.6250.15.07.5 WATER METER CITY RETIREMENT	\$950.00	\$788.80	\$161.20	83.03 %
11.6250.15.08.5 WATER METER LIFE STD, LTD INSURANCE	\$200.00	\$213.22	(\$13.22)	106.61 %
11.6250.15.09.5 WATER METER UNEMP INSURANCE	\$40.00	\$8.67	\$31.33	21.68 %
11.6250.15.10.5 WATER METER WORK COMP	\$820.00	\$690.70	\$129.30	84.23 %
11.6250.15.12.5 WATER METER PARKING FEE	\$0.00	\$0.00	\$0.00	0.00 %
11.6250.21.00.5 WATER METER OPERATING SUPPLIES	\$1,500.00	\$0.00	\$1,500.00	0.00 %
11.6250.23.00.5 WATER METER SMALL TOOLS & EQUIP	\$500.00	\$0.00	\$500.00	0.00 %

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City of Montpelier
WATER FUND FY 2019 Budget Report

83% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2019</u>	<u>Actual to Date Through 4/30/2019 (Unaudited)</u>	<u>Variance</u>	<u>Percent of Budget</u>
11.6250.48.00.5 WATER METER PROP & LIAB INS	\$205.00	\$405.13	(\$200.13)	197.62 %
11.6250.60.00.5 WATER METER PROF SERVICES	\$500.00	\$0.00	\$500.00	0.00 %
11.6250.65.00.5 WATER METER EQUIPMENT FLAT FEE	\$0.00	\$0.00	\$0.00	0.00 %
11.6250.70.00.5 WATER METER COPIER	\$140.00	\$41.36	\$98.64	29.54 %
11.6250.82.00.5 WATER METER CAPITAL IMPROVEMENT	\$0.00	\$0.00	\$0.00	0.00 %
11.6250.84.00.5 WATER METER WATER METERS	\$5,000.00	\$0.00	\$5,000.00	0.00 %
11.6250.94.01.5 WATER METER PENSION PRINCIPAL	\$115.00	\$296.15	(\$181.15)	257.52 %
11.6250.95.01.5 WATER METER PENSION INTEREST EXP	\$575.00	\$1,537.16	(\$962.16)	267.33 %
TOTAL WATER METER OPERATIONS	\$28,025.00	\$17,951.18	\$10,073.82	64.05%
11.9961 TAX ABATEMENTS/CREDITS				
11.9961.00.00.5 UTILITY BILL ABATEMENT	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL TAX ABATEMENTS/CREDITS	\$0.00	\$0.00	\$0.00	0.00%
11.9962 GF MISC EXP				
11.9962.00.00.5 A/R WATER BAD DEBT WRITE-OFF	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL GF MISC EXP	\$0.00	\$0.00	\$0.00	0.00%
TOTAL WATER FUND EXPENDITURES	\$2,664,167.00	\$2,537,668.95	\$126,498.05	95.25%
WATER FUND NET EXCESS / (DEFICIT)	\$71,533.00	\$389,435.14		



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<u>Account Number and Description</u>	<u>Budget FY 2019</u>	<u>Actual to Date Through 4/30/2019 (Unaudited)</u>	<u>Variance</u>	<u>Percent of Budget</u>
REVENUES				
12.2 WATER REVENUE				
12.2300.00.00.4 SEWER REV CAPITAL GRANTS-VT	\$0.00	\$0.00	\$0.00	0.00 %
12.2300.00.10.4 SEWER REV FEDERAL GRANTS	\$0.00	\$0.00	\$0.00	0.00 %
12.2300.00.20.4 SEWER REV ARRA GRANT	\$0.00	\$0.00	\$0.00	0.00 %
12.2301.00.00.4 GF REIMB OT HRS	\$0.00	\$0.00	\$0.00	0.00 %
12.2501.00.00.4 SEWER USE REV-METERED	\$2,218,052.00	\$2,126,577.75	(\$91,474.25)	95.88 %
12.2501.00.01.4 SEWER USE REV-FLAT RATE	\$28,880.00	\$0.00	(\$28,880.00)	0.00 %
12.2502.00.00.4 SEWER USE REV-BERLIN	\$350,000.00	\$301,895.28	(\$48,104.72)	86.26 %
12.2503.00.00.4 SEWER REV PENALTIES - SEWER USE	\$10,000.00	\$9,712.67	(\$287.33)	97.13 %
12.2504.00.00.4 SEWER REV CONNECTION FEES	\$2,500.00	\$12,800.00	\$10,300.00	512.00 %
12.2505.00.00.4 SEWER REV DELINQ INTEREST	\$6,000.00	\$7,859.71	\$1,859.71	131.00 %
12.2522.00.00.4 SEWER BENEFIT CHARGE	\$97,000.00	\$114,848.04	\$17,848.04	118.40 %
12.2525.00.00.4 SEWER CSO/STORMWATER BENEFIT CHARGE	\$684,600.00	\$691,900.27	\$7,300.27	101.07 %
12.2614.00.00.4 SEWER REV SALE OF EQUIPMENT	\$0.00	\$3,035.00	\$3,035.00	0.00 %
12.2615.00.00.4 SEWER REV VACTOR RENTAL FEES	\$500.00	\$0.00	(\$500.00)	0.00 %
12.2700.00.00.4 SEWER REV INTEREST	\$0.00	\$372.60	\$372.60	0.00 %
12.2809.00.00.4 CAPITAL CONTRIBUTION-EFFICIENCY VT	\$0.00	\$205.02	\$205.02	0.00 %
12.2820.00.00.4 SEWER REV STD W/C REIMB	\$0.00	\$0.00	\$0.00	0.00 %
12.2920.00.00.4 SEWER REV DEBT PROCEEDS	\$0.00	\$250.00	\$250.00	0.00 %
12.2986.00.00.4 SEWER SEPTAGE & LEACHATE FEES	\$650,000.00	\$656,826.00	\$6,826.00	101.05 %
12.2990.00.00.4 SEWER MISC REVENUE	\$0.00	\$2,000.00	\$2,000.00	0.00 %
12.2992.00.00.4 SEWER MISC REIMBURSEMENTS	\$0.00	\$0.00	\$0.00	0.00 %
12.2993.00.00.4 SEWER XFER FROM GENERAL FUND	\$0.00	\$0.00	\$0.00	0.00 %
12.2997.00.00.4 SEWER REV USE OF FUND BALANCE	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL WATER REVENUE	\$4,047,532.00	\$3,928,282.34	(\$119,249.66)	97.05%
TOTAL SEWER FUND REVENUES	\$4,047,532.00	\$3,928,282.34	(\$119,249.66)	97.05%



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EXPENDITURES				
12.5470 WASTEWATER TREATMENT				
12.5470.10.00.5 WW TREAT SALARIES & WAGES	\$251,375.00	\$217,652.86	\$33,722.14	86.58 %
12.5470.11.00.5 WW TREAT OVERTIME	\$23,020.00	\$15,955.41	\$7,064.59	69.31 %
12.5470.15.01.5 WW TREAT DENTAL INSURANCE	\$1,680.00	\$1,696.29	(\$16.29)	100.97 %
12.5470.15.02.5 WW TREAT FICA/MEDICARE	\$20,520.00	\$16,313.95	\$4,206.05	79.50 %
12.5470.15.03.5 WW TREAT HEALTH INSURANCE	\$58,670.00	\$46,910.99	\$11,759.01	79.96 %
12.5470.15.04.5 WW TREATFLEX SPENDING ACCOUNT	\$1,000.00	\$834.17	\$165.83	83.42 %
12.5470.15.05.5 WW TREAT LONG TERM CARE INSURANCE	\$0.00	\$6.88	(\$6.88)	0.00 %
12.5470.15.07.5 WW TREAT CITY RETIREMENT	\$19,890.00	\$16,806.30	\$3,083.70	84.50 %
12.5470.15.08.5 WW TREAT LIFE, STD, LTD INSURANCE	\$3,220.00	\$3,304.93	(\$84.93)	102.64 %
12.5470.15.09.5 WW TREAT UNEMPLOYMENT INSURANCE	\$550.00	\$134.49	\$415.51	24.45 %
12.5470.15.10.5 WW TREAT WORKERS' COMPENSATION	\$16,480.00	\$15,169.48	\$1,310.52	92.05 %
12.5470.15.12.5 WW TREAT PARKING FEE	\$60.00	\$0.00	\$60.00	0.00 %
12.5470.18.00.5 WW TREAT UNIFORMS/PROTECT CLOTHING	\$2,000.00	\$1,224.82	\$775.18	61.24 %
12.5470.20.00.5 WW TREAT OFFICE SUPPLIES	\$1,500.00	\$682.95	\$817.05	45.53 %
12.5470.20.01.5 WW TREAT POSTAGE	\$100.00	\$73.14	\$26.86	73.14 %
12.5470.21.00.5 WW TREAT OPERATING SUPPLIES	\$160,000.00	\$130,036.41	\$29,963.59	81.27 %
12.5470.23.00.5 WW TREAT SMALL TOOLS & EQUIP	\$1,500.00	\$1,897.90	(\$397.90)	126.53 %
12.5470.34.00.5 WW TREAT COMMUNICATIONS	\$3,500.00	\$2,103.04	\$1,396.96	60.09 %
12.5470.38.00.5 WW TREAT DEPRECIATION	\$0.00	\$0.00	\$0.00	0.00 %
12.5470.40.00.5 WW TREAT DUES/SUBSCRIPTS/MTGS	\$3,000.00	\$1,519.00	\$1,481.00	50.63 %
12.5470.48.00.5 WW TREAT PROP & LIAB INS	\$42,100.00	\$23,657.81	\$18,442.19	56.19 %
12.5470.56.00.5 WW TREAT OTR PUR SRVC	\$256,850.00	\$228,350.60	\$28,499.40	88.90 %
12.5470.60.00.5 WW TREAT PROF SVCS	\$20,000.00	\$4,333.00	\$15,667.00	21.67 %
12.5470.65.00.5 WW TREAT EQUIPMENT FLAT FEE	\$5,000.00	\$0.00	\$5,000.00	0.00 %
12.5470.66.00.5 WW TREAT OTHER RENTALS	\$0.00	\$0.00	\$0.00	0.00 %
12.5470.68.00.5 WW TREAT VEH/EQUIP REPAIR & MAINT	\$50,000.00	\$161,365.21	(\$111,365.21)	322.73 %
12.5470.69.00.5 WW TREAT BLDGS/GRNDS REPAIR/MAINT	\$55,000.00	\$29,694.94	\$25,305.06	53.99 %
12.5470.70.00.5 WW TREAT COPIER	\$765.00	\$641.09	\$123.91	83.80 %
12.5470.72.00.5 WW TREAT TAXES/LICENSE/REGIST.	\$13,000.00	\$12,500.00	\$500.00	96.15 %
12.5470.73.00.5 WW TREAT OPERATING FEE	\$6,600.00	\$0.00	\$6,600.00	0.00 %

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12.5470.74.00.5 WW TREAT TRAVEL/TRANSPORTATION	\$1,000.00	\$634.80	\$365.20	63.48 %
12.5470.76.01.5 WW TREAT ELECTRIC	\$165,000.00	\$100,661.79	\$64,338.21	61.01 %
12.5470.76.02.5 WW TREAT FUEL OIL	\$27,000.00	\$53,615.25	(\$26,615.25)	198.58 %
12.5470.76.03.5 WW TREAT TRASH REMOVAL	\$0.00	\$0.00	\$0.00	0.00 %
12.5470.76.04.5 WW TREAT IN HOUSE UTILITIES	\$350,000.00	\$335,735.06	\$14,264.94	95.92 %
12.5470.79.00.5 WW TREAT MISC	\$0.00	\$0.00	\$0.00	0.00 %
12.5470.82.00.5 WW TREAT CAP IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00 %
12.5470.83.00.5 WW TREAT MACH & EQUIP	\$125,000.00	\$32,066.34	\$92,933.66	25.65 %
12.5470.88.00.5 WW TREAT CAPITAL RESERVE	\$0.00	\$0.00	\$0.00	0.00 %
12.5470.90.00.5 WW TREAT DEBT PRINCIPAL	\$174,175.00	\$0.00	\$174,175.00	0.00 %
12.5470.91.00.5 WW TREAT DEBT INTEREST	\$386,000.00	\$0.00	\$386,000.00	0.00 %
12.5470.94.01.5 WW TREAT PENSION PRINCIPAL	\$1,715.00	\$2,285.11	(\$570.11)	133.24 %
12.5470.95.01.5 WW TREAT PENSION INTEREST EXP	\$8,910.00	\$11,860.74	(\$2,950.74)	133.12 %
12.5470.97.00.5 WW TREAT ADMIN/MGMT SVCS	\$161,805.00	\$161,805.00	\$0.00	100.00 %
TOTAL WASTEWATER TREATMENT	\$2,417,985.00	\$1,631,529.75	\$786,455.25	67.47%
12.5471 STORMWATER MANAGEMENT				
12.5471.10.00.5 STRM WTR MGMT SALARIES & WAGES	\$144,660.00	\$92,476.79	\$52,183.21	63.93 %
12.5471.11.00.5 STRM WTR MGMT OVERTIME	\$18,795.00	\$14,019.83	\$4,775.17	74.59 %
12.5471.15.01.5 STRM WTR MGMT DENTAL INSURANCE	\$625.00	\$721.29	(\$96.29)	115.41 %
12.5471.15.02.5 STRM WTR MGMT FICA/MEDICARE	\$12,640.00	\$7,742.27	\$4,897.73	61.25 %
12.5471.15.03.5 STRM WTR MGMT HEALTH INSURANCE	\$36,365.00	\$19,563.09	\$16,801.91	53.80 %
12.5471.15.04.5 STRM WTR MGMT FLEX SPENDING ACCOUNT	\$625.00	\$517.03	\$107.97	82.72 %
12.5471.15.05.5 STRM WTR MGMT LONG TERM CARE INSURANCE	\$55.00	\$3.36	\$51.64	6.11 %
12.5471.15.07.5 STRM WTR MGMT CITY RETIREMENT	\$11,850.00	\$7,537.91	\$4,312.09	63.61 %
12.5471.15.08.5 STRM WTR MGMT LIFE, STD, LTD INSURANCE	\$1,810.00	\$2,031.79	(\$221.79)	112.25 %
12.5471.15.09.5 STRM WTR MGMT UNEMPLOYMENT INS	\$330.00	\$83.35	\$246.65	25.26 %
12.5471.15.10.5 STRM WTR MGMT WORKERS COMP INS	\$9,720.00	\$7,740.20	\$1,979.80	79.63 %
12.5471.15.12.5 STRM WTR MGMT PARKING FEE	\$370.00	\$0.00	\$370.00	0.00 %
12.5471.18.00.5 STRM WTR MGMT UNIFORMS/PROTECT CLOTHING	\$0.00	\$0.00	\$0.00	0.00 %
12.5471.20.00.5 STRM WTR MGMT OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	0.00 %
12.5471.21.00.5 STRM WTR MGMT OPERATING SUPPLIES	\$500.00	\$0.00	\$500.00	0.00 %
12.5471.23.00.5 STRM WTR MGMT SMALL TOOLS AND EQUIP	\$0.00	\$0.00	\$0.00	0.00 %

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83% of Fiscal Year Completed

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12.5471.34.00.5 STRM WTR MGMT COMMUNICATIONS	\$0.00	\$0.00	\$0.00	0.00 %
12.5471.40.00.5 STRM WTR MGMT DUES/SUBSCRIPTS/MTGS	\$0.00	\$0.00	\$0.00	0.00 %
12.5471.48.00.5 STRM WTR MGMT PROPERTY & CASUALTY INS	\$1,955.00	\$3,745.39	(\$1,790.39)	191.58 %
12.5471.60.00.5 STRM WTR MGMT PROFESSIONAL SVCS	\$3,500.00	\$112.00	\$3,388.00	3.20 %
12.5471.65.00.5 STRM WTR MGMT RENTAL OF CITY EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
12.5471.66.00.5 STRM WTR MGMT OTHER RENTALS	\$0.00	\$0.00	\$0.00	0.00 %
12.5471.67.00.5 STRM WTR MGMT STREET REPAIR/MAINT	\$0.00	\$0.00	\$0.00	0.00 %
12.5471.68.00.5 STRM WTR MGMT VEH/EQUIP REPAIR/MAINT	\$0.00	\$0.00	\$0.00	0.00 %
12.5471.69.00.5 STRM WTR MGMT BLDG/GRNDS REPAIR/MAINT	\$0.00	\$0.00	\$0.00	0.00 %
12.5471.70.00.5 STRM WTR MGMT COPIER	\$456.00	\$381.67	\$74.33	83.70 %
12.5471.72.00.5 STRM WTR MGMT TAXES/LICENSES/REGISTS	\$3,000.00	\$5,214.40	(\$2,214.40)	173.81 %
12.5471.74.00.5 STRM WTR MGMT TRAVEL/TRANSPORTATION	\$0.00	\$0.00	\$0.00	0.00 %
12.5471.79.00.5 STRM WTR MGMT MISC	\$0.00	\$0.00	\$0.00	0.00 %
12.5471.83.00.5 STRM WTR MGMT EQUIP/MACH	\$7,500.00	\$0.00	\$7,500.00	0.00 %
12.5471.94.01.5 STRM WTR MGMT PENISON PRINCIPAL	\$1,060.00	\$495.48	\$564.52	46.74 %
12.5471.95.01.5 STRM WTR MGMT PENSION INTEREST EXP	\$5,520.00	\$2,571.78	\$2,948.22	46.59 %
TOTAL STORMWATER MANAGEMENT	\$261,336.00	\$164,957.63	\$96,378.37	63.12%
12.5480 SEWER COLLECTION SYSTEM				
12.5480.10.00.5 COLLECTION SALARIES & WAGES	\$210,250.00	\$141,015.68	\$69,234.32	67.07 %
12.5480.11.00.5 COLLECTION OVERTIME	\$23,150.00	\$20,038.60	\$3,111.40	86.56 %
12.5480.15.01.5 COLLECTION DENTAL INSURANCE	\$1,550.00	\$1,163.19	\$386.81	75.04 %
12.5480.15.02.5 COLLECTION FICA/MEDICARE	\$17,855.00	\$11,559.57	\$6,295.43	64.74 %
12.5480.15.03.5 COLLECTION HEALTH INSURANCE	\$50,130.00	\$33,547.07	\$16,582.93	66.92 %
12.5480.15.04.5 COLLECTION FLEX SPENDING ACCOUNT	\$925.00	\$712.76	\$212.24	77.06 %
12.5480.15.05.5 COLLECTION LONG TERM CARE INSURANCE	\$26.00	\$3.36	\$22.64	12.92 %
12.5480.15.07.5 COLLECTION CITY RETIREMENT	\$16,920.00	\$10,980.42	\$5,939.58	64.90 %
12.5480.15.08.5 COLLECTION LIFE, STD, LTD INSURANCE	\$2,700.00	\$2,823.88	(\$123.88)	104.59 %
12.5480.15.09.5 COLLECTION UNEMPLOYMENT INSURANCE	\$500.00	\$114.90	\$385.10	22.98 %
12.5480.15.10.5 COLLECTION WORKERS' COMPENSATION	\$13,950.00	\$11,565.30	\$2,384.70	82.91 %
12.5480.15.12.5 COLLECTION PARKING FEE	\$580.00	\$0.00	\$580.00	0.00 %
12.5480.18.00.5 COLLECTION UNIFORMS/PROTECTIVE CLOTH	\$300.00	\$0.00	\$300.00	0.00 %
12.5480.20.00.5 COLLECTION OFFICE SUPPLIES	\$0.00	\$104.99	(\$104.99)	0.00 %

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12.5480.21.00.5 COLLECTION OPERATING SUPPLIES	\$30,000.00	\$19,034.42	\$10,965.58	63.45 %
12.5480.23.00.5 COLLECTION SMALL TOOLS & EQUIP	\$2,000.00	\$609.94	\$1,390.06	30.50 %
12.5480.34.00.5 COLLECTION COMMUNICATIONS	\$2,960.00	\$0.00	\$2,960.00	0.00 %
12.5480.38.00.5 COLLECTION DEPRECIATION	\$0.00	\$0.00	\$0.00	0.00 %
12.5480.48.00.5 COLLECTION PROP & LIAB INS	\$2,720.00	\$5,349.69	(\$2,629.69)	196.68 %
12.5480.48.01.5 COLLECTION PC - DEDUCTIBLE EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
12.5480.56.00.5 COLLECTION OTR PUR SRVC	\$28,500.00	\$7,294.75	\$21,205.25	25.60 %
12.5480.60.00.5 COLLECTION PROFESSIONAL SVCS	\$0.00	\$2,090.38	(\$2,090.38)	0.00 %
12.5480.65.00.5 COLLECTION EQUIP USE ASSESSMENT	\$110,920.00	\$115,925.00	(\$5,005.00)	104.51 %
12.5480.65.01.5 COLLECTION EQUIP FLAT FEE	\$50,000.00	\$50,000.00	\$0.00	100.00 %
12.5480.66.00.5 COLLECTION OTHER RENTALS	\$1,500.00	\$0.00	\$1,500.00	0.00 %
12.5480.67.00.5 COLLECTION STREET REPAIR/MAINT	\$5,000.00	\$1,045.85	\$3,954.15	20.92 %
12.5480.68.00.5 COLLECTION VEH/EQUIP REPAIR & MAINT	\$17,000.00	\$1,016.40	\$15,983.60	5.98 %
12.5480.69.00.5 COLLECTION BLDGS/GRNDS REPAIR/MAINT	\$1,000.00	\$0.00	\$1,000.00	0.00 %
12.5480.70.00.5 COLLECTION COPIER	\$653.00	\$556.78	\$96.22	85.26 %
12.5480.76.01.5 COLLECTION ELECTRIC	\$14,000.00	\$16,127.33	(\$2,127.33)	115.20 %
12.5480.79.00.5 COLLECTION MISC	\$0.00	\$0.00	\$0.00	0.00 %
12.5480.82.00.5 COLLECTION CAP IMPROVEMENTS	\$20,000.00	\$0.00	\$20,000.00	0.00 %
12.5480.82.01.5 COLLECTION CSO CAPITAL IMPROVEMNENT	\$20,000.00	\$0.00	\$20,000.00	0.00 %
12.5480.82.02.5 Capital Improvements Caledonia	\$0.00	\$22,498.35	(\$22,498.35)	0.00 %
12.5480.82.03.5 SEWER INFRASTRUCTURE FROM 2018 SERIES 2 BOND	\$0.00	\$12,017.50	(\$12,017.50)	0.00 %
12.5480.83.00.5 COLLECTION MACH/EQUIPMENT	\$62,000.00	\$73,159.05	(\$11,159.05)	118.00 %
12.5480.88.00.5 COLLECTION CAPITAL RSRV	\$0.00	\$0.00	\$0.00	0.00 %
12.5480.90.00.5 COLLECTION CSO PRINCIPAL DEBT PAYMNT	\$259,260.00	\$135,559.82	\$123,700.18	52.29 %
12.5480.91.00.5 COLLECTION CSO INTEREST DEBT PAYMENT	\$24,405.00	\$37,833.13	(\$13,428.13)	155.02 %
12.5480.94.01.5 COLLECTION PENSON PRINCIPAL	\$1,470.00	\$1,356.79	\$113.21	92.30 %
12.5480.95.01.5 COLLECTION PENSION INTEREST EXP	\$7,610.00	\$7,042.34	\$567.66	92.54 %
TOTAL SEWER COLLECTION SYSTEM	\$999,834.00	\$742,147.24	\$257,686.76	74.23%
12.5481 WASTEWATER ADMINISTRATION				
12.5481.10.00.5 WW ADMIN SALARIES & WAGES	\$66,830.00	\$61,306.44	\$5,523.56	91.73 %
12.5481.11.00.5 WW ADMIN OVERTIME	\$2,715.00	\$3,731.42	(\$1,016.42)	137.44 %
12.5481.15.01.5 WW ADMIN DENTAL INSURANCE	\$542.00	\$536.68	\$5.32	99.02 %

6/6/2019



City of Montpelier
SEWER FUND FY 2019 Budget Report

83% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2019</u>	<u>Actual to Date Through 4/30/2019 (Unaudited)</u>	<u>Variance</u>	<u>Percent of Budget</u>
12.5481.15.02.5 WW ADMIN FICA/MEDICARE	\$5,390.00	\$4,695.46	\$694.54	87.11 %
12.5481.15.03.5 WW ADMIN HEALTH INSURANCE	\$19,060.00	\$12,925.24	\$6,134.76	67.81 %
12.5481.15.04.5 WW ADMIN FLEX SPENDING ACCOUNT	\$325.00	\$271.01	\$53.99	83.39 %
12.5481.15.05.5 WW ADMIN LONG TERM CARE INSURANCE	\$30.00	\$19.22	\$10.78	64.07 %
12.5481.15.07.5 WW ADMIN CITY RETIREMENT	\$5,040.00	\$4,418.29	\$621.71	87.66 %
12.5481.15.08.5 WW ADMIN LIFE, STD, LTD INSURANCE	\$1,105.00	\$1,079.06	\$25.94	97.65 %
12.5481.15.09.5 WW ADMIN UNEMPLOYMENT INSURANCE	\$189.00	\$43.68	\$145.32	23.11 %
12.5481.15.10.5 WW ADMIN WORKERS' COMPENSATION	\$2,905.00	\$1,990.68	\$914.32	68.53 %
12.5481.15.12.5 WW ADMIN PARKING FEE	\$520.00	\$8.33	\$511.67	1.60 %
12.5481.16.00.5 WW ADMIN GASB#68 PENSION	\$0.00	\$0.00	\$0.00	0.00 %
12.5481.18.00.5 WW ADMIN UNIFORMS/PROTECT CLOTHING	\$0.00	\$0.00	\$0.00	0.00 %
12.5481.20.00.5 WW ADMIN OFFICE SUPPLIES	\$2,500.00	\$2,105.65	\$394.35	84.23 %
12.5481.20.01.5 WW ADMIN POSTAGE	\$3,200.00	\$1,637.97	\$1,562.03	51.19 %
12.5481.30.00.5 WW ADMIN ADVERTISING	\$500.00	\$0.00	\$500.00	0.00 %
12.5481.34.00.5 WW ADMIN TELEPHONE BASIC SERVICE	\$2,000.00	\$1,239.10	\$760.90	61.96 %
12.5481.34.01.5 WW ADMIN TELEPHONE LONG DISTANCE	\$1,000.00	\$59.35	\$940.65	5.94 %
12.5481.34.02.5 WW ADMIN INTERNET WAN SERVICE	\$12,000.00	\$4,633.99	\$7,366.01	38.62 %
12.5481.38.00.5 WW ADMIN DEPRECIATION	\$0.00	\$0.00	\$0.00	0.00 %
12.5481.40.00.5 WW ADMIN DUES/SUBSCRIPTS/MTGS	\$500.00	\$0.00	\$500.00	0.00 %
12.5481.48.00.5 WW ADMIN PROPERTY & LIABILITY INS	\$1,090.00	\$2,056.10	(\$966.10)	188.63 %
12.5481.48.01.5 WW ADMIN PC - DEDUCTIBLE EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
12.5481.56.00.5 WW ADMIN - OTR PUR SRVC	\$3,000.00	\$200.00	\$2,800.00	6.67 %
12.5481.60.00.5 WW ADMIN PROFESSIONAL SVCS	\$0.00	\$0.00	\$0.00	0.00 %
12.5481.61.00.5 WW ADMIN LEGAL SERVICES	\$0.00	\$1,659.00	(\$1,659.00)	0.00 %
12.5481.65.00.5 WW ADMIN EQUIPMENT VACTOR RESERVE	\$0.00	\$0.00	\$0.00	0.00 %
12.5481.70.00.5 WW ADMIN COPIER	\$260.00	\$200.02	\$59.98	76.93 %
12.5481.79.00.5 WW ADMIN MISCELLANEOUS	\$0.00	\$0.00	\$0.00	0.00 %
12.5481.83.00.5 WW ADMIN MACHINERY & EQUIPMENT	\$0.00	\$0.00	\$0.00	0.00 %
12.5481.83.01.5 WW ADMIN COMPUTER EQUIPMENT ALLOC	\$14,660.00	\$0.00	\$14,660.00	0.00 %
12.5481.83.02.5 WW ADMIN FINANCIAL SOFTWARE	\$0.00	\$0.00	\$0.00	0.00 %
12.5481.85.00.5 WW ADMIN FED/STATE GRANT EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
12.5481.90.00.5 WW ADMIN WWTP DEBT PRINCIPAL	\$157,170.00	\$192,374.71	(\$35,204.71)	122.40 %

6/6/2019



City of Montpelier
SEWER FUND FY 2019 Budget Report

83% of Fiscal Year Completed

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12.5481.91.00.5 WW ADMIN WWTP DEBT INTEREST	\$60,450.00	\$60,841.27	(\$391.27)	100.65 %
12.5481.92.00.5 WW ADMIN ENERGY IMPROV LEASE PYMT	\$0.00	\$0.00	\$0.00	0.00 %
12.5481.92.01.5 WW ADMIN ENERGY AUDIT	\$0.00	\$0.00	\$0.00	0.00 %
12.5481.94.01.5 WW ADMIN PENSON PRINCIPAL	\$425.00	\$732.02	(\$307.02)	172.24 %
12.5481.95.01.5 WW ADMIN PENSION INTEREST EXP	\$3,852.00	\$3,799.54	\$52.46	98.64 %
12.5481.96.00.5 WW ADMIN WATER METER DEPREC SHARE	\$15,000.00	\$15,000.00	\$0.00	100.00 %
12.5481.97.00.5 WW ADMIN ADMINISTRATIVE/MGMT SVCS	\$277,878.00	\$277,878.00	\$0.00	100.00 %
TOTAL WASTEWATER ADMINISTRATION	\$660,136.00	\$655,442.23	\$4,693.77	99.29%
12.5482 PRIVATE SEWER SYS MAINT				
12.5482.10.00.5 PRIV SWR MAINT SALARIES & WAGES	\$4,153.00	\$3,272.25	\$880.75	78.79 %
12.5482.11.00.5 PRIV SWR MAINT OVERTIME	\$65.00	\$39.10	\$25.90	60.15 %
12.5482.15.01.5 PRIV SWR MAINT DENTAL INSURANCE	\$21.00	\$17.29	\$3.71	82.33 %
12.5482.15.02.5 PRIV SWR MAINT FICA/MEDICARE	\$320.00	\$237.27	\$82.73	74.15 %
12.5482.15.03.5 PRIV SWR MAINT HEALTH INSURANCE	\$675.00	\$536.18	\$138.82	79.43 %
12.5482.15.04.5 PRIV SWR MAINT FLEX SPENDING ACCOUNT	\$15.00	\$9.61	\$5.39	64.07 %
12.5482.15.05.5 PRIV SWR MAINT LONG TERM CARE INS	\$3.00	\$1.68	\$1.32	56.00 %
12.5482.15.07.5 PRIV SWR MAINT CITY RETIREMENT	\$297.00	\$195.45	\$101.55	65.81 %
12.5482.15.08.5 PRIV SWR MAINT LIFE, STD, LTD INS	\$37.00	\$38.07	(\$1.07)	102.89 %
12.5482.15.09.5 PRIV SWR MAINT UNEMPLOY INSURANCE	\$10.00	\$1.55	\$8.45	15.50 %
12.5482.15.10.5 PRIV SWR MAINT WORKERS' COMPENSATION	\$260.00	\$213.95	\$46.05	82.29 %
12.5482.48.00.5 PRIV SWR MAINT PROP/LIAB INS	\$40.00	\$72.35	(\$32.35)	180.88 %
12.5482.56.00.5 PRIV SWR MAINT OTR PUR SRVC	\$5,000.00	\$1,346.20	\$3,653.80	26.92 %
12.5482.70.00.5 PRIV SWR MAINT COPIER	\$10.00	\$7.41	\$2.59	74.10 %
12.5482.94.01.5 PRIV SWR MAINT PENSION PRINCIPAL	\$5.00	\$8.92	(\$3.92)	178.40 %
12.5482.95.01.5 PRIV SWR MAINT PENSION INTEREST EXP	\$47.00	\$46.31	\$0.69	98.53 %
TOTAL PRIVATE SEWER SYS MAINT	\$10,958.00	\$6,043.59	\$4,914.41	55.15%
12.5491 DELQ SEWER FEES COLLECTION				
12.5491.10.00.5 DELQ SEWER TAX COLL SALARIES & WAGES	\$11,180.00	\$8,490.52	\$2,689.48	75.94 %
12.5491.15.01.5 DELQ SEWER TAX COLL DENTAL INSURANCE	\$84.00	\$36.29	\$47.71	43.20 %
12.5491.15.02.5 DELQ SEWER TAX COLL FICA/MEDICARE	\$862.00	\$637.80	\$224.20	73.99 %
12.5491.15.03.5 DELQ SEWER TAX COLL HEALTH INSURANCE	\$2,705.00	\$583.27	\$2,121.73	21.56 %



**City of Montpelier
SEWER FUND FY 2019 Budget Report**

83% of Fiscal Year Completed

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12.5491.15.04.5 DELQ SEWER TAX COLL FLEX SPENDING ACCOUNT	\$40.00	\$38.44	\$1.56	96.10 %
12.5491.15.05.5 DELQ SEWER TAX COLL LONG TERM CARE INSURANCE	\$0.00	\$0.00	\$0.00	0.00 %
12.5491.15.07.5 DELQ SEWER TAX COLL CITY RETIREMENT	\$818.00	\$346.23	\$471.77	42.33 %
12.5491.15.08.5 DELQ SEWER TAX COLL LIFE, STD, LTD INSURANCE	\$74.00	\$152.31	(\$78.31)	205.82 %
12.5491.15.09.5 DELQ SEWER TAX COLL UNEMPLOYMENT INSURANCE	\$15.00	\$6.20	\$8.80	41.33 %
12.5491.15.10.5 DELQ SEWER TAX COLL WORKERS' COMPENSATION	\$695.00	\$32.82	\$662.18	4.72 %
12.5491.15.12.5 DELQ SEWER TAX COLL PARKING FEE	\$60.00	\$0.00	\$60.00	0.00 %
12.5491.20.00.5 DELQ SEWER TAX COLL OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	0.00 %
12.5491.20.01.5 DELQ SEWER TAX COLL POSTAGE	\$1,000.00	\$116.57	\$883.43	11.66 %
12.5491.34.00.5 DELQ SEWER TAX COLL COMMUNICATIONS	\$0.00	\$0.00	\$0.00	0.00 %
12.5491.40.00.5 DELQ SEWER TAX COLL DUES/SUBSCRIPTS/MTGS	\$0.00	\$0.00	\$0.00	0.00 %
12.5491.48.00.5 DELQ SEWER TAX COLL PROPERTY & LIABILITY INS	\$160.00	\$289.38	(\$129.38)	180.86 %
12.5491.70.00.5 DELQ SEWER TAX COLL COPIER	\$30.00	\$29.54	\$0.46	98.47 %
12.5491.94.01.5 DELQ SEWER COLL PENSON PRINCIPAL	\$52.00	\$89.22	(\$37.22)	171.58 %
12.5491.95.01.5 DELQ SEWER TAX COLL PENSION INTEREST EXP	\$469.00	\$463.12	\$5.88	98.75 %
TOTAL DELQ SEWER FEES COLLECTION	\$18,244.00	\$11,311.71	\$6,932.29	62.00%
12.9961 TAX ABATEMENTS/CREDITS				
12.9961.00.00.5 UTILITY BILL ABATEMENT	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL TAX ABATEMENTS/CREDITS	\$0.00	\$0.00	\$0.00	0.00%
12.9962 GF MISC EXP				
12.9962.00.00.5 A/R SEWER BAD DEBT WRITE-OFF	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL GF MISC EXP	\$0.00	\$0.00	\$0.00	0.00%
TOTAL SEWER FUND EXPENDITURES	\$4,368,493.00	\$3,211,432.15	\$1,157,060.85	73.51%
SEWER FUND NET EXCESS / (DEFICIT)	(\$320,961.00)	\$716,850.19		



City of Montpelier
CEMETERY FUND FY 2019 Budget Report

83% of Fiscal Year Completed

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REVENUES				
17.2 INTERGOVERNMENTAL REV				
17.2301.00.00.4 FEMA STORM DAMAGE GRANT REV	\$0.00	\$0.00	\$0.00	0.00 %
17.2550.00.00.4 CEMETERY XFER CMTRY TRST-EXP	\$30,000.00	\$0.00	(\$30,000.00)	0.00 %
17.2660.00.00.4 CEMETERY OUTSIDE BURIALS	\$0.00	\$1,595.00	\$1,595.00	0.00 %
17.2700.00.00.4 CEMETERY INTEREST	\$0.00	\$0.00	\$0.00	0.00 %
17.2701.00.00.4 CEMETERY CHANGE IN MARKET VALUE	\$0.00	\$0.00	\$0.00	0.00 %
17.2770.00.00.4 CEMETERY ENDOWMENT CARE	\$8,000.00	\$6,900.00	(\$1,100.00)	86.25 %
17.2771.00.00.4 CEMETERY GRAVE OPENINGS	\$0.00	(\$1,290.00)	(\$1,290.00)	0.00 %
17.2771.00.01.4 CEMETERY GRAVE OPEN FULL BURIAL	\$10,000.00	\$11,900.00	\$1,900.00	119.00 %
17.2771.00.02.4 CEMETERY GRAVE OPEN CREMATION	\$10,000.00	\$2,725.00	(\$7,275.00)	27.25 %
17.2772.00.00.4 CEMETERY FOUNDATIONS	\$0.00	\$0.00	\$0.00	0.00 %
17.2773.00.00.4 CEMETERY VAULT CHARGES	\$1,000.00	\$3,102.50	\$2,102.50	310.25 %
17.2814.00.00.4 PROCEEDS FROM LTD	\$0.00	\$0.00	\$0.00	0.00 %
17.2816.00.00.4 SALE OF EQUIP PROCEEDS	\$0.00	\$0.00	\$0.00	0.00 %
17.2960.00.00.4 CEMETERY LOT SALES	\$3,000.00	\$1,600.00	(\$1,400.00)	53.33 %
17.2990.00.00.4 CEMETERY FOUNDATIONS	\$7,000.00	\$1,958.00	(\$5,042.00)	27.97 %
17.2990.00.01.4 CEMETERY MONUMENT SALES/REPAIR	\$0.00	\$0.00	\$0.00	0.00 %
17.2990.00.02.4 CEMETERY MONUMENT INSTALLATIONS	\$0.00	\$0.00	\$0.00	0.00 %
17.2990.00.03.4 CEMETERY MONUMENT REPAIR	\$1,500.00	\$1,240.00	(\$260.00)	82.67 %
17.2990.00.04.4 CEMETERY MONUMENT SALES/SANDBLAST	\$500.00	\$700.00	\$200.00	140.00 %
17.2992.00.00.4 CEMETERY MISC REIMBS	\$0.00	\$550.00	\$550.00	0.00 %
17.2993.00.00.4 CEMETERY NON-RESIDENT REVENUE	\$1,000.00	\$0.00	(\$1,000.00)	0.00 %
17.2994.00.00.4 CEMETERY XFER GENERAL FUND	\$98,545.00	\$98,545.00	\$0.00	100.00 %
17.2995.00.00.4 CEMETERY XFER PARKING FUND	\$12,000.00	\$12,000.00	\$0.00	100.00 %
17.2996.00.00.4 CEMETERY XFER DPW SMALL PARKS	\$27,900.00	\$27,900.00	\$0.00	100.00 %
17.2997.00.00.4 CEMETERY XFER GF CIP/EQUIPMENT	\$50,875.00	\$50,875.00	\$0.00	100.00 %
TOTAL INTERGOVERNMENTAL REV	\$261,320.00	\$220,300.50	(\$41,019.50)	84.30%
TOTAL CEMETERY FUND REVENUES	\$261,320.00	\$220,300.50	(\$41,019.50)	84.30%



City of Montpelier
CEMETERY FUND FY 2019 Budget Report

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EXPENDITURES				
17.7000 GREEN MOUNT CEMETERY				
17.7000.10.00.5 CEMETERY SALARIES & WAGES	\$93,370.00	\$71,302.03	\$22,067.97	76.37 %
17.7000.11.00.5 CEMETERY OVERTIME	\$6,430.00	\$8,174.52	(\$1,744.52)	127.13 %
17.7000.15.01.5 CEMETERY DENTAL INSURANCE	\$705.00	\$546.51	\$158.49	77.52 %
17.7000.15.02.5 CEMETERY FICA/MEDICARE	\$7,525.00	\$6,060.76	\$1,464.24	80.54 %
17.7000.15.03.5 CEMETERY HEALTH INSURANCE	\$9,060.00	\$3,938.49	\$5,121.51	43.47 %
17.7000.15.04.5 CEMETERY FLEX SPENDING ACCOUNT	\$375.00	\$128.78	\$246.22	34.34 %
17.7000.15.05.5 CEMETERY LONG TERM CARE INSURANCE	\$80.00	\$63.00	\$17.00	78.75 %
17.7000.15.07.5 CEMETERY CITY RETIREMENT	\$7,250.00	\$5,861.41	\$1,388.59	80.85 %
17.7000.15.08.5 CEMETERY LIFE, STD, LTD INSURANCE	\$1,170.00	\$1,260.40	(\$90.40)	107.73 %
17.7000.15.09.5 CEMETERY UNEMPLOYMENT INSURANCE	\$210.00	\$51.74	\$158.26	24.64 %
17.7000.15.10.5 CEMETERY WORKERS' COMPENSATION	\$5,000.00	\$4,187.64	\$812.36	83.75 %
17.7000.18.00.5 CEMETERY UNIFORMS/PROTECT CLOTHING	\$800.00	\$1,037.13	(\$237.13)	129.64 %
17.7000.20.00.5 CEMETERY OFFICE SUPPLIES	\$800.00	\$753.05	\$46.95	94.13 %
17.7000.20.01.5 CEMETERY POSTAGE	\$30.00	\$26.44	\$3.56	88.13 %
17.7000.21.00.5 CEMETERY OPERATING SUPPLIES	\$1,500.00	\$2,888.15	(\$1,388.15)	192.54 %
17.7000.21.01.5 CEMETERY FUEL	\$4,000.00	\$2,542.58	\$1,457.42	63.56 %
17.7000.23.00.5 CEMETERY SMALL TOOLS & EQUIP	\$5,150.00	\$1,117.06	\$4,032.94	21.69 %
17.7000.30.00.5 CEMETERY ADVERTISING	\$750.00	\$465.82	\$284.18	62.11 %
17.7000.34.00.5 CEMETERY TELEPHONE BASIC SERVICE	\$300.00	\$272.40	\$27.60	90.80 %
17.7000.34.01.5 CEMETERY TELEPHONE LONG DISTANCE	\$100.00	\$9.97	\$90.03	9.97 %
17.7000.34.02.5 CEMETERY INTERNET WAN SERVICE	\$1,100.00	\$222.79	\$877.21	20.25 %
17.7000.40.00.5 CEMETERY DUES/SUBSCRIPTS/MTGS	\$1,400.00	\$764.00	\$636.00	54.57 %
17.7000.48.00.5 CEMETERY PROPERTY & LIABILITY INS	\$5,790.00	\$5,394.73	\$395.27	93.17 %
17.7000.48.01.5 CEMETERY PC - DEDUCTIBLE EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
17.7000.56.00.5 CEMETERY CORRECTIONS - LABOR COST	\$28,000.00	\$15,300.00	\$12,700.00	54.64 %
17.7000.57.00.5 CEMETERY MONUMENT INSTALLATION	\$2,400.00	\$588.22	\$1,811.78	24.51 %
17.7000.57.01.5 CEMETERY MONUMENT REPAIR	\$1,000.00	\$6,481.97	(\$5,481.97)	648.20 %
17.7000.57.02.5 CEMETERY MONUMENT SALES/SANDBLAST	\$700.00	\$415.00	\$285.00	59.29 %
17.7000.58.00.5 CEMETERY FLOWER FUND	\$500.00	\$239.98	\$260.02	48.00 %
17.7000.58.01.5 CEMETERY ENDOWMENT CARE	\$8,000.00	\$0.00	\$8,000.00	0.00 %



City of Montpelier
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17.7000.60.00.5 CEMETERY PROFESSIONAL SVCS	\$1,000.00	\$400.00	\$600.00	40.00 %
17.7000.66.00.5 CEMETERY OTHER RENTALS	\$100.00	\$0.00	\$100.00	0.00 %
17.7000.67.00.5 CEMETERY STREET REPAIR & MAINT	\$100.00	\$262.80	(\$162.80)	262.80 %
17.7000.68.00.5 CEMETERY VEH/EQUIP REPAIR & MAINT	\$2,500.00	\$3,681.55	(\$1,181.55)	147.26 %
17.7000.68.01.5 CEMETERY TRUCK REPAIR & MAINT	\$500.00	\$315.58	\$184.42	63.12 %
17.7000.68.02.5 CEMETERY MOWING REPAIR & MAINT	\$1,500.00	\$395.58	\$1,104.42	26.37 %
17.7000.68.03.5 CEMETERY EXCAVATOR REPAIR & MAINT	\$0.00	\$156.17	(\$156.17)	0.00 %
17.7000.68.04.5 CEMETERY TRACTOR REPAIR & MAINT	\$200.00	\$30.72	\$169.28	15.36 %
17.7000.69.00.5 CEMETERY BLDGS/GRNDS REPAIR/MAINT	\$1,000.00	\$263.55	\$736.45	26.36 %
17.7000.69.01.5 CEMETERY SMALL PARKS MAINTENANCE	\$1,000.00	\$134.97	\$865.03	13.50 %
17.7000.70.00.5 CEMETERY COPIER	\$300.00	\$243.78	\$56.22	81.26 %
17.7000.72.00.5 CEMETERY TAXES/LICENSE/REGIST	\$0.00	\$85.25	(\$85.25)	0.00 %
17.7000.74.00.5 CEMETERY TRAVEL/TRANSPORTATION	\$100.00	\$4.10	\$95.90	4.10 %
17.7000.76.01.5 CEMETERY ELECTRIC	\$1,800.00	\$1,339.15	\$460.85	74.40 %
17.7000.76.02.5 CEMETERY HEATING FUEL	\$1,700.00	\$1,502.04	\$197.96	88.36 %
17.7000.76.03.5 CEMETERY TRASH REMOVAL	\$50.00	\$0.00	\$50.00	0.00 %
17.7000.76.04.5 CEMETERY IN HOUSE UTILITIES/WATER	\$1,500.00	\$993.70	\$506.30	66.25 %
17.7000.76.05.5 CEMETERY PORTOLET	\$2,000.00	\$1,270.40	\$729.60	63.52 %
17.7000.79.00.5 CEMETERY MISC	\$0.00	\$0.00	\$0.00	0.00 %
17.7000.80.00.5 CEMETERY ELM STREET CEMETERY	\$100.00	\$0.00	\$100.00	0.00 %
17.7000.80.01.5 CEMETERY TREES, BULBS, SHRUBS	\$1,500.00	\$0.00	\$1,500.00	0.00 %
17.7000.82.00.5 CEMETERY CIP PLAN CEMETERY	\$18,875.00	\$1,377.88	\$17,497.12	7.30 %
17.7000.83.00.5 CEMETERY EQUIPMENT PLAN CEMETERY	\$32,000.00	\$14,519.66	\$17,480.34	45.37 %
17.7000.91.00.5 CEMETERY INTEREST EXPENSE	\$0.00	\$680.63	(\$680.63)	0.00 %
17.7000.95.01.5 CEMETERY PENSION INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL GREEN MOUNT CEMETERY	\$261,320.00	\$167,752.08	\$93,567.92	64.19%
17.9962 GF MISC EXP				
17.9962.00.00.5 AR BAD DEBT EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL GF MISC EXP	\$0.00	\$0.00	\$0.00	0.00%
TOTAL CEMETERY FUND EXPENDITURES	\$261,320.00	\$167,752.08	\$93,567.92	64.19%
CEMETERY FUND NET EXCESS / (DEFICIT)	\$0.00	\$52,548.42		

6/6/2019



City of Montpelier
PARKS FUND FY 2019 Budget Report

83% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2019</u>	<u>Actual to Date Through 4/30/2019 (Unaudited)</u>	<u>Variance</u>	<u>Percent of Budget</u>
REVENUES				
18.22 PERMITS AND LICENSE REV				
18.2280.00.00.4 PARKS MISC GRANT REVENUE	\$6,000.00	\$7,300.00	\$1,300.00	121.67 %
TOTAL PERMITS AND LICENSE REV	\$6,000.00	\$7,300.00	\$1,300.00	121.67%
18.23 WATER REVENUE				
18.2300.00.00.4 PARKS TOWER GRANT REVENUE	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL WATER REVENUE	\$0.00	\$0.00	\$0.00	0.00%
18.261 EQUIPMENT/LAND REVENUE				
18.2614.00.00.4 PARKS SALE OF EQUIPMENT	\$0.00	\$9,324.90	\$9,324.90	0.00 %
TOTAL EQUIPMENT/LAND REVENUE	\$0.00	\$9,324.90	\$9,324.90	0.00%
18.264 OTHER REVENUE				
18.2642.00.00.5 PARKS ASH BORER GRANT EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
18.2648.00.00.4 PARKS VISTA	\$0.00	\$0.00	\$0.00	0.00 %
18.2649.00.00.4 PARKS MISC CONTRIBS	\$0.00	\$0.00	\$0.00	0.00 %
18.2649.00.01.4 PARKS PET WASTE CONTRIBS	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL OTHER REVENUE	\$0.00	\$0.00	\$0.00	0.00%
18.268 OTHER REVENUE				
18.2680.00.00.4 PARK ENCHANTED FOREST RECEIPTS	\$3,000.00	\$4,696.00	\$1,696.00	156.53 %
18.2682.00.00.4 PARKS T-SHIRT SALES	\$0.00	\$0.00	\$0.00	0.00 %
18.2685.00.00.4 PARKS SHELTER RESERVATION	\$1,000.00	\$1,023.00	\$23.00	102.30 %
TOTAL OTHER REVENUE	\$4,000.00	\$5,719.00	\$1,719.00	142.98%
18.28 MISC REVENUE				
18.2804.00.00.4 CONTRIBS/DONATIONS/FUNDRAISING	\$6,665.00	\$5,421.74	(\$1,243.26)	81.35 %
TOTAL MISC REVENUE	\$6,665.00	\$5,421.74	(\$1,243.26)	81.35%
18.29 OPERATING TRANSFERS				
18.2900.00.00.4 PARKS INTEREST REV	\$0.00	\$0.00	\$0.00	0.00 %
18.2907.00.00.4 PARKS W/C REIMB	\$0.00	\$0.00	\$0.00	0.00 %
18.2910.00.00.4 PARKS XFER GF OPERATIONS	\$181,895.00	\$181,895.00	\$0.00	100.00 %
18.2910.01.00.4 PARKS XFER GF PARK IMPACT FEES	\$0.00	\$0.00	\$0.00	0.00 %
18.2915.00.00.4 PARKS XFER FROM GF PET WASTE FEES	\$2,160.00	\$0.00	(\$2,160.00)	0.00 %



City of Montpelier
PARKS FUND FY 2019 Budget Report

83% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY</u> <u>2019</u>	<u>Actual to Date</u> <u>Through 4/30/2019</u> <u>(Unaudited)</u>	<u>Variance</u>	<u>Percent of</u> <u>Budget</u>
18.2983.00.00.4 PARKS RANGER HOUSE RENTAL	\$7,200.00	\$7,150.00	(\$50.00)	99.31 %
18.2984.00.00.4 PARKS XFER FROM OTHER FUNDS	\$0.00	\$0.00	\$0.00	0.00 %
18.2985.00.00.4 PARKS XFER GF EQUIPMENT	\$10,000.00	\$10,000.00	\$0.00	100.00 %
18.2986.00.00.4 PARKS XFER MONTPR FOUNDTN	\$0.00	\$0.00	\$0.00	0.00 %
18.2987.00.00.4 PARKS XFER GF CIP	\$9,000.00	\$9,000.00	\$0.00	100.00 %
18.2990.00.00.4 PARKS MISC. REVENUE	\$0.00	\$544.00	\$544.00	0.00 %
18.2992.00.00.4 PARKS MISC REIMB	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL OPERATING TRANSFERS	\$210,255.00	\$208,589.00	(\$1,666.00)	99.21%
TOTAL PARKS FUND REVENUES	\$226,920.00	\$236,354.64	\$9,434.64	104.16%



City of Montpelier
PARKS FUND FY 2019 Budget Report

83% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2019</u>	<u>Actual to Date Through 4/30/2019 (Unaudited)</u>	<u>Variance</u>	<u>Percent of Budget</u>
EXPENDITURES				
18.76 PARKS GRANT EXP				
18.7612.00.00.5 PARKS GRANT EXPENSES	\$0.00	\$0.00	\$0.00	0.00 %
18.7615.00.00.5 PARKS STATE HOUSE TRAIL	\$900.00	\$0.00	\$900.00	0.00 %
18.7621.00.00.5 PARKS GRANT EXP-COMMUNITY GARDEN	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL PARKS GRANT EXP	\$900.00	\$0.00	\$900.00	0.00%
18.7600 PARKS OPERATIONS				
18.7600.10.00.5 PARKS SALARIES & WAGES	\$100,070.00	\$83,002.64	\$17,067.36	82.94 %
18.7600.10.01.5 PARKS AMERICORP & SUMMER WAGES	\$16,000.00	\$18,249.75	(\$2,249.75)	114.06 %
18.7600.11.00.5 PARKS OVERTIME	\$0.00	\$10.31	(\$10.31)	0.00 %
18.7600.15.01.5 PARKS DENTAL INSURANCE	\$680.00	\$611.94	\$68.06	89.99 %
18.7600.15.02.5 PARKS FICA/MEDICARE	\$8,725.00	\$7,086.86	\$1,638.14	81.22 %
18.7600.15.03.5 PARKS HEALTH INSURANCE	\$23,910.00	\$16,610.66	\$7,299.34	69.47 %
18.7600.15.04.5 PARKS FLEX SPENDING ACCOUNT	\$400.00	\$339.96	\$60.04	84.99 %
18.7600.15.05.5 PARKS LONG TERM CARE INSURANCE	\$105.00	\$66.78	\$38.22	63.60 %
18.7600.15.07.5 PARKS CITY RETIREMENT	\$7,505.00	\$5,517.86	\$1,987.14	73.52 %
18.7600.15.08.5 PARKS LIFE, STD, LTD INSURANCE	\$1,230.00	\$1,335.67	(\$105.67)	108.59 %
18.7600.15.09.5 PARKS UNEMPLOYMENT INSURANCE	\$220.00	\$54.81	\$165.19	24.91 %
18.7600.15.10.5 PARKS WORKERS' COMPENSATION	\$5,735.00	\$5,457.04	\$277.96	95.15 %
18.7600.20.00.5 PARKS OFFICE SUPPLIES	\$200.00	\$40.25	\$159.75	20.13 %
18.7600.20.01.5 PARKS POSTAGE	\$70.00	\$1.00	\$69.00	1.43 %
18.7600.21.00.5 PARKS OPERATING SUPPLIES	\$2,000.00	\$2,059.96	(\$59.96)	103.00 %
18.7600.23.00.5 PARKS SMALL TOOLS & EQUIP	\$3,100.00	\$1,163.22	\$1,936.78	37.52 %
18.7600.30.00.5 PARKS ADVERTISING	\$200.00	\$118.68	\$81.32	59.34 %
18.7600.34.00.5 PARKS TELEPHONE BASIC SERVICE	\$130.00	\$264.13	(\$134.13)	203.18 %
18.7600.34.01.5 PARKS TELEPHONE LONG DISTANCE	\$100.00	\$10.82	\$89.18	10.82 %
18.7600.34.02.5 PARKS INTERNET WAN SERVICE	\$500.00	\$319.45	\$180.55	63.89 %
18.7600.34.03.5 PARKS CELL PHONE & PAGER	\$1,200.00	\$984.38	\$215.62	82.03 %
18.7600.40.00.5 PARKS DUES/SUBSCRIPTS/MTGS	\$1,500.00	\$89.00	\$1,411.00	5.93 %
18.7600.48.00.5 PARKS PROPERTY & LIABILITY INS	\$5,005.00	\$4,243.73	\$761.27	84.79 %
18.7600.48.01.5 PARKS PC - DEDUCTIBLE EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
18.7600.56.00.5 PARKS OTR PUR SRVC	\$2,000.00	\$5,176.21	(\$3,176.21)	258.81 %

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City of Montpelier
PARKS FUND FY 2019 Budget Report

83% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2019</u>	<u>Actual to Date Through 4/30/2019 (Unaudited)</u>	<u>Variance</u>	<u>Percent of Budget</u>
18.7600.62.00.5 PARKS PRINTING & BINDING	\$200.00	\$7.93	\$192.07	3.97 %
18.7600.67.00.5 PARKS ROADS/REPAIR/MAINT	\$2,000.00	\$0.00	\$2,000.00	0.00 %
18.7600.68.00.5 PARKS VEHS/EQUIP REPAIR/MAINT	\$8,000.00	\$4,725.06	\$3,274.94	59.06 %
18.7600.69.00.5 PARKS BLDG/GRNDS REPAIR/MAINT	\$5,000.00	\$2,416.55	\$2,583.45	48.33 %
18.7600.69.01.5 PARKS NON RE-OCCURRING MAINT	\$2,000.00	\$550.51	\$1,449.49	27.53 %
18.7600.69.02.5 PARKS TOWER REPAIRS/MAINT	\$0.00	\$0.00	\$0.00	0.00 %
18.7600.70.00.5 PARKS COPIER	\$295.00	\$239.20	\$55.80	81.08 %
18.7600.74.00.5 PARKS TRAVEL/TRANSPORTATION	\$300.00	\$0.00	\$300.00	0.00 %
18.7600.76.01.5 PARKS ELECTRIC	\$885.00	\$379.93	\$505.07	42.93 %
18.7600.76.02.5 PARKS HEAT	\$0.00	\$165.81	(\$165.81)	0.00 %
18.7600.76.03.5 PARKS TRASH REMOVAL	\$200.00	\$165.69	\$34.31	82.85 %
18.7600.76.04.5 PARKS IN HOUSE UTILITIES/WATER	\$400.00	\$479.50	(\$79.50)	119.88 %
18.7600.79.00.5 PARKS MISC	\$250.00	\$7,189.96	(\$6,939.96)	2,875.98 %
18.7600.79.01.5 PARKS PET WASTE EXP	\$2,160.00	\$607.50	\$1,552.50	28.13 %
18.7600.79.02.5 PARKS EVENT EXPENSE	\$0.00	\$3,529.55	(\$3,529.55)	0.00 %
18.7600.82.00.5 PARKS CIP PLAN PARKS	\$9,000.00	\$1,298.66	\$7,701.34	14.43 %
18.7600.83.00.5 PARKS EQUIPMENT PLAN PARKS	\$10,000.00	\$3,351.42	\$6,648.58	33.51 %
18.7600.83.01.5 PARKS TOWER RESTORATION	\$0.00	\$0.00	\$0.00	0.00 %
18.7600.94.01.5 PARKS PENSON PRINCIPAL	\$645.00	\$431.89	\$213.11	66.96 %
18.7600.95.01.5 PARKS PENSION INTEREST EXP	\$3,600.00	\$2,241.68	\$1,358.32	62.27 %
18.7600.99.01.5 PARKS XFER TO GF-TREE WARDEN ASST	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL PARKS OPERATIONS	\$225,520.00	\$180,595.95	\$44,924.05	80.08%
18.764 PARKS MISC EXP				
18.7643.00.00.5 PARKS PEACE PARK	\$500.00	\$0.00	\$500.00	0.00 %
18.7644.00.00.5 PARKS IMPACT EXP	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL PARKS MISC EXP	\$500.00	\$0.00	\$500.00	0.00%
TOTAL PARKS FUND EXPENDITURES	\$226,920.00	\$180,595.95	\$46,324.05	79.59%
PARKS FUND NET EXCESS / (DEFICIT)	\$0.00	\$55,758.69		



City of Montpelier
FUND 36 FY 2019 Budget Report

83% of Fiscal Year Completed

Account Number and Description

Budget FY
2019

Actual to Date
Through 4/30/2019
(Unaudited)

Variance

Percent of
Budget

REVENUES

36.23 INTERGOVERNMENTAL REV

36.2301.00.00.4 DEFERRED INFLOWS-PENSION RELATED	\$0.00	\$0.00	\$0.00	0.00 %
36.2305.00.00.4 REC GRANTS-PRIVATE	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL INTERGOVERNMENTAL REV	\$0.00	\$0.00	\$0.00	0.00%

36.24 FEES & CHARGES FOR SERVICES

36.2400.00.00.4 REC SEASON PASSES-SWIM POOL	\$25,500.00	\$6,637.00	(\$18,863.00)	26.03 %
36.2401.00.00.4 REC SEASON PASSES-REC CTR	\$700.00	\$1,410.00	\$710.00	201.43 %
36.2402.00.00.4 REC SEASON PASSES-OUTDOOR	\$0.00	\$0.00	\$0.00	0.00 %
36.2420.00.00.4 REC DAILY ADMISSION-POOL	\$10,000.00	\$10,154.50	\$154.50	101.55 %
36.2421.00.00.4 REC DAILY ADMISSION-REC CTR	\$2,800.00	\$2,592.50	(\$207.50)	92.59 %
36.2422.00.00.4 REC DAILY ADM-OUTDR FACILITY	\$0.00	\$0.00	\$0.00	0.00 %
36.2430.00.00.4 REC PROGRAM FEES-POOL	\$12,000.00	\$5,152.25	(\$6,847.75)	42.94 %
36.2431.00.00.4 REC PROGRAM FEES-REC CTR	\$45,000.00	\$39,544.83	(\$5,455.17)	87.88 %
36.2432.00.00.4 REC PROGRAM FEES-OUTDR FACILITY	\$142,000.00	\$107,861.12	(\$34,138.88)	75.96 %
36.2440.00.00.4 REC CONCESSIONS-POOL	\$7,800.00	\$6,355.00	(\$1,445.00)	81.47 %
36.2441.00.00.4 REC CONCESSIONS-REC CTR	\$0.00	\$165.00	\$165.00	0.00 %
36.2442.00.00.4 REC CONCESSIONS-OUTDR FACILITY	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL FEES & CHARGES FOR SERVICES	\$245,800.00	\$179,872.20	(\$65,927.80)	73.18%

36.25 RENTS & COMMISSIONS/UTILITY FEES

36.2502.00.00.4 REC RENTALS-REC CENTER	\$9,500.00	\$10,560.00	\$1,060.00	111.16 %
36.2503.00.00.4 REC RENTALS-OUTDR FACILITY	\$12,000.00	\$11,020.00	(\$980.00)	91.83 %
TOTAL RENTS & COMMISSIONS/UTILITY FEES	\$21,500.00	\$21,580.00	\$80.00	100.37%

36.27 INTEREST/INVESTMENT REVENUE

36.2700.00.00.4 REC INTEREST INCOME	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL INTEREST/INVESTMENT REVENUE	\$0.00	\$0.00	\$0.00	0.00%

36.28 MISC REVENUE

36.2800.00.00.4 REC SKI & SKATE SALE	\$8,500.00	\$7,360.32	(\$1,139.68)	86.59 %
36.2801.00.00.4 REC MISC REVENUE	\$2,000.00	\$9,014.71	\$7,014.71	450.74 %
36.2802.00.00.4 FEE FOR SERVICES - SCHOOL	\$15,000.00	\$15,441.59	\$441.59	102.94 %
36.2803.00.00.4 XFER FROM MSAC PLOWING	\$0.00	\$0.00	\$0.00	0.00 %

6/6/2019



City of Montpelier
FUND 36 FY 2019 Budget Report

83% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY</u> <u>2019</u>	<u>Actual to Date</u> <u>Through 4/30/2019</u> <u>(Unaudited)</u>	<u>Variance</u>	<u>Percent of</u> <u>Budget</u>
36.2804.00.00.4 REC CONTRIBS/DONATIONS/FUNDRAISING	\$6,665.00	\$15,000.00	\$8,335.00	225.06 %
TOTAL MISC REVENUE	\$32,165.00	\$46,816.62	\$14,651.62	145.55%
36.29 OPERATING TRANSFERS				
36.2910.00.00.4 REC XFER FROM GF-OPERATIONS	\$530,645.00	\$530,645.00	\$0.00	100.00 %
36.2997.00.00.4 REC XFER CIP & EQUIP	\$22,500.00	\$22,500.00	\$0.00	100.00 %
TOTAL OPERATING TRANSFERS	\$553,145.00	\$553,145.00	\$0.00	100.00%
TOTAL FUND 36 REVENUES	\$852,610.00	\$801,413.82	(\$51,196.18)	94.00%



City of Montpelier
FUND 36 FY 2019 Budget Report

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EXPENDITURES				
36.7570 REC ADMIN				
36.7570.10.00.5 REC ADMIN SALARIES & WAGES	\$149,465.00	\$133,166.74	\$16,298.26	89.10 %
36.7570.11.00.5 REC ADMIN OVERTIME	\$530.00	\$403.91	\$126.09	76.21 %
36.7570.15.01.5 REC ADMIN DETAL INSURANCE	\$1,260.00	\$697.20	\$562.80	55.33 %
36.7570.15.02.5 REC ADMIN FICA/MEDICARE	\$11,120.00	\$9,765.73	\$1,354.27	87.82 %
36.7570.15.03.5 REC ADMIN HEATH INSURANCE	\$41,060.00	\$16,880.07	\$24,179.93	41.11 %
36.7570.15.04.5 REC ADMIN FLEX SPENDING ACCOUNT	\$750.00	\$583.83	\$166.17	77.84 %
36.7570.15.07.5 REC ADMIN CITY RETIREMENT	\$10,875.00	\$9,263.05	\$1,611.95	85.18 %
36.7570.15.08.5 REC ADMIN LIFE,STD,LTD INSURANCE	\$2,125.00	\$2,310.56	(\$185.56)	108.73 %
36.7570.15.09.5 REC ADMIN UNEMPLOYMENT INSURANCE	\$375.00	\$94.13	\$280.87	25.10 %
36.7570.15.10.5 REC ADMIN WORKERS' COMPENSATION	\$5,535.00	\$3,599.70	\$1,935.30	65.04 %
36.7570.20.00.5 REC ADMIN SUPPLIES	\$2,600.00	\$1,034.87	\$1,565.13	39.80 %
36.7570.20.01.5 REC ADMIN POSTAGE	\$900.00	\$233.40	\$666.60	25.93 %
36.7570.30.00.5 REC ADMIN ADVERTISING	\$3,150.00	\$560.82	\$2,589.18	17.80 %
36.7570.34.00.5 REC ADMIN TELEPHONE	\$760.00	\$913.71	(\$153.71)	120.23 %
36.7570.34.02.5 REC ADMIN INTERNET WAN SERVICE	\$0.00	\$6,180.82	(\$6,180.82)	0.00 %
36.7570.40.00.5 REC ADMIN DUES/SUBSCRIPTIONS/MTGS	\$385.00	\$429.38	(\$44.38)	111.53 %
36.7570.41.00.5 REC ADMIN TRAINING	\$2,000.00	\$1,845.51	\$154.49	92.28 %
36.7570.48.00.5 REC ADMIN PROP & LIAB INS	\$17,990.00	\$11,328.35	\$6,661.65	62.97 %
36.7570.56.00.5 REC ADMIN OTHER PURCHASED SRVCS	\$6,100.00	\$3,846.00	\$2,254.00	63.05 %
36.7570.62.00.5 REC ADMIN PRINTING/COPIER	\$500.00	\$43.35	\$456.65	8.67 %
36.7570.68.00.5 REC ADMIN EQUIP MAINT/RENTAL	\$400.00	\$0.00	\$400.00	0.00 %
36.7570.70.00.5 REC ADMIN COPIER-CITY ALLOCATION	\$620.00	\$1,617.72	(\$997.72)	260.92 %
36.7570.74.00.5 REC ADMIN TRAVEL/TRANSPORTATION	\$3,630.00	\$955.53	\$2,674.47	26.32 %
36.7570.79.00.5 REC ADMIN MISC EXP	\$3,500.00	\$6,284.79	(\$2,784.79)	179.57 %
36.7570.83.00.5 REC ADMIN EQUIPMENT	\$0.00	\$0.00	\$0.00	0.00 %
36.7570.94.01.5 REC ADMIN PENSON PRINCIPAL	\$2,010.00	\$1,840.00	\$170.00	91.54 %
36.7570.95.01.5 REC ADMIN PENSION INTEREST EXP	\$9,905.00	\$10,892.74	(\$987.74)	109.97 %
TOTAL REC ADMIN	\$277,545.00	\$224,771.91	\$52,773.09	80.99%
36.7571 REC CTR				
36.7571.10.00.5 REC CTR SALARIES & WAGES	\$9,200.00	\$6,106.63	\$3,093.37	66.38 %

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City of Montpelier
FUND 36 FY 2019 Budget Report

83% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2019</u>	<u>Actual to Date Through 4/30/2019 (Unaudited)</u>	<u>Variance</u>	<u>Percent of Budget</u>
36.7571.11.00.5 REC CTR OVERTIME	\$0.00	\$0.00	\$0.00	0.00 %
36.7571.15.01.5 REC CTR DENTAL INSURANCE	\$0.00	\$0.00	\$0.00	0.00 %
36.7571.15.02.5 REC CTR FICA/MEDICARE	\$705.00	\$467.22	\$237.78	66.27 %
36.7571.15.03.5 REC CTR HEALTH INSURANCE	\$0.00	\$0.00	\$0.00	0.00 %
36.7571.15.04.5 REC CTR FLEX SPENDING ACCOUNT	\$0.00	\$0.00	\$0.00	0.00 %
36.7571.15.07.5 REC CTR CITY RETIREMENT	\$0.00	\$0.00	\$0.00	0.00 %
36.7571.15.08.5 REC CTR LIFE,STD, LTD INSURANCE	\$0.00	\$0.00	\$0.00	0.00 %
36.7571.15.09.5 REC CTR UNEMPLOYMENT INSURANCE	\$0.00	\$0.00	\$0.00	0.00 %
36.7571.15.10.5 REC CTR WORKERS' COMPENSATION	\$470.00	\$412.72	\$57.28	87.81 %
36.7571.20.00.5 REC CTR SUPPLIES	\$15,715.00	\$11,357.77	\$4,357.23	72.27 %
36.7571.34.00.5 REC CTR TELEPHONE	\$0.00	\$0.00	\$0.00	0.00 %
36.7571.48.00.5 REC CTR PROP & LIAB INS	\$0.00	\$0.00	\$0.00	0.00 %
36.7571.56.00.5 REC CTR OTHER PUR SRVCS	\$15,725.00	\$14,713.15	\$1,011.85	93.57 %
36.7571.68.00.5 REC CTR EQUIP MAINT/RENTAL	\$0.00	\$0.00	\$0.00	0.00 %
36.7571.70.00.5 REC CTR COPIER-CITY ALLOCATION	\$0.00	\$0.00	\$0.00	0.00 %
36.7571.76.01.5 REC CTR ELECTRIC	\$3,500.00	\$3,128.96	\$371.04	89.40 %
36.7571.76.02.5 REC CTR HEATING FUEL	\$12,280.00	\$11,168.74	\$1,111.26	90.95 %
36.7571.76.03.5 REC CTR TRASH REMOVAL	\$1,825.00	\$1,364.28	\$460.72	74.76 %
36.7571.76.04.5 REC CTR WATER/SEWER USE	\$900.00	\$828.20	\$71.80	92.02 %
36.7571.83.00.5 REC CTR EQUIPMENT	\$0.00	\$0.00	\$0.00	0.00 %
36.7571.95.01.5 REC CTR PENSION INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL REC CTR	\$60,320.00	\$49,547.67	\$10,772.33	82.14%
36.7572 REC FIELDS				
36.7572.10.00.5 REC FIELDS SALARIES & WAGES	\$194,050.00	\$130,852.21	\$63,197.79	67.43 %
36.7572.11.00.5 REC FIELDS OVERTIME	\$7,150.00	\$8,023.04	(\$873.04)	112.21 %
36.7572.15.01.5 REC FIELDS DENTAL INSURANCE	\$840.00	\$644.91	\$195.09	76.78 %
36.7572.15.02.5 REC FIELDS FICA/MEDICARE	\$14,620.00	\$10,061.28	\$4,558.72	68.82 %
36.7572.15.03.5 REC FIELDS HEALTH INSURANCE	\$25,010.00	\$16,478.58	\$8,531.42	65.89 %
36.7572.15.04.5 REC FIELDS FLEX SPENDING ACCOUNT	\$500.00	\$355.58	\$144.42	71.12 %
36.7572.15.07.5 REC FIELDS CITY RETIREMENT	\$7,490.00	\$4,611.96	\$2,878.04	61.57 %
36.7572.15.08.5 REC FIELDS LIFE,STD,LTD INSURANCE	\$1,300.00	\$1,418.76	(\$118.76)	109.14 %
36.7572.15.09.5 REC FIELDS UNEMPLOYMENT INSURANCE	\$250.00	\$57.33	\$192.67	22.93 %

6/6/2019



City of Montpelier
FUND 36 FY 2019 Budget Report

83% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2019</u>	<u>Actual to Date Through 4/30/2019 (Unaudited)</u>	<u>Variance</u>	<u>Percent of Budget</u>
36.7572.15.10.5 REC FIELDS WORKERS' COMPENSATION	\$10,160.00	\$8,517.64	\$1,642.36	83.84 %
36.7572.18.00.5 REC FIELDS UNIFORMS	\$880.00	\$697.91	\$182.09	79.31 %
36.7572.20.00.5 REC FIELDS SUPPLIES	\$38,500.00	\$32,987.47	\$5,512.53	85.68 %
36.7572.34.00.5 REC FIELDS TELEPHONE	\$0.00	\$0.00	\$0.00	0.00 %
36.7572.48.00.5 REC FIELDS PROP & LIAB INSURANCE	\$0.00	\$2,031.44	(\$2,031.44)	0.00 %
36.7572.56.00.5 REC FIELDS OTHER PURCH SRVS	\$28,990.00	\$16,662.00	\$12,328.00	57.47 %
36.7572.68.00.5 REC FIELDS EQUIP MAINT/RENTAL	\$6,300.00	\$5,197.93	\$1,102.07	82.51 %
36.7572.70.00.5 REC FIELDS COPIER-CITY ALLOCATION	\$355.00	\$292.93	\$62.07	82.52 %
36.7572.76.01.5 REC FIELDS ELECTRIC	\$7,190.00	\$4,842.00	\$2,348.00	67.34 %
36.7572.76.02.5 REC FIELDS HEATING FUEL	\$2,300.00	\$1,987.20	\$312.80	86.40 %
36.7572.76.03.5 REC FIELDS TRASH REMOVAL	\$1,300.00	\$1,391.50	(\$91.50)	107.04 %
36.7572.76.04.5 REC FIELDS WATER/SEWER	\$2,950.00	\$1,678.90	\$1,271.10	56.91 %
36.7572.83.00.5 REC FIELDS EQUIPMENT	\$2,075.00	\$1,637.31	\$437.69	78.91 %
36.7572.95.01.5 REC FIELDS PENSION INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL REC FIELDS	\$352,210.00	\$250,427.88	\$101,782.12	71.10%
36.7573 REC POOL				
36.7573.10.00.5 REC POOL SALARIES & WAGES	\$59,775.00	\$31,413.67	\$28,361.33	52.55 %
36.7573.11.00.5 REC POOL OVERTIME	\$1,240.00	\$2,463.05	(\$1,223.05)	198.63 %
36.7573.15.01.5 REC POOL DENTAL INSURANCE	\$0.00	\$0.00	\$0.00	0.00 %
36.7573.15.02.5 REC POOL FICA/MEDICARE	\$4,670.00	\$2,591.56	\$2,078.44	55.49 %
36.7573.15.03.5 REC POOL HEALTH INSURANCE	\$0.00	\$0.00	\$0.00	0.00 %
36.7573.15.04.5 REC POOL FLEX SPENDING ACCOUNT	\$0.00	\$0.00	\$0.00	0.00 %
36.7573.15.07.5 REC POOL CITY RETIREMENT	\$0.00	\$0.00	\$0.00	0.00 %
36.7573.15.08.5 REC POOL LIFE,STD,LTD INSURANCE	\$0.00	\$0.00	\$0.00	0.00 %
36.7573.15.09.5 REC POOL	\$0.00	\$0.00	\$0.00	0.00 %
36.7573.15.10.5 REC POOL WORKERS' COMPENSATION	\$3,100.00	\$2,570.66	\$529.34	82.92 %
36.7573.18.00.5 REC POOL UNIFORMS/PROT CLOTHING	\$1,200.00	\$19.30	\$1,180.70	1.61 %
36.7573.20.00.5 REC POOL SUPPLIES	\$24,035.00	\$10,979.35	\$13,055.65	45.68 %
36.7573.21.00.5 REC POOL CONCESSIONS FOOD	\$6,000.00	\$3,618.98	\$2,381.02	60.32 %
36.7573.30.00.5 REC POOL ADVERTISING	\$100.00	\$0.00	\$100.00	0.00 %
36.7573.34.00.5 REC POOL TELEPHONE	\$300.00	\$179.29	\$120.71	59.76 %
36.7573.48.00.5 REC POOL PROP & LIAB INS	\$0.00	\$0.00	\$0.00	0.00 %

6/6/2019



City of Montpelier
FUND 36 FY 2019 Budget Report

83% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2019</u>	<u>Actual to Date Through 4/30/2019 (Unaudited)</u>	<u>Variance</u>	<u>Percent of Budget</u>
36.7573.56.00.5 REC POOL OTHER PURCH SRVS	\$7,970.00	\$1,200.00	\$6,770.00	15.06 %
36.7573.62.00.5 REC POOL PRINTING	\$150.00	\$0.00	\$150.00	0.00 %
36.7573.68.00.5 REC POOL EQUIP MAINT/RENTAL	\$4,000.00	\$194.59	\$3,805.41	4.86 %
36.7573.70.00.5 REC POOL COPIER-CITY ALLOCATION	\$0.00	\$0.00	\$0.00	0.00 %
36.7573.72.00.5 REC POOL RMS & MEALS TAX	\$700.00	\$660.57	\$39.43	94.37 %
36.7573.76.01.5 REC POOL ELECTRIC	\$7,000.00	\$4,795.80	\$2,204.20	68.51 %
36.7573.76.02.5 REC POOL HEATING FUEL	\$0.00	\$0.00	\$0.00	0.00 %
36.7573.76.03.5 REC POOL TRASH REMOVAL	\$0.00	\$0.00	\$0.00	0.00 %
36.7573.76.04.5 REC POOL WATER/SEWER USE	\$16,500.00	\$14,187.33	\$2,312.67	85.98 %
36.7573.76.05.5 REC POOL PROPANE	\$600.00	\$70.97	\$529.03	11.83 %
36.7573.79.00.5 REC POOL MISC. EXP	\$1,700.00	\$0.00	\$1,700.00	0.00 %
36.7573.83.00.5 REC POOL EQUIPMENT	\$995.00	\$0.00	\$995.00	0.00 %
36.7573.95.01.5 REC POOL PENSION INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL REC POOL	\$140,035.00	\$74,945.12	\$65,089.88	53.52%
36.7574 REC SKATING				
36.7574.56.00.5 REC SKATING OTHR PURCH SRVS	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL REC SKATING	\$0.00	\$0.00	\$0.00	0.00%
36.7580 REC CAPITAL IMPROVEMENTS				
36.7580.82.00.5 REC CAPITAL IMPROVEMENTS	\$0.00	\$50,950.00	(\$50,950.00)	0.00 %
36.7580.83.00.5 REC EQUIPMENT PLAN	\$22,500.00	\$0.00	\$22,500.00	0.00 %
TOTAL REC CAPITAL IMPROVEMENTS	\$22,500.00	\$50,950.00	(\$28,450.00)	226.44%
36.9951 GF MISC EXP				
36.9951.60.00.5 MISC USE OF FUND BALANCE	\$0.00	\$20,798.12	(\$20,798.12)	0.00 %
TOTAL GF MISC EXP	\$0.00	\$20,798.12	(\$20,798.12)	0.00%
TOTAL FUND 36 EXPENDITURES	\$852,610.00	\$671,440.70	\$181,169.30	78.75%
FUND 36 NET EXCESS / (DEFICIT)	\$0.00	\$129,973.12		



City of Montpelier
SENIOR CENTER FY 2019 Budget Report

83% of Fiscal Year Completed

Account Number and Description

Budget FY
2019

Actual to Date
Through 4/30/2019
(Unaudited)

Variance

Percent of
Budget

REVENUES

38.23 INTERGOVERNMENTAL REV

38.2301.00.00.4 SR CTR GRANT REV -FED/STATE	\$0.00	\$0.00	\$0.00	0.00 %
38.2305.00.00.4 GRANTS-PRIVATE	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL INTERGOVERNMENTAL REV	\$0.00	\$0.00	\$0.00	0.00%

38.24 FEES & CHARGES FOR SERVICES

38.2401.00.00.4 SR CTR MEMBERSHIP DUES	\$23,880.00	\$8,837.50	(\$15,042.50)	37.01 %
38.2402.00.00.4 FEES & CHARGES FOR SERVICES	\$0.00	\$744.00	\$744.00	0.00 %
38.2403.00.00.4 SR CTR CLASS FEES	\$143,750.00	\$101,927.00	(\$41,823.00)	70.91 %
38.2405.00.00.4 SR CTR MEAL CONTRIBUTIONS	\$20,000.00	\$21,422.12	\$1,422.12	107.11 %
38.2407.00.00.4 SR CTR TRIP INCOME	\$16,750.00	\$12,682.00	(\$4,068.00)	75.71 %
38.2409.00.00.4 SR CTR SPECIAL DINNERS	\$12,000.00	\$0.00	(\$12,000.00)	0.00 %
38.2411.00.00.4 SR CTR SPECIAL FOODS	\$56,640.00	\$48,204.78	(\$8,435.22)	85.11 %
38.2425.00.00.4 SR CTR SPECIAL PROJECTS	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL FEES & CHARGES FOR SERVICES	\$273,020.00	\$193,817.40	(\$79,202.60)	70.99%

38.25 RENTS & COMMISSIONS/UTILITY FEES

38.2502.00.00.4 SR CTR FACILITY RENTAL REV	\$5,500.00	\$6,881.50	\$1,381.50	125.12 %
38.2505.00.00.4 SR CTR AD & SPONSORSHIP REV	\$3,750.00	\$340.00	(\$3,410.00)	9.07 %
TOTAL RENTS & COMMISSIONS/UTILITY FEES	\$9,250.00	\$7,221.50	(\$2,028.50)	78.07%

38.27 INTEREST/INVESTMENT REVENUE

38.2700.00.00.4 SR CTR CORRY FUND-OPERATIONS	\$50,000.00	\$58,106.14	\$8,106.14	116.21 %
38.2701.00.00.4 SR CTR CORRY FUND-INVESTMENT REVENUE	\$0.00	\$0.00	\$0.00	0.00 %
38.2705.00.00.4 SR CTR INTEREST INCOME	\$0.00	\$48.38	\$48.38	0.00 %
38.2705.00.01.4 SR CTR REALIZED GAIN	\$0.00	\$10,593.95	\$10,593.95	0.00 %
38.2705.00.02.4 SR CTR UNREALIZED LOSS/(GAIN)	\$0.00	(\$33,062.23)	(\$33,062.23)	0.00 %
38.2706.00.00.4 SR CTR INVESTMENT INCOME	\$19,000.00	\$5,476.71	(\$13,523.29)	28.82 %
TOTAL INTEREST/INVESTMENT REVENUE	\$69,000.00	\$41,162.95	(\$27,837.05)	59.66%

38.28 MISC REVENUE

38.2801.00.00.4 SR CTR CONTRIBUTIONS	\$12,665.00	\$6,417.05	(\$6,247.95)	50.67 %
38.2801.01.00.4 SR CTR APPEAL REVENUE	\$17,500.00	\$6,820.00	(\$10,680.00)	38.97 %
38.2801.02.00.4 SR CTR BOARD MEMBER GIFTS	\$0.00	\$0.00	\$0.00	0.00 %

6/6/2019



City of Montpelier
SENIOR CENTER FY 2019 Budget Report

83% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2019</u>	<u>Actual to Date Through 4/30/2019 (Unaudited)</u>	<u>Variance</u>	<u>Percent of Budget</u>
38.2802.00.00.4 SR CTR MEMORIAL GIFTS	\$0.00	\$1,375.00	\$1,375.00	0.00 %
38.2803.00.00.4 SR CTR FUND RAISING-BAZAAR/WINDOW	\$0.00	\$0.00	\$0.00	0.00 %
38.2804.00.00.4 SR CTR FUND RAISING-MERCHANDISE SALE	\$100.00	\$0.00	(\$100.00)	0.00 %
38.2805.00.00.4 SR CTR FUND RAISING-RUMMAGE SALE	\$4,000.00	\$5,679.52	\$1,679.52	141.99 %
38.2808.00.00.4 CONTRIBUTIONS-CLASS SCHOLARSHIPS	\$500.00	\$249.00	(\$251.00)	49.80 %
38.2808.00.01.4 CONTRIBUTIONS-TRIP SCHOLARSHIPS	\$50.00	\$0.00	(\$50.00)	0.00 %
38.2809.00.00.4 SR CTR GRANT REV - PRIVATE	\$50,000.00	\$0.00	(\$50,000.00)	0.00 %
38.2810.00.00.4 SR CTR OTHER TOWNS CONTRIBUTION	\$28,800.00	\$28,700.00	(\$100.00)	99.65 %
38.2816.00.00.4 SR CTR TRANSFER FROM ENDOWMENT ACCOUNT	\$0.00	\$0.00	\$0.00	0.00 %
38.2817.00.00.4 TRANSFER FROM MONTPELIER FOUNDATION	\$0.00	\$0.00	\$0.00	0.00 %
38.2820.00.00.4 SR CTR MISC INCOME	\$400.00	\$20.00	(\$380.00)	5.00 %
TOTAL MISC REVENUE	\$114,015.00	\$49,260.57	(\$64,754.43)	43.21%
38.29 OPERATING TRANSFERS				
38.2909.00.01.4 XFER FROM REC DEPT	\$0.00	\$0.00	\$0.00	0.00 %
38.2910.00.00.4 SR CTR XFER GF OPERATIONS	\$130,230.00	\$130,230.00	\$0.00	100.00 %
38.2997.00.00.4 SR CTR XFER GF CIP/EQUIPMENT	\$0.00	\$0.00	\$0.00	0.00 %
38.2998.00.00.4 SR CTR ENDOWMENT REVENUE	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL OPERATING TRANSFERS	\$130,230.00	\$130,230.00	\$0.00	100.00%
TOTAL SENIOR CENTER REVENUES	\$595,515.00	\$421,692.42	(\$173,822.58)	70.81%



City of Montpelier
SENIOR CENTER FY 2019 Budget Report

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EXPENDITURES				
38.3800 SENIOR CTR OPERATIONS				
38.3800.10.00.5 SR CTR SALARIES & WAGES	\$132,775.00	\$95,926.22	\$36,848.78	72.25 %
38.3800.11.00.5 SR CTR OVERTIME	\$0.00	\$92.85	(\$92.85)	0.00 %
38.3800.15.01.5 SR CTR DENTAL INSURANCE	\$1,260.00	\$697.20	\$562.80	55.33 %
38.3800.15.02.5 SR CTR FICA/MEDICARE	\$9,700.00	\$6,889.58	\$2,810.42	71.03 %
38.3800.15.03.5 SR CTR HEALTH INSURANCE	\$33,880.00	\$16,563.54	\$17,316.46	48.89 %
38.3800.15.04.5 SR CTR FLEX SPENDING ACCOUNT	\$750.00	\$481.72	\$268.28	64.23 %
38.3800.15.05.5 SR CTR LONG TERM CARE INSURANCE	\$120.00	\$0.00	\$120.00	0.00 %
38.3800.15.07.5 SR CTR CITY RETIREMENT	\$9,630.00	\$6,485.38	\$3,144.62	67.35 %
38.3800.15.08.5 SR CTR LIFE, STD, LTD INSURANCE	\$1,635.00	\$1,904.12	(\$269.12)	116.46 %
38.3800.15.09.5 SR CTR UNEMPLOYMENT INSURANCE	\$290.00	\$77.66	\$212.34	26.78 %
38.3800.15.10.5 SR CTR WORKERS' COMPENSATION	\$2,545.00	\$378.46	\$2,166.54	14.87 %
38.3800.20.00.5 SR CTR OFFICE SUPPLIES	\$1,250.00	\$893.92	\$356.08	71.51 %
38.3800.20.01.5 SR CTR POSTAGE	\$2,800.00	\$3,552.61	(\$752.61)	126.88 %
38.3800.20.02.5 SR CTR PROGRAM SUPPLIES	\$1,500.00	\$1,287.26	\$212.74	85.82 %
38.3800.21.00.5 SR CTR OPERATING SUPPLIES	\$3,500.00	\$1,689.62	\$1,810.38	48.27 %
38.3800.21.01.5 SR CTR FUEL-VAN	\$750.00	\$243.07	\$506.93	32.41 %
38.3800.23.00.5 SR CTR SMALL TOOLS & EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
38.3800.30.00.5 SR CTR ADVERTISING	\$2,000.00	\$1,505.59	\$494.41	75.28 %
38.3800.34.00.5 SR CTR TELEPHONE	\$0.00	\$1,483.05	(\$1,483.05)	0.00 %
38.3800.34.02.5 SR CTR INTERNET WAN SERVICE	\$0.00	\$3,615.85	(\$3,615.85)	0.00 %
38.3800.34.03.5 SR CTR CABLE TV	\$0.00	\$0.00	\$0.00	0.00 %
38.3800.40.00.5 SR CTR DUES/SUBSCRIPTIONS/MTGS	\$2,900.00	\$1,918.02	\$981.98	66.14 %
38.3800.41.00.5 SR CTR TRAINING	\$2,000.00	\$2,860.00	(\$860.00)	143.00 %
38.3800.48.00.5 SR CTR PROP & LIAB INS	\$6,130.00	\$5,514.70	\$615.30	89.96 %
38.3800.56.00.5 SR CTR CONTRACT SVCS-INSTRUCTION	\$88,000.00	\$72,089.05	\$15,910.95	81.92 %
38.3800.56.01.5 SR CTR SWIMMING PROGRAM	\$19,990.00	\$17,550.00	\$2,440.00	87.79 %
38.3800.56.02.5 SR CTR BOWLING PROGRAM	\$0.00	\$0.00	\$0.00	0.00 %
38.3800.56.03.5 SR CTR OTHER PROGRAMS	\$10,705.00	\$6,404.10	\$4,300.90	59.82 %
38.3800.56.04.5 SR CENTER CLEANING SERVICES	\$3,000.00	\$5,628.68	(\$2,628.68)	187.62 %
38.3800.56.05.5 SR CTR TENNIS PROGRAM	\$1,890.00	\$360.00	\$1,530.00	19.05 %

6/6/2019



**City of Montpelier
SENIOR CENTER FY 2019 Budget Report**

83% of Fiscal Year Completed

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38.3800.56.06.5 SR CTR GYM USE	\$0.00	\$0.00	\$0.00	0.00 %
38.3800.56.07.5 SR CTR OTHER PUR SVCS	\$0.00	\$4,159.97	(\$4,159.97)	0.00 %
38.3800.60.00.5 SR CTR PROF SERVICES	\$6,625.00	\$2,455.95	\$4,169.05	37.07 %
38.3800.62.00.5 SR CTR PRINTING/COPIER	\$3,500.00	\$1,068.16	\$2,431.84	30.52 %
38.3800.63.00.5 SR CTR AMERICORPS SERVICES	\$16,000.00	\$7,500.00	\$8,500.00	46.88 %
38.3800.66.00.5 SR CTR CONDO FEES	\$30,415.00	\$30,416.00	(\$1.00)	100.00 %
38.3800.68.00.5 SR CTR EQUIPMENT MAINT/RENTAL	\$1,000.00	\$2,964.93	(\$1,964.93)	296.49 %
38.3800.68.01.5 SR CTR VAN REPAIRS/MAINT	\$1,000.00	\$0.00	\$1,000.00	0.00 %
38.3800.70.00.5 SR CTR COPIER-CITY ALLOCATION	\$430.00	\$2,043.31	(\$1,613.31)	475.19 %
38.3800.70.01.5 SR CTR COY PAPER-CITY ALLOCAT	\$0.00	\$0.00	\$0.00	0.00 %
38.3800.74.00.5 SR CTR TRAVEL/TRANSPORTATION	\$250.00	\$0.00	\$250.00	0.00 %
38.3800.76.00.5 SR CTR UTILITIES	\$0.00	\$5,782.81	(\$5,782.81)	0.00 %
38.3800.76.01.5 SR CTR ELECTRIC	\$14,300.00	\$3,204.07	\$11,095.93	22.41 %
38.3800.76.02.5 SR CTR HEATING OIL	\$0.00	\$0.00	\$0.00	0.00 %
38.3800.76.04.5 SR CTR WATER & SEWER	\$5,000.00	\$3,036.69	\$1,963.31	60.73 %
38.3800.76.05.5 SR CTR PROPANE	\$0.00	\$14.50	(\$14.50)	0.00 %
38.3800.76.07.5 SR CTR WOOD PELLETS	\$0.00	\$0.00	\$0.00	0.00 %
38.3800.79.00.5 SR CTR MISC	\$1,500.00	\$593.78	\$906.22	39.59 %
38.3800.79.01.5 SR CTR CREDIT CARD FEES	\$1,800.00	\$2,229.59	(\$429.59)	123.87 %
38.3800.83.00.5 SR CTR EQUIP/COMPUTERS/WEBSITE	\$450.00	\$0.00	\$450.00	0.00 %
38.3800.83.01.5 SR CTR COMPUTER EQUIP ALLOCATION	\$0.00	\$0.00	\$0.00	0.00 %
38.3800.88.01.5 SR CTR COMPUTER NETWORK	\$0.00	\$0.00	\$0.00	0.00 %
38.3800.90.00.5 SR CTR DEBT SERVICE PRINCIPAL PAYMENT	\$8,825.00	\$6,588.31	\$2,236.69	74.66 %
38.3800.91.00.5 SR CTR DEBT SERVICE INTEREST PAYMENT	\$4,320.00	\$3,268.76	\$1,051.24	75.67 %
38.3800.94.01.5 SR CTR PENSON PRINCIPAL	\$740.00	\$805.11	(\$65.11)	108.80 %
38.3800.95.01.5 SR CTR PENSION INTEREST EXP	\$5,140.00	\$4,178.89	\$961.11	81.30 %
38.3800.97.00.5 SR CTR ADMIN/MGMT SVCS	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL SENIOR CTR OPERATIONS	\$440,295.00	\$336,403.08	\$103,891.92	76.40%
38.3801 SENIOR CTR FOOD SERVICE				
38.3801.00.00.4 SENIOR CTR FOOD SERVICE	\$0.00	(\$370.66)	\$370.66	0.00 %
38.3801.10.00.5 SR CTR FOOD SVC SALARIES & WAGES	\$22,340.00	\$19,144.64	\$3,195.36	85.70 %
38.3801.11.00.5 SR CTR FOOD SVC OVERTIME	\$0.00	\$0.00	\$0.00	0.00 %

6/6/2019



**City of Montpelier
SENIOR CENTER FY 2019 Budget Report**

83% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2019</u>	<u>Actual to Date Through 4/30/2019 (Unaudited)</u>	<u>Variance</u>	<u>Percent of Budget</u>
38.3801.15.01.5 SR CTR FOOD SVC DENTAL INSURANCE	\$0.00	\$0.00	\$0.00	0.00 %
38.3801.15.02.5 SR CTR FOOD SVC FICA/MEDICARE	\$1,710.00	\$1,436.13	\$273.87	83.98 %
38.3801.15.03.5 SR CTR FOOD SVC HEALTH INSURANCE	\$0.00	\$0.00	\$0.00	0.00 %
38.3801.15.04.5 SR CTR FOOD SVC IRS SECTION 125	\$0.00	\$0.00	\$0.00	0.00 %
38.3801.15.05.5 SR CTR FOOD SVC LONG TERM CARE INSURANCE	\$0.00	\$0.00	\$0.00	0.00 %
38.3801.15.07.5 SR CTR FOOD SVC CITY RETIREMENT	\$0.00	\$0.00	\$0.00	0.00 %
38.3801.15.08.5 SR CTR FOOD SVC LIFE, STD, LTD INSURANCE	\$0.00	\$0.00	\$0.00	0.00 %
38.3801.15.09.5 SR CTR FOOD SVC UNEMPLOYMENT INSURANCE	\$0.00	\$0.00	\$0.00	0.00 %
38.3801.15.10.5 SR CTR FOOD SVC WORKERS' COMPENSATION	\$1,150.00	\$68.04	\$1,081.96	5.92 %
38.3801.21.00.5 SR CTR FOOD SVC FOOD & WATER	\$3,000.00	\$2,400.56	\$599.44	80.02 %
38.3801.21.01.5 SR CTR FOOD SVC KITCHEN SUPPLIES	\$4,700.00	\$4,143.50	\$556.50	88.16 %
38.3801.48.00.5 SR CTR FOOD SVC PROPERTY & LIABILITY INS	\$0.00	\$0.00	\$0.00	0.00 %
38.3801.56.00.5 SR CTR MEAL PROGRAM PURCH SRVC	\$96,280.00	\$81,088.84	\$15,191.16	84.22 %
38.3801.57.00.5 SR CTR FOOD SVC SPECIAL DINNERS	\$7,500.00	(\$120.00)	\$7,620.00	(1.60)%
38.3801.66.00.5 SR CTR FOOD SVC OTHER RENTALS	\$0.00	\$0.00	\$0.00	0.00 %
38.3801.68.00.5 SR CTR FOOD SVC EQUIPMENT MAINTENANCE	\$2,000.00	\$1,982.92	\$17.08	99.15 %
38.3801.70.00.5 SR CTR FOOD SVC COPIER	\$0.00	\$0.00	\$0.00	0.00 %
38.3801.70.01.5 SR CTR FOOD SVC COPIER PAPER	\$0.00	\$0.00	\$0.00	0.00 %
38.3801.76.05.5 SR CTR FOOD SVC PROPANE	\$1,000.00	\$619.70	\$380.30	61.97 %
38.3801.79.00.5 SR CTR FOOD SVC COMPOSTING	\$540.00	\$0.00	\$540.00	0.00 %
TOTAL SENIOR CTR FOOD SERVICE	\$140,220.00	\$110,393.67	\$29,826.33	78.73%
38.3802 SENIOR CTR FIELD TRIP/TOURS				
38.3802.74.00.5 SR CTR FIELD TRIP/TOURS EXP	\$15,000.00	\$14,702.69	\$297.31	98.02 %
TOTAL SENIOR CTR FIELD TRIP/TOURS	\$15,000.00	\$14,702.69	\$297.31	98.02%
38.3803 SENIOR CTR CAPITAL IMP.				
38.3803.82.00.5 SR CTR CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00 %
38.3803.83.00.5 SR CTR-USE OF ENDOW-RENOVATION	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL SENIOR CTR CAPITAL IMP.	\$0.00	\$0.00	\$0.00	0.00%
38.3804 SENIOR CTR SCHOLARSHIPS				
38.3804.44.00.5 CLASS SCHOLARSHIP EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
38.3804.44.01.5 TRIP SCHOLARSHIP EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %



City of Montpelier
SENIOR CENTER FY 2019 Budget Report

83% of Fiscal Year Completed

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TOTAL SENIOR CTR SCHOLARSHIPS	\$0.00	\$0.00	\$0.00	0.00%
38.9390 TRANSFERS TO OTHER FUNDS				
38.9390.00.00.5 XFER TO CAPITAL PROJECTS #31	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL TRANSFERS TO OTHER FUNDS	\$0.00	\$0.00	\$0.00	0.00%
38.9951 GF MISC EXP				
38.9951.60.00.5 MISC USE OF FUND BALANCE	\$0.00	\$8,527.20	(\$8,527.20)	0.00 %
TOTAL GF MISC EXP	\$0.00	\$8,527.20	(\$8,527.20)	0.00%
TOTAL SENIOR CENTER EXPENDITURES	\$595,515.00	\$470,026.64	\$125,488.36	78.93%
SENIOR CENTER NET EXCESS / (DEFICIT)	\$0.00	(\$48,334.22)		



City of Montpelier
PARKING FUND FY 2019 Budget Report

83% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2019</u>	<u>Actual to Date Through 4/30/2019 (Unaudited)</u>	<u>Variance</u>	<u>Percent of Budget</u>
REVENUES				
40.25 RENTS & COMMISSIONS/UTILITY FEES				
40.2560.00.00.4 PARKING METER REV	\$440,000.00	\$344,593.69	(\$95,406.31)	78.32 %
40.2560.00.01.4 PARKING METERS REV-JACOBS LOT	\$21,000.00	\$13,731.11	(\$7,268.89)	65.39 %
40.2560.01.00.4 PARKING VENDING-BLANCHARD	\$42,000.00	\$35,825.65	(\$6,174.35)	85.30 %
40.2560.02.00.4 PARKING VENDING-CAP PLAZA	\$40,000.00	\$34,659.36	(\$5,340.64)	86.65 %
40.2560.03.00.4 PARKING VENDING-60 STATE ST	\$45,000.00	\$31,133.85	(\$13,866.15)	69.19 %
40.2560.05.00.4 PARKING VENDING-STONECUTTER	\$2,000.00	\$5,159.40	\$3,159.40	257.97 %
40.2560.06.00.4 PARKING KEY REVENUE	\$0.00	\$0.00	\$0.00	0.00 %
40.2561.00.00.4 PARKING TICKETS REV	\$170,000.00	\$119,947.85	(\$50,052.15)	70.56 %
40.2563.00.00.4 PARKING PERMITS-BLANCHARD	\$9,000.00	\$13,200.00	\$4,200.00	146.67 %
40.2563.01.00.4 PARKING PERMITS-CAP PLAZA	\$0.00	\$0.00	\$0.00	0.00 %
40.2563.02.00.4 PARKING PERMITS-JACOBS	\$32,000.00	\$18,821.00	(\$13,179.00)	58.82 %
40.2563.03.00.4 PARKING PERMITS-60 STATE	\$20,000.00	\$28,700.00	\$8,700.00	143.50 %
40.2563.04.00.4 PARKING PERMITS-TAYLOR ST	\$0.00	\$0.00	\$0.00	0.00 %
40.2563.05.00.4 PARKING PERMITS-STONECUTTER'S WAY	\$40,000.00	\$49,440.00	\$9,440.00	123.60 %
40.2563.06.00.4 PARKING PERMITS-PITKIN COURT CIRC	\$0.00	\$1,625.00	\$1,625.00	0.00 %
40.2563.07.00.4 PARKING PERMITS-VLCT LOT	\$5,500.00	\$2,554.01	(\$2,945.99)	46.44 %
40.2563.08.00.4 PARKING PERMITS-TOMASI LOT	\$0.00	\$455.00	\$455.00	0.00 %
TOTAL RENTS & COMMISSIONS/UTILITY FEES	\$866,500.00	\$699,845.92	(\$166,654.08)	80.77%
40.27 INTEREST/INVESTMENT REVENUE				
40.2700.00.00.4 PARKING INTEREST	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL INTEREST/INVESTMENT REVENUE	\$0.00	\$0.00	\$0.00	0.00%
40.29 OPERATING TRANSFERS				
40.2910.00.00.4 EMPLOYEE PARKING REVENUE	\$29,130.00	\$0.00	(\$29,130.00)	0.00 %
40.2915.00.01.4 XFER FROM PARKING FUND ATR-BIKE/PED PLAN	\$0.00	\$0.00	\$0.00	0.00 %
40.2990.00.00.4 PARKING MISC REV	\$3,000.00	\$3,566.00	\$566.00	118.87 %
40.2992.00.00.4 PARKING MISC REIMBS	\$0.00	\$0.00	\$0.00	0.00 %
40.2993.00.00.4 PARKLET FEE REVENUE	\$0.00	\$3,890.00	\$3,890.00	0.00 %
40.2995.00.00.4 PARKING REPLACEMENT FEES	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL OPERATING TRANSFERS	\$32,130.00	\$7,456.00	(\$24,674.00)	23.21%



City of Montpelier
PARKING FUND FY 2019 Budget Report

83% of Fiscal Year Completed

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TOTAL PARKING FUND REVENUES	\$898,630.00	\$707,301.92	(\$191,328.08)	78.71%



City of Montpelier
PARKING FUND FY 2019 Budget Report

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EXPENDITURES				
40.4400 PARKING ENFORCEMENT				
40.4400.10.00.5 PARKING ENF SALARIES & WAGES	\$248,520.00	\$225,036.32	\$23,483.68	90.55 %
40.4400.11.00.5 PARKING ENF OVERTIME	\$15,140.00	\$12,141.92	\$2,998.08	80.20 %
40.4400.15.01.5 PARKING ENF DENTAL INSURANCE	\$1,900.00	\$1,802.36	\$97.64	94.86 %
40.4400.15.02.5 PARKING ENF FICA/MEDICARE	\$20,280.00	\$17,260.02	\$3,019.98	85.11 %
40.4400.15.03.5 PARKING ENF HEALTH INSURANCE	\$60,225.00	\$34,079.77	\$26,145.23	56.59 %
40.4400.15.04.5 PARKING ENF FLEX SPENDING ACCOUNT	\$1,000.00	\$856.28	\$143.72	85.63 %
40.4400.15.05.5 PARKING ENF LONG TERM CARE INSURANCE	\$0.00	\$84.42	(\$84.42)	0.00 %
40.4400.15.07.5 PARKING ENF CITY RETIREMENT	\$19,115.00	\$15,684.99	\$3,430.01	82.06 %
40.4400.15.08.5 PARKING ENF LIFE, STD, LTD INSURANCE	\$3,125.00	\$3,392.85	(\$267.85)	108.57 %
40.4400.15.09.5 PARKING ENF UNEMPLOY INSURANCE	\$585.00	\$138.05	\$446.95	23.60 %
40.4400.15.10.5 PARKING ENF WORKERS' COMPENSATION	\$19,115.00	\$16,637.06	\$2,477.94	87.04 %
40.4400.15.12.5 PARKING ENF PARKING FEE	\$2,500.00	\$0.00	\$2,500.00	0.00 %
40.4400.16.00.5 PARKING ENF GASB#68 PENSION	\$0.00	\$0.00	\$0.00	0.00 %
40.4400.18.00.5 PARKING ENF UNIFORMS/PROTECT CLOTHING	\$2,200.00	\$1,281.62	\$918.38	58.26 %
40.4400.20.00.5 PARKING ENF OFFICE SUPPLIES	\$2,200.00	\$365.95	\$1,834.05	16.63 %
40.4400.20.01.5 PARKING ENF POSTAGE	\$2,000.00	\$1,035.08	\$964.92	51.75 %
40.4400.21.00.5 PARKING ENF OPERATING SUPPLIES	\$16,500.00	\$4,693.01	\$11,806.99	28.44 %
40.4400.23.00.5 PARKING ENF SMALL TOOLS & EQUIP	\$150.00	\$0.00	\$150.00	0.00 %
40.4400.30.00.5 PARKING ENF ADVERTISING	\$0.00	\$0.00	\$0.00	0.00 %
40.4400.34.00.5 PARKING ENF TELEPHONE BASIC SERVICE	\$635.00	\$0.00	\$635.00	0.00 %
40.4400.34.01.5 PARKING ENF TELEPHONE LONG DISTANCE	\$300.00	\$0.00	\$300.00	0.00 %
40.4400.34.02.5 PARKING ENF INTERNET WAN SERVICE	\$2,850.00	\$0.00	\$2,850.00	0.00 %
40.4400.34.04.5 PARKING ENF TELEPHONE OTHER DPS LINE	\$4,500.00	\$1,058.55	\$3,441.45	23.52 %
40.4400.38.00.5 PARKING ENF DEPRECIATION	\$0.00	\$0.00	\$0.00	0.00 %
40.4400.40.00.5 PARKING ENF DUES/SUBSCRIPTS/MTGS	\$0.00	\$0.00	\$0.00	0.00 %
40.4400.48.00.5 PARKING ENF PROPERTY & LIABILITY INS	\$5,295.00	\$7,519.93	(\$2,224.93)	142.02 %
40.4400.48.01.5 PARKING ENF PC DEDUCTIBLE EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
40.4400.56.00.5 PARKING ENF OTP PUR SRVC	\$8,780.00	\$3,560.53	\$5,219.47	40.55 %
40.4400.60.00.5 PARKING ENF PROFESSIONAL SVCS	\$0.00	\$0.00	\$0.00	0.00 %
40.4400.65.00.5 PARKING ENF EQUIPMENT FLAT FEE	\$5,603.00	\$5,603.00	\$0.00	100.00 %

6/6/2019



City of Montpelier
PARKING FUND FY 2019 Budget Report

83% of Fiscal Year Completed

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40.4400.66.00.5 PARKING ENF LOT LEASES & RENTALS	\$107,252.00	\$57,701.07	\$49,550.93	53.80 %
40.4400.68.00.5 PARKING ENF VEH/EQUIP REPAIR & MAINT	\$15,257.00	\$9,738.75	\$5,518.25	63.83 %
40.4400.70.00.5 PARKING ENF COPIER	\$860.00	\$1,511.48	(\$651.48)	175.75 %
40.4400.72.00.5 PARKING ENF LOT TAXES	\$11,865.00	\$11,570.60	\$294.40	97.52 %
40.4400.74.00.5 PARKING ENF TRAVEL/TRANSPORTATION	\$1,000.00	\$0.00	\$1,000.00	0.00 %
40.4400.76.01.5 PARKING ENF ELECTRIC	\$10,000.00	\$5,469.39	\$4,530.61	54.69 %
40.4400.76.02.5 PARKING ENF HEATING FUEL	\$3,600.00	\$3,731.01	(\$131.01)	103.64 %
40.4400.76.04.5 PARKING ENF IN HOUSE UTILITIES	\$300.00	\$207.88	\$92.12	69.29 %
40.4400.77.00.5 PARKING ENF PARKING BAD DEBT	\$0.00	\$0.00	\$0.00	0.00 %
40.4400.79.01.5 PARKING ENF CC FEES PARKING LOT	\$13,000.00	\$6,303.67	\$6,696.33	48.49 %
40.4400.79.02.5 PARKING ENF SMART METER FEES	\$34,000.00	\$28,086.07	\$5,913.93	82.61 %
40.4400.79.03.5 PARKING ENF SMART METER CC FEES	\$11,000.00	\$2,085.60	\$8,914.40	18.96 %
40.4400.82.00.5 PARKING ENF CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00 %
40.4400.83.00.5 PARKING ENF MACHINERY & EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
40.4400.83.01.5 PARKING ENF COMPUTER EQUIPMENT ALLOC	\$3,616.00	\$0.00	\$3,616.00	0.00 %
40.4400.88.01.5 PARKING ENF COMPUTER SOFTWARE	\$0.00	\$0.00	\$0.00	0.00 %
40.4400.94.01.5 PARKING ENF PENSON PRINCIPAL	\$1,765.00	\$1,832.75	(\$67.75)	103.84 %
40.4400.95.01.5 PARKING ENF PENSION INTEREST EXP	\$9,145.00	\$9,512.63	(\$367.63)	104.02 %
40.4400.97.00.5 PARKING ENF ADMINISTRATIVE/MGMT SVCS	\$60,487.00	\$60,487.00	\$0.00	100.00 %
TOTAL PARKING ENFORCEMENT	\$725,665.00	\$550,469.61	\$175,195.39	75.86%
40.4401 DPW-PARKING MAINT				
40.4401.10.00.5 PARKING MAINT SALARIES & WAGES	\$72,730.00	\$49,533.89	\$23,196.11	68.11 %
40.4401.11.00.5 PARKING MAINT OVERTIME	\$8,950.00	\$7,584.25	\$1,365.75	84.74 %
40.4401.15.01.5 PARKING MAINT DENTAL INSURANCE	\$600.00	\$399.50	\$200.50	66.58 %
40.4401.15.02.5 PARKING MAINT FICA/MEDICARE	\$6,330.00	\$4,161.72	\$2,168.28	65.75 %
40.4401.15.03.5 PARKING MAINT HEALTH INSURANCE	\$19,195.00	\$9,753.50	\$9,441.50	50.81 %
40.4401.15.04.5 PARKING MAINT FLEX SPENDING ACCOUNT	\$350.00	\$272.93	\$77.07	77.98 %
40.4401.15.05.5 PARKING MAINT LONG TERM CARE INSURANCE	\$25.00	\$9.97	\$15.03	39.88 %
40.4401.15.07.5 PARKING MAINT CITY RETIREMENT	\$5,920.00	\$4,041.92	\$1,878.08	68.28 %
40.4401.15.08.5 PARKING MAINT LIFE, STD, LTD INSURANCE	\$1,000.00	\$1,081.33	(\$81.33)	108.13 %
40.4401.15.09.5 PARKING MAINT UNEMPLOYMENT INSURANCE	\$180.00	\$44.01	\$135.99	24.45 %
40.4401.15.10.5 PARKING MAINT WORKERS' COMPENSATION	\$5,800.00	\$4,735.28	\$1,064.72	81.64 %

6/6/2019



City of Montpelier
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40.4401.15.12.5 PARKING MAINT PARKING FEE	\$120.00	\$0.00	\$120.00	0.00 %
40.4401.20.00.5 PARKING MAINT OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	0.00 %
40.4401.21.00.5 PARKING MAINT OPERATING SUPPLIES	\$9,500.00	\$0.00	\$9,500.00	0.00 %
40.4401.48.00.5 PARKING MAINT PROPERTY & LIABILITY INS	\$1,040.00	\$2,012.92	(\$972.92)	193.55 %
40.4401.56.00.5 PARKING MAINT OTP PUR SRVC	\$16,000.00	\$35,508.38	(\$19,508.38)	221.93 %
40.4401.60.00.5 PARKING MAINT PROFESSIONAL SVCS	\$0.00	\$2,900.00	(\$2,900.00)	0.00 %
40.4401.65.00.5 PARKING MAINT EQUIPMENT FLAT FEE	\$7,000.00	\$7,000.00	\$0.00	100.00 %
40.4401.66.00.5 PARKING MAINT OTHER RENTALS	\$5,000.00	\$0.00	\$5,000.00	0.00 %
40.4401.70.00.5 PARKING MAINT COPIER	\$250.00	\$207.50	\$42.50	83.00 %
40.4401.82.00.5 PARKING MAINT CIP PARKING LOT RESURFACE/MAINT	\$5,000.00	\$0.00	\$5,000.00	0.00 %
40.4401.82.10.5 PARKING MAINT XFER TO RESERVES/REPAY GF	\$0.00	\$0.00	\$0.00	0.00 %
40.4401.91.00.5 PARKING MAINT INTEREST EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
40.4401.93.00.5 PARKING MAINT TRANSFER TO CEMETERY FUND	\$12,000.00	\$12,000.00	\$0.00	100.00 %
40.4401.94.01.5 PARKING MAINT PENSON PRINCIPAL	\$565.00	\$542.94	\$22.06	96.10 %
40.4401.95.01.5 PARKING MAINT PENSION INTEREST EXP	\$2,915.00	\$2,818.12	\$96.88	96.68 %
TOTAL DPW-PARKING MAINT	\$180,470.00	\$144,608.16	\$35,861.84	80.13%
40.9393 MISC EXPENDITURE				
40.9393.93.00.5 PARKING XFER TO GF-PLANNING COM DEV	\$0.00	\$0.00	\$0.00	0.00 %
40.9393.98.00.5 ALTERNATIVE TRANSP RESERVE	\$42,000.00	\$2,429.94	\$39,570.06	5.79 %
TOTAL MISC EXPENDITURE	\$42,000.00	\$2,429.94	\$39,570.06	5.79%
TOTAL PARKING FUND EXPENDITURES	\$948,135.00	\$697,507.71	\$250,627.29	73.57%
PARKING FUND NET EXCESS / (DEFICIT)	(\$49,505.00)	\$9,794.21		



City of Montpelier
DISTRICT HEAT FY 2019 Budget Report

83% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2019</u>	<u>Actual to Date Through 4/30/2019 (Unaudited)</u>	<u>Variance</u>	<u>Percent of Budget</u>
REVENUES				
50.25 RENTS & COMMISSIONS/UTILITY FEES				
50.2501.00.00.4 DIST HEAT CAPACITY CHARGES	\$354,441.00	\$347,806.38	(\$6,634.62)	98.13 %
50.2502.00.00.4 DIST HEAT ENERGY CHARGES	\$178,033.00	\$163,159.10	(\$14,873.90)	91.65 %
50.2560.00.00.4 RENTS & COMMISSIONS/UTILITY FEES	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL RENTS & COMMISSIONS/UTILITY FEES	\$532,474.00	\$510,965.48	(\$21,508.52)	95.96%
50.265 OTHER REVENUE				
50.2651.00.00.4 DISTRICT HEAT GRANT REVENUE	\$0.00	\$0.00	\$0.00	0.00 %
50.2651.00.02.4 DISTRICT HEAT-USDA FOREST SVC GRANT	\$0.00	\$0.00	\$0.00	0.00 %
50.2651.00.03.4 DISTRICT HEAT VILLAGE GREEN GRANT REVENUE	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL OTHER REVENUE	\$0.00	\$0.00	\$0.00	0.00%
50.29 OPERATING TRANSFERS				
50.2910.00.00.4 XFER FROM GENERAL FUND	\$0.00	\$0.00	\$0.00	0.00 %
50.2990.00.00.4 DIST HEAT REV MISC	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL OPERATING TRANSFERS	\$0.00	\$0.00	\$0.00	0.00%
TOTAL DISTRICT HEAT REVENUES	\$532,474.00	\$510,965.48	(\$21,508.52)	95.96%



City of Montpelier
DISTRICT HEAT FY 2019 Budget Report

83% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2019</u>	<u>Actual to Date Through 4/30/2019 (Unaudited)</u>	<u>Variance</u>	<u>Percent of Budget</u>
EXPENDITURES				
50.5200 DIST HEAT STATE CONTRACT				
50.5200.56.00.5 DIST HEAT STATE CONTRACT	\$109,250.00	\$79,615.75	\$29,634.25	72.87 %
TOTAL DIST HEAT STATE CONTRACT	\$109,250.00	\$79,615.75	\$29,634.25	72.87%
50.5210 DIST HEAT ENERGY				
50.5210.76.02.5 DIST HEAT HEATING FUEL	\$134,890.00	\$119,873.52	\$15,016.48	88.87 %
TOTAL DIST HEAT ENERGY	\$134,890.00	\$119,873.52	\$15,016.48	88.87%
50.5220 DIST HEAT ADMINISTRATION				
50.5220.10.00.5 DIST HEAT ADMIN SALARIES & WAGES	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.11.00.5 DIST HEAT ADMIN OVERTIME	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.15.01.5 DIST HEAT ADMIN DENTAL INSURANCE	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.15.02.5 DIST HEAT ADMIN FICA/MEDICARE	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.15.03.5 DIST HEAT ADMIN HEALTH INSURANCE	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.15.04.5 DIST HEAT ADMIN FLEX SPENDING ACCOUNT	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.15.05.5 DIST HEAT ADMIN LONG TERM CARE INS	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.15.07.5 DIST HEAT ADMIN CITY RETIREMENT	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.15.08.5 DIST HEAT ADMIN LIFE STD LTD INS	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.15.09.5 DIST HEAT ADMIN UNEMP INSURANCE	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.15.10.5 DIST HEAT ADMIN WORK COMP	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.18.00.5 DIST HEAT ADMIN UNIFORMS/PROTECT CLOTHING	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.20.00.5 DIST HEAT ADMIN OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.34.03.5 DIST HEAT ADMIN COM TELE CELL & PAGER	\$80.00	\$0.00	\$80.00	0.00 %
50.5220.38.00.5 DIST HEAT ADMIN DEPRECIATION	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.40.00.5 DIST HEAT ADMIN DUES/SUBSCRIPTS/MEETINGS	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.41.00.5 DIST HEAT PROF DEV/TRAINING	\$1,500.00	\$0.00	\$1,500.00	0.00 %
50.5220.48.00.5 DIST HEAT ADMIN PROP & LIAB INSURANCE	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.56.00.5 DIST HEAT ADMIN OUTSIDE CONSULTING	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.60.00.5 DIST HEAT ADMIN PROF SVCS	\$5,000.00	\$3,013.00	\$1,987.00	60.26 %
50.5220.61.00.5 DIST HEAT ADMIN LEGAL SERVICES	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.70.00.5 DIST HEAT ADMIN COPIER & PAPER	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.74.00.5 DIST HEAT ADMIN TRAVEL/TRANSPORTATION	\$0.00	\$0.00	\$0.00	0.00 %



**City of Montpelier
DISTRICT HEAT FY 2019 Budget Report**

83% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2019</u>	<u>Actual to Date Through 4/30/2019 (Unaudited)</u>	<u>Variance</u>	<u>Percent of Budget</u>
50.5220.77.00.5 DIST HEAT ADMIN-A/R WRITE-OFFS	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.79.00.5 DIST HEAT ADMIN STARTUP	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.83.00.5 DIST HEAT ADMIN MACH & EQUIP	\$0.00	\$534.99	(\$534.99)	0.00 %
50.5220.90.00.5 DIST HEAT ADMIN PRINCIPAL REPAYMENT	\$12,955.00	\$12,955.00	\$0.00	100.00 %
50.5220.91.00.5 DIST HEAT ADMIN INTEREST EXPENSE	\$101,820.00	\$81,926.19	\$19,893.81	80.46 %
50.5220.92.00.5 DIST HEAT STATE OVERRUN EXP	\$5,867.00	\$0.00	\$5,867.00	0.00 %
50.5220.96.00.5 DIST HEAT XFER TO GENERAL FUND	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.97.00.5 DIST HEAT ADMIN ADMIN/MGMT SVCS	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL DIST HEAT ADMINISTRATION	\$127,222.00	\$98,429.18	\$28,792.82	77.37%
50.5230 DIST HEAT OPERATIONS				
50.5230.10.00.5 DIST HEAT OPER SALARIES & WAGES	\$37,660.00	\$25,174.74	\$12,485.26	66.85 %
50.5230.11.00.5 DIST HEAT OPER OVERTIME	\$4,050.00	\$1,872.55	\$2,177.45	46.24 %
50.5230.15.01.5 DIST HEAT OPER DENTAL INS	\$294.00	\$173.68	\$120.32	59.07 %
50.5230.15.02.5 DIST HEAT OPER FICA/MEDI	\$3,190.00	\$1,958.42	\$1,231.58	61.39 %
50.5230.15.03.5 DIST HEAT OPER HEALTH INS	\$7,570.00	\$5,215.34	\$2,354.66	68.89 %
50.5230.15.04.5 DIST HEAT OPER FLEX SPENDING ACCOUNT	\$175.00	\$107.64	\$67.36	61.51 %
50.5230.15.05.5 DIST HEAT OPER LONG TERM CARE	\$31.00	\$7.35	\$23.65	23.71 %
50.5230.15.07.5 DIST HEAT OPER CITY RETIREMENT	\$3,025.00	\$1,685.75	\$1,339.25	55.73 %
50.5230.15.08.5 DIST HEAT OPER LIFE STD LTD INS	\$511.00	\$435.08	\$75.92	85.14 %
50.5230.15.09.5 DIST HEAT OPER UNEMPLOYMENT INS	\$90.00	\$17.36	\$72.64	19.29 %
50.5230.15.10.5 DIST HEAT OPER WORK COMP	\$6,630.00	\$2,155.39	\$4,474.61	32.51 %
50.5230.15.12.5 DIST HEAT OPER PARKING FEE	\$0.00	\$0.00	\$0.00	0.00 %
50.5230.16.00.5 DIST HEAT OPER GASB#68 PENSION	\$0.00	\$0.00	\$0.00	0.00 %
50.5230.18.00.5 DIST HEAT OPER UNIFORMS/PROTECT CLOTHING	\$0.00	\$0.00	\$0.00	0.00 %
50.5230.21.00.5 DIST HEAT OPER SUPPLIES	\$2,500.00	\$181.18	\$2,318.82	7.25 %
50.5230.23.00.5 DIST HEAT OPER SMALL TOOLS	\$500.00	\$0.00	\$500.00	0.00 %
50.5230.34.00.5 DIST HEAT TELEP BASIC SERVICE	\$0.00	\$0.00	\$0.00	0.00 %
50.5230.34.01.5 DIST HEAT TELEP LONG DISTANCE	\$300.00	\$0.00	\$300.00	0.00 %
50.5230.34.02.5 DIST HEAT INTERNET WAN SERV	\$0.00	\$0.00	\$0.00	0.00 %
50.5230.34.03.5 DIST HEAT OPER CELL PHONE	\$635.00	\$0.00	\$635.00	0.00 %
50.5230.48.00.5 DIST HEAT OPER PROP & LIAB INS	\$3,675.00	\$2,256.09	\$1,418.91	61.39 %
50.5230.56.00.5 DIST HEAT OPER OTHER PUR SRVC	\$0.00	\$0.00	\$0.00	0.00 %



City of Montpelier
DISTRICT HEAT FY 2019 Budget Report

83% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2019</u>	<u>Actual to Date Through 4/30/2019 (Unaudited)</u>	<u>Variance</u>	<u>Percent of Budget</u>
50.5230.68.00.5 DIST HEAT OPER EQUIP REPAIR/MAINT	\$15,000.00	\$925.37	\$14,074.63	6.17 %
50.5230.70.00.5 DIST HEAT OPER COPIER & PAPER	\$650.00	\$99.82	\$550.18	15.36 %
50.5230.76.01.5 DIST HEAT OPER ELECTRIC	\$5,060.00	\$3,056.03	\$2,003.97	60.40 %
50.5230.76.02.5 DIST HEAT OPER FUEL OIL	\$38,370.00	\$23,682.19	\$14,687.81	61.72 %
50.5230.83.00.5 DIST HEAT OPER MACH & EQUIP	\$10,000.00	\$2,348.15	\$7,651.85	23.48 %
50.5230.83.01.5 DIST HEAT COMPUTER EQUIP ALLOC	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL DIST HEAT OPERATIONS	\$139,916.00	\$71,352.13	\$68,563.87	51.00%
50.6500 CIP MISC PROJECTS				
50.6500.85.25.5 DISTRICT HEAT -SUBRECIPIENT PYMT	\$0.00	\$0.00	\$0.00	0.00 %
50.6500.86.30.5 DISTRICT HEAT VILLAGE GREEN GRANT EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL CIP MISC PROJECTS	\$0.00	\$0.00	\$0.00	0.00%
50.9390 TRANSFERS TO OTHER FUNDS				
50.9390.82.00.5 DIST HEAT CONSTRUCTION REPAYMENT	\$21,874.00	\$4,191.00	\$17,683.00	19.16 %
50.9390.93.00.5 DIST HEAT OPER RESERVE	\$0.00	\$0.00	\$0.00	0.00 %
50.9390.98.00.5 REVISE BUDGET ADJ FY15	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL TRANSFERS TO OTHER FUNDS	\$21,874.00	\$4,191.00	\$17,683.00	19.16%
50.9393 MISC EXPENDITURE				
50.9393.00.01.5 DIST HEAT EASEMENT	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL MISC EXPENDITURE	\$0.00	\$0.00	\$0.00	0.00%
TOTAL DISTRICT HEAT EXPENDITURES	\$533,152.00	\$373,461.58	\$159,690.42	70.05%
DISTRICT HEAT NET EXCESS / (DEFICIT)	(\$678.00)	\$137,503.90		



America's Small Town Capital

DATE: June 6, 2019

TO: William Fraser, City Manager & Management Team
Mayor and City Council Members

FROM: Todd Provencher, Finance Director

SUBJECT: Detailed budget vs. actual FY19 year-to-date for all funds for the period ending April 30, 2019 (83% of Fiscal Year complete)

Attached, please find the budget vs. actual reports for all funds. At the period end, 99% of budgeted General Fund revenues have been received (compared to 99.7% last fiscal year) and 91.7% of expenditures budgeted have been expensed for this time period (compared to 86% last year).

GENERAL FUND NOTES:

Revenue:

General Fund revenue continues to meet overall expectations for the 10 months ending April 30. State PILOT payments were higher than budgeted, local options tax revenue is trending to meet budget projections. Building Permits and Planning Department fees are trending above budgeted projections. Miscellaneous revenue is trending above budget due to the reimbursements of employee wages from disability or workers compensation related payments. This income is typically offset by increases in the respective salary expense accounts for overtime. Operating transfer revenue is \$43,200 lower than budgeted in FY19 due to closure of the parking lots on Taylor Street and Main Street for construction of the transit center and bike path.

Expenditures:

Most General Fund division expenditures are following budgeted projections, however, the winter weather has negatively impacted the Department of Public Works budget, especially for overtime and road salt. The bulk of expenses in the miscellaneous use of GF Fund Balance (10,995.60) will be transferred to the TIF District Fund with the exception of costs incurred for the Country Club Road property and upgrades to the AV equipment in Council Chambers. Expenses accumulated in the employee benefit

accounts (10.9900.15) will be allocated to department health insurance expenses once the final accounting is complete for calendar 2018 through our third-party administrator.

WATER FUND:

107% of revenues budgeted have been received (compared to 99.86% last fiscal year) and 95.25% of expenditures budgeted have been expensed for this time period (compared to 94.47% last year).

SEWER FUND:

97% of revenues budgeted have been received (compared to 102.24% last fiscal year) and 73.51% of budgeted expenditures have been incurred for the time period (compared to 81% last year). The delayed start in the WRRF project has reduced anticipated interest costs in the current year.

PARKING FUND:

78.71% of revenues budgeted have been received (compared to 78.72% last fiscal year) and 73.57% of expenditures budgeted have been expensed for this time period (compared to 76.49% last year).

If there are specific questions I can answer, please do not hesitate to email me and I will be happy to provide additional details.

Sincerely,

Todd Provencher

tprovencher@montpelier-vt.org



SUBJECT: Request for Waiver of the City Hall Arts Center rental fee for the Montpelier Chamber Orchestra's opera performance in January 2020.

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Waive City Hall Arts Center rental fee for the Montpelier Chamber Orchestra in January, 2020.

STRATEGIC OUTCOME/PRIOR ACTION: Inclusive, Equitable and Engaged Community

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: Montpelier Code of Ordinances Sec. 2-804. RENTAL FEES. The City Council, by resolution or policy, may adopt fees for the use of the City Hall Arts Center. Fees may be assessed for uses including, but not be limited to, rehearsal, workshops/classes, performances and meetings. Fees may include use of technical equipment or personnel. The Council may waive or reduce fees at its discretion subject to any criteria for such waiver or reduction as may be included in the fee resolution.

BACKGROUND INFORMATION: The Montpelier Chamber Orchestra (MCO) has requested the City Hall Arts Center rental fee be waived for their performance of the Opera, Amahl and the Night Visitors, during January of 2020. MCO has already cleared the schedule with Lost Nation Theater. In 2017, City Council waived the fee for the same performance.

SUPPORTING DOCUMENTS: Waiver request, performance budget, rental policy and fees

INTERESTED PARTIES: Montpelier Chamber Orchestra, Lost Nation Theater

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over a horizontal line.

Montpelier Chamber Orchestra
PO Box 572
Montpelier VT 05601

June 6, 2019

To Members of the City Council:

The Montpelier Chamber Orchestra (MCO) hopes to produce a bi-annual event featuring the one act Opera, *Amahl and the Night Visitors*, during the first week of January, starting in 2020. We had great success our first time collaborating with Montpelier's All Together Now and professional and amateur vocalists in November 2017. We are seeking to include Moving Light Dance company in addition to a similar cast for our 2020 performance. We would like to ask the City Council to consider allowing us to use the space for no charge again. A typical MCO season includes two concert series, one of which we offer for free. This additional product would increase the number of concert series we produce from 2 to 3. We are a volunteer-run orchestra, and in lieu of paying musicians, we spend our income on attracting top notch soloists and retaining a Music Director who keeps our programming engaging and inspiring for the community.

Please see our attached budget, as well as this budget narrative:

In 2017, the Montpelier Chamber Orchestra, in collaboration with All Together Now, and with support from The City of Montpelier in the form of free space rental and the Montpelier Community Fund, staged "Amahl and the Night Visitors." The budget for that performance was \$13,000. The budget for this performance is similar, at \$12,232. Our 2017 performance was an investment of the orchestra to the City, and we offered that event for no admission (free), as we had significant support from our corporate and City sponsors for our innovative programming, with a total audience of 400 persons. The performance was integrated into our 2 concerts series, rather than as a stand-alone concert. Given the feedback from the 2017 performance attendees that they would like Amahl and The Night Visitors made into an annual event, and that we would like to time the production with the Epiphany dates (January 4-5), the Board has supported the Music Director to offer this event as a paid performance to partially cover costs while keeping the ticket price to a minimum so as to continue to encourage accessibility. Our vocalist fees have remained consistent given the high caliber we recruit and the expertise provided by Mary Jane Austin, our esteemed vocal coach. Visuals fees have reduced by half. However, this year we will add a dance component, collaborating with Moving Light Dance. Performance Space & Logistics (moving instruments and stands) fees have remained constant. We have separated out our Marketing fees, and reduced our Project Management fees by two-thirds. We have secured a small grant from the Montpelier Alive organization of \$650 to produce this event. Other fundraising is underway with individuals in the community.

Thank you for your consideration,
Laura Fried, MCO Board President

Amahl Budget January 2020 Performance		
Expenses		
Vocalists	Name	
Coach	Mary Jane Austin	1400
Mother	Mary Bonhag	800
Amahl	TBD	100
Kaspar	TBD	400
Melchior	TBD	400
Balthazar	TBD	400
Page	TBD	100
Visuals & Dance		
Visual Arts Team	Janice Walfren/ATN	1200
Dance/Choreography	Christine Harris	1250
Lighting	Joe Sanguinetti	200
Performance Space & Instrument Moving		
City Hall (up to \$1300, pending permission to reduce fee)		0
Lost Nation (equipment/set up)		902
Rehearsals space at U32		100
UHaul for Percussion, Stands		200
Music & Rentals		
Amahl Score & Parts Rentals		830
Harpist		200
Project Manager		500
Music Director Fee		3000
Marketing		
Graphic Design		300
Poster Printing		200
Program Printing		200
Total Cost		12682
Income		
Grants		
National Life Group (confirmed)		2500
Downtown Events Grant (confirmed)		650
Other grants		2500
Ticket Sales		8000
(\$20pp; Students \$5, Kids 12 and under free based on 2 performances of 200 adult attendees)		
Individual Donors		0
Total Income		13,650

MONTPELIER CITY HALL ARTS CENTER RENTAL POLICY

Pursuant to Section 2-801A / 2-803, Election, *Official Municipal Meetings* of the Code of Ordinances, the City of Montpelier hereby designates Lost Nation Theater, Inc., as its AGENT.

USAGE POLICY

The City Hall Arts Center (CHAC) may be utilized for any lawful use that will not be injurious to the property or to individuals. The determination of lawful use shall be made by AGENT in consultation with the City Manager.

RENTAL FEES

Fees have been set to be affordable for community organizations and to encourage the greatest use of the Arts Center. Fees will be set according to the Purpose of the Event, whether it benefits the general public and/or benefits the City of Montpelier. In addition to rental fees, users will be responsible for the following fees: mandatory facility preservation fee, planning meeting, and cleaning and technical fees.(See Rate Sheet)

RATES FOR EVENTS

Base Rates

One Day:	\$250 for up to 100 people attending \$25 for each additional 25 people attending \$75 for each additional 100 persons attending
Weekly:	\$1,250

Reduced Rates for Charitable Uses & General Public Benefit

One Day:	\$150 for up to 100 people attending \$15 for each additional 25 people attending \$50 for each additional 100 people attending
Weekly:	\$750

:

RATES FOR MEETINGS AND WORKSHOPS

Base Rates

Hourly:	\$35 per hour (2 hour minimum)
Half Day:	\$100
Full Day:	\$200

Reduced Rates for Charitable Uses & General Public Benefit

Hourly:	\$20
Half Day:	\$60
Full Day:	\$120

WAIVERS & ADDITIONAL RATE REDUCTIONS SET BY CITY COUNCIL

Events having a special and significant benefit to the City of Montpelier can petition the City Council to have the rental fee further reduced or waived entirely. With the exception of municipal functions, no fees will be waived without the approval of the City Council.

RENTAL DEPOSITS

Rental deposits are required for all rentals in order to secure the date. The deposit will be \$50 or 25% of the estimated rental fee, whichever is greater.

SECURITY DEPOSITS

In addition to rental deposit there is a security deposit required of all renters. The amount of the deposit will be determined by AGENT according to: 1) the type of event; 2) number of people estimated to attend; 3) whether food or alcohol will be served. Full return of the security deposit will be contingent on the hall being left in as good or better condition than before RENTER's use.

RENTER RESPONSIBILITIES

Contact Person: RENTER is responsible for having one prime Contact Person to sign and follow through with all points of this contract and all aspects of this event. Contact Person must be on site throughout the duration of the event.

Condition and Use of Arts Center: RENTER is responsible for putting up and taking down chairs, tables, and any other set-up. RENTER is also responsible for removing trash and sweeping and mopping space after event. Renter must leave the premises in the same or better condition. Any damage to the Arts Center and its furnishings or disregard for rules of safety may be cause for retaining the security deposit as well as for additional fees being charged. All property of the RENTER will be removed within 24 hours of the close of the event unless otherwise arranged with AGENT.

PLANNING/LOGISTICAL COORDINATION MEETING

All RENTERS are required to schedule a Planning/Logistical Coordination Meeting with AGENT prior to their event. In the case of on-going users, this meeting will take place prior to the start of their rental period. This planning session includes instruction about the Arts Center's technical capacity, location and use of equipment, and requirements of your event. Contact Person must attend.

STAFFING

RENTERS are required to have knowledgeable technical staff in attendance at events. Technical assistance is available from AGENT at the rates on attached Rate Sheet.

Technical support personnel provided by renter must:

- Be approved by AGENT
- Attend Planning/Logistical Coordination Meeting
- Be supervised by AGENT Staff during load in and strike

For all rentals, the City Hall Arts Center must be staffed as follows:

- A. For uses such as performances that require lighting instruments and/or a sound system, a professional technician must be hired for the duration of the event.
- B. For uses such as trade shows that require no special technical support, a technician must be hired for A MINIMUM of set-up and strike times.
- C. For long term uses such as the production and run of a play, a technician must be hired to orient and advise at both the beginning and the end of the contract period.
- D. No technical staff is needed for workshops, classes and rehearsals that do not have any technical requirements.

EQUIPMENT

Technical equipment rental and use will be based on the needs of the RENTER. An estimate of rental costs will be provided to the RENTER following the Planning/Logistical Coordination Meeting.

The following equipment is provided with the rental of the space, subject to availability:

- About 135 stackable upholstered chairs (about 80 without arms, about 55 with arms)
- About 135 wooden folding chairs (in groups of one to three)
- Six 6' folding tables
- Baby grand piano

POLICE AND FIRE

No more than 650 people may be in the open space at any time. When more than 300 people are expected to attend or if alcohol will be served, the Police and Fire Chiefs must be informed.

Requirements for personnel are at the discretion of the respective Chiefs. Generally, requirements are as follows: The RENTER shall make necessary arrangements with each department and pay salaries of those personnel at prevailing rates, which will be billed separately by the City of Montpelier.

LIABILITY

Proof of insurance naming the City of Montpelier as co-insured will be required for all performance events. Meetings, rehearsals, workshops, and classes may not require insurance. Insurance coverage will be determined on a case-by-case basis by AGENT and the City Manager.

SMOKING

Smoking is prohibited in City Hall. Smoking is allowed outside 50 ft from City Hall.

ALCOHOL

Alcoholic beverages may only be served, made available, or brought into City Hall Arts Center by a licensed server; and only with advanced approval by the Montpelier City Council. The server's License must be provided when requesting City Council approval.

DEPOSITS AND PAYMENT SCHEDULE

Reservation dates are not guaranteed without a deposit and signed contract. Rental deposits are due at the time the Arts Center is booked. Security deposits are due 10 days before event. Remaining fees are due within 10 days after the last use of the Arts Center, or by the 15th of the month for on-going users.

Payment for rentals and related expenses is by check, payable to Lost Nation Theater.

Please direct all correspondence and inquiries to:



LOST NATION THEATER, Inc.
39 Main Street, City Hall
Montpelier, VT 05602
(802) 229-0492
email: info@lostintheater.org
www.lostintheater.org



**Addendum to Agenda
for
City Council Meeting**

June 12, 2019

19-178(o). Sign Proclamation Recognizing June 19th as Juneteenth



PROCLAMATION

Recognizing June 19th as Juneteenth

WHEREAS the history of slavery in the United States is a history of unspeakable brutality and oppression;

AND WHEREAS the existence of slavery, beginning with the earliest settlements in what became the United States and continuing through the Civil War, was a betrayal of the values the United States was created to defend;

AND WHEREAS the proclamation of the end of slavery in Texas on June 19, 1865, long after both the Emancipation Proclamation and the end of the Civil War, is widely recognized as the end of slavery in the United States;

AND WHEREAS, with the experience of over one hundred fifty years of history, we now know that the official eradication of slavery was merely a start to the continuing effort to liberate the formerly enslaved people and their descendants;

AND WHEREAS June 19, celebrated as Juneteenth, celebrates African American freedom and achievement, while encouraging continuous self-development and respect for all cultures;

AND WHEREAS Juneteenth celebrates the fundamental promise of America and the need for all Americans to continue to work for universal justice and freedom

AND WHEREAS the City of Montpelier is committed to the values of liberty and justice enunciated in our Declaration of Independence and Constitution;

AND WHEREAS the City of Montpelier is further committed to providing a home for all peoples and cultures to form the Montpelier community

NOW, THEREFORE, IT IS RESOLVED that June 19, 2019, is recognized in the City of Montpelier as Juneteenth;

AND IT IS FURTHER RESOLVED that the people of Montpelier are encouraged to celebrate the fundamental American values that underlie the founding of our nation, our state, and our city, and to recommit themselves to the cause of liberty, justice, and acceptance of all people.

Signed this 12th day of June, 2019

Anne Watson, Mayor

Dona Bate, Councilor

Lauren Hierl, Councilor

Conor Casey, Councilor

Jack McCullough, Councilor

Glen Coburn Hutcheson, Councilor

Ashley Hill, Councilor



CITY COUNCIL Agenda Item #19-179

Date: June 12, 2019

Consent ☐ Discussion ☒

SUBJECT: Consideration of an engineering and traffic investigation to determine the appropriate posted speed limit of Berlin Street from Granite Street – Berlin / Montpelier corporate boundary.

SUBMITTING DEPARTMENT: Department of Public Works

RECOMMENDED ACTION: Reduce posted speed limit on Berlin Street from 35 mph to 30 mph. Conduct the 1st reading and public hearing of the ordinance change. Approve 1st reading and set the date for the 2nd reading if the majority of the City Council agrees that an alteration of the speed limit is warranted.

STRATEGIC OUTCOME/PRIOR ACTION: Inclusive, Equitable and Welcoming Community. Thoughtfully Planned Built Environment. (Advance complete streets initiatives)

EXPENDITURE REQUIRED: Less than \$500

SOURCE OF FUNDS: General Fund – DPW Operating

LEGAL REQUIREMENTS: State law and the Manual on Uniform Traffic Control Devices (MUTCD) regulate and establish guidance in the procedure for the establishment on an effective and enforceable speed limit on a public highway. Title 23, V.S.A. §1007 authorize the local governing body to establish and post speed limits on town-owned highways.

BACKGROUND INFORMATION: The Department of Public Works conducted an Engineering & Traffic Investigation of Berlin Street for the determination of a reasonable and safe speed limit. The investigation provides guidance from which to make informed judgements and conclusions based on a factual analysis of the roadway characteristics, conflicts and typical uses including pedestrians and bicyclists. The investigation is required to establish and enforce a speed limit of less than 35 mph for any public highway.

SUPPORTING DOCUMENTS: Memorandum to W. J. Fraser dated June 3, 2019 entitled "Berlin Street Speed Limit Assessment Update," Notification letter to Berlin Street residents dated June 3, 2019

INTERESTED PARTIES: Berlin Street Residents, Police Department, Montpelier Transportation Infrastructure Committee

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. J. Fraser", written over a horizontal line.

City of Montpelier
DEPARTMENT OF PUBLIC WORKS
Memorandum

To: William J. Fraser, City Manager

From: Thomas McArdle, Director

Date: June 3, 2019

Subject: Berlin Street - Town Highway #11 (River St to Berlin / Montpelier town line)
Speed Limit Assessment Update: Engineering & Traffic Investigation

The Traffic Committee conducted a speed study of Berlin Street in 2010 and concluded that the current speed limit of 35 mph was appropriate and should not be changed. Staff was asked to reconsider the speed limit and conduct an updated study because of the increase of traffic volumes, an interest in greater use of the street by bicyclists and to give further thought about the lack of sidewalks on both sides of the street. Staff agrees the concerns of the Berlin Street neighborhood regarding the impact of traffic on their local street warrants further review and the determination of the appropriate speed limit should be revisited and updated.

The combination of high traffic volumes particularly during the peak hours with a perception of excessive speed is felt to be threatening and unsafe in this residential neighborhood. Berlin Street, classified as a, "minor arterial" has experienced an increase in traffic over the last several years primarily because it serves as a popular connecting route between developing areas in the town of Berlin including the medical campus, shopping mall, and several other new businesses. The road also connects to the Barre beltway serving as a convenient alternative route for commuters. A speed study is intended to determine if these considerations would warrant an alteration of the posted speed limit.

State law and the Manual on Uniform Traffic Control Devices (MUTCD) regulate and establish guidance procedures for the establishment of an effective and enforceable speed limit on a public highway. Title 23 V.S.A. §1007 authorizes the local governing body to establish and post speed limits on town-owned highways. The accepted protocol for the legal adoption of a posted speed limit in Vermont recommends that the municipal governing body review and consider an "Engineering & Traffic Investigation" of the roadway in question. The investigation consists of gathering relevant traffic data, reviewing the roadway characteristics and considering roadway users and other factors which collectively provides the information needed to reach judgments based on factual analysis while providing data to assist in addressing perceptions and specific concerns. The study is designed to elicit informed decisions to support a conclusion that the selected speed limit is "reasonable and safe" to achieve public respect of the law and accomplishing the highest possible rate of compliance. The pre-determination of a desirable or target speed limit is not permitted or advisable.

The study can be conducted by staff or the select board and does not require oversight by a qualified traffic engineer. However, familiarity with traffic engineering practices and the State's enabling statutes is recommended. A speed limit of 25 mph is the lowest limit for a public highway while 45 mph is to highest limit a municipality is empowered to establish.

This investigation utilizes vehicle speed inventories collected by the Central Vermont Regional Planning Commission (CVRPC) in April, 2017 using pressure tubes mounted on the street to record the speed of each vehicle, 24 hours a day for one week periods. Due to the length of the street, several study sites were chosen

for data collection. CVRPC staff provided us with the raw data analytical analysis describing the key speed limit indicators required for the study. This information is presented as a reasonable representation of the prevailing traffic speed for purposes of this study. Additional speed counts were conducted by the Montpelier Police Department this spring utilizing an automated collection device housed within the radar speed detection unit with the display disengaged to avoid influencing motorist behavior. The additional data collection provided consistent results from that which was collected by the CVRPC.

An Engineering and Traffic investigation is based on the following factors:

1. Road surface characteristics, shoulder condition, grade, alignment and sight distance;
2. The 85th percentile speed and the pace speed;
3. Roadside development and culture, and roadside friction;
4. Safe speed for curves or hazardous locations within the zone;
5. Parking practices and pedestrian (bicycle) activity;
6. Reported accident experience for a recent 12-month period.

FACTOR 1: The road surface is rated as being in good condition, with a pavement condition index grade in 2017 of 90/100. There are no surface defects affecting driver comfort.

Vehicular sight distance and geometry is considered good throughout, meeting or exceeding AASHTO guidelines. The exception regards driveway sight lines between Hebert Road & Sherwood Drive which only meets safe stopping distance guidelines and an advance warning sign is provided for southbound traffic to alert motorists of entering traffic in this area.

Alignment for over three-quarters of the road's 1.2 mile length is relatively straight and ascends from north to south at a fairly consistent, comfortable and readily navigable grade of 6-7 %. Note that road grade positively and negatively affects vehicle braking distance and is a consideration of review of sight line measurements for safe stopping distance and accident avoidance. The road grade begins to flatten as it approaches the Valerie Avenue area and peaks near Hebert Road. At this location, the road begins a slight southerly descent of approximately 3% and enters a series of three gradual, horizontal curves, totaling about 600' in length, extending to a point northerly of Sherwood Drive, with an average degree of curvature of 11° and radii of 466 ft–636 ft. Super elevation (also known as roadway banking) is not provided for the curves other than cross slope for drainage. The safe and comfortable speed (design speed) for the highway curvature is 35 mph per AASHTO (American Association of State Highway & Transportation Engineers) under normal dry pavement conditions.

The street is 34 ft in width, with granite curbs along both sides for the entire road length in the study area. The width was designed to allow sufficient space for one lane of on-street parking located along the east side between Cedar Hill Lane and Wheelock Street. In this area, the width is allocated as two 10 ½' ft. travel lanes, one 8 ft. combination bike & parking lane, and a 5 ft. shoulder on the westerly side marked as a bike lane for uphill travel. Within the street segments where parking is not allowed, the road is divided into 12 ft lanes with 5 ft shoulders, providing adequate room for bicycle use or for use by a delivery or disabled vehicle. The street is marked with painted 4" white edge and yellow center lines.

FACTOR 2: Vehicle speeds were recorded over a two week period beginning April 21, 2017, using pressure tubes placed in the road at points near the Wilson Street & Hebert Road intersections. Northbound and southbound traffic were recorded consecutively with both AM & PM volumes and speeds collected. The

average 85th percentile speed was 44 mph at the Wilson Street counter & 34 mph at the Hebert Road counter. According to the guidance, 85% of all motorists were traveling at or below these speeds. The respective 10 mph pace speeds were 36 -45 mph & 26 – 35 mph. This is an indicator of the speed at which the majority (74-75%) of the traffic is traveling. The speed limit should not be more than 3 mph below the upper limit of the pace or 85th percentile, whichever is lower. Based on the speed study, the speed limit near Wilson Street should not be more than 40 mph and no more than 30 mph near Hebert Road.

FACTOR 3: Roadside development along Berlin Street is classified by the Montpelier zoning districts as a medium density residential (MDR) neighborhood and includes a small number of home occupation businesses including private medical offices. Roadside friction is moderate to high, with driveways intersecting the street varying at 100 ft.–200 ft. intervals with eight intersecting side streets. The functional classification of the road is an “urban, minor arterial” and is a Class 2, Federal Aid, town highway. The primary function of an arterial highway is mobility. Berlin Street serves as one of the principal connecting links with the Town of Berlin’s commercial district and the regional medical center. The road is also heavily used as a regional commuter route and includes connections with roads leading to and from Barre, as well as the interstate highway.

As a minor arterial, land access is a secondary purpose and is generally viewed as a functional conflict. The road has historically served dual roles of mobility and access, and is typical of many roads evolving into conflict over time with growth and a corresponding traffic volume increase. The majority of traffic is believed to be through-traffic, with trip origins and destinations located outside of the study area. Turning vehicles accessing residential driveways and side streets impede through traffic, but the resultant delay to through and entering/exiting traffic is minimal and within generally acceptable levels of delay given the adequacy of available gaps in the traffic flow. However, during peak traffic times, gap availability is reduced considerably which increases delay for side streets and driveway ingress & egress. No bypass lanes are provided to address access conflicts, although the comparatively low number of turning vehicles would not warrant by-pass lanes and the scattered locations would make the accommodation impractical. Some motorists were observed utilizing the combined parking / bike lanes to avoid a turning vehicle which can be hazardous for bicyclists.

FACTOR 4: A speed limit does not indicate or guarantee that an entire roadway segment can be traveled at the posted speed all of the time for the full length. Certain isolated road conditions are commonly posted with advisory speeds (signs: black text on yellow background) for such features as narrow shoulders, hidden side streets, and curves.

The recommended comfortable and safe negotiating speed for the curves described in Factor #1 above is approximately 30-35 mph. The available sight distance for motorists to safely view and react to approaching traffic, pedestrians within or crossing the road, intersecting vehicles and other obstacles or hazards equals a design speed of no more than 35 mph. The exception is within the segment between Hebert Road and the Berlin corporate boundary, including the intersection of Sherwood Drive. In this area, roadside obstacles and driveways can be viewed only under safe stopping conditions at a speed of approximately 30 mph. At 30 mph, the braking distance is about 200 ft–250 ft. under normal conditions. The limited sight distance condition affects traffic traveling southbound along the inside of this horizontal curve which also has a slight down grade. If the speed limit is posted in excess of 30 mph, advance warning devices would be warranted.

FACTOR 5: Parking on one side of the street is permitted by City ordinance in designated and marked areas. Most of the properties have adequate off-street parking areas. Parking on the street has been found to be scattered, well below capacity, short term and specifically related to the adjacent residential land uses, as opposed to remote parking serving other purposes.

A sidewalk is available along the westerly side between River Street and Cedar Hill Lane, where it then crosses to the east side (marked crosswalk) and extends to Hebert Road. There is no sidewalk from Hebert Road connecting with the Sherwood Drive neighborhood or along the entire westerly side. Residents on the westerly side of the street must cross at random locations to reach the sidewalk. The sidewalk properly corresponds with the on-street parking locations.

The road shoulder, delineated with a painted white line, was modified to a width of 5' along the westerly side to provide a bike lane for those travelling up the hill. Bikes travelling down the hill may use the marked shoulder until reaching the parking lane where bicyclists must divert into the travel lane to avoid parked vehicles. While this condition is not unique or considered unduly hazardous during off-peak traffic times, traffic volumes and speed is cause for concern.

In the road segments where parking is not permitted, 5 ft wide shoulders, delineated with painted white edge lines, allow room for disabled vehicles to stop out of the way of traffic, and are of sufficient width for bicycle and pedestrian travel (VT Agency of Transportation recommends 4 ft–6 ft on curbed streets). However, the 5 ft width is on the low end of the scale for bicycles navigating steeper grades. Pedestrians, particularly elderly and children, are generally not comfortable walking within a road shoulder on higher traffic volume roadways.

There are two marked crosswalks within the study limits; one at Cedar Hill Lane and one at Wilson Street. The crosswalks provide a pedestrian link for this multi-street neighborhood to the Berlin Street sidewalk and the City-wide sidewalk system, allowing school age students and others a walking opportunity. There are no crosswalks located southerly of Wilson Street which is approximately $\frac{3}{4}$ mile to the town boundary. Concerns have been raised by area residents that motorists routinely disregard State law compelling motorists to yield the right of way to pedestrian in a marked crosswalk, and that traffic speed makes the crossing feel unsafe.

In general, the pedestrian volume is considered low and seemingly not commensurate with the residential density. Speculation about contributing factors to the low pedestrian volume noted includes the travel distance ($\frac{1}{2}$ mile or greater) to destinations normally attracting pedestrian trips such as stores, schools, and other goods and services. Additionally, to reach the downtown district, one of the two primary connecting routes follows Berlin Street (US Route 2), which has a historically low pedestrian volume. This low volume is possibly due to commercial activity with high volume driveways, combined with extreme traffic volumes including heavy trucks and multiple driveways. The Berlin Street sidewalk also connects to the Barre Street neighborhood via the Granite Street bridge sidewalk, with a link to the shared use path located near Stone Cutters Way. We would expect that pedestrian and bike activity would be greater considering the link with Granite Street where a signalized intersection with exclusive pedestrian timing is provided

Given the available capacity for pedestrian and bicycle travel, Factor #5 should be given due consideration in the determination of the appropriate speed limit to the extent that vehicle speed contributes to the decision process concerning these alternate means of transportation.

FACTOR 6: Ten reported accidents were investigated by the Montpelier Police Department over a 12 month period beginning in November, 2017. No injuries requiring transport resulted from these collisions. Two accidents occurred near the Sherwood Drive intersection and two at the Wheelock Street intersection. This data indicates that the street is not prone to accidents as defined by State standards expressed as a relationship of the number of accidents to total vehicle miles driven expressed in million vehicle miles ("actual rate" less than half of the "critical rate" per state wide average). The posted speed limit does not appear to be

a factor in the cause of accidents. The two Sherwood Drive accidents could indicate the need for additional advance warning with an advisory speed.

Relationship of accident frequency, rate & severity to traffic congestion levels are notable. Studies tend to indicate that accident rate may increase with congestion but severity is less due to lower speeds common with highways considered to be congested.

OTHER CONSIDERATIONS:

Additional considerations specific to this road segment are the speed limits and comparable roadside conditions along the remainder of the roadway in the Town of Berlin. It is noteworthy that inbound (northbound) traffic is restricted to a speed limit of 40 mph along Paine Turnpike which is a rural section with limited development. The speed is then reduced to 35 mph approximately ½ mile prior to entering Montpelier. As the housing density increases with a greater number of driveways, pedestrians, and bicyclists, a legitimate argument could be made that the posted speed limit should be reduced further to reflect the transition of changing roadside conditions as motorists enter a neighborhood setting.

The corridor traffic volume has increased significantly over a ten-year period from an average daily traffic (ADT) of 4,700 in 1991 to 6,000 in 2001 (measured near the Sherwood Drive intersection). From 2013 to 2018, the traffic volume increased about 12% (6,500 – 7,391). This volume of traffic is normal for a minor arterial highway but relatively high for a residential neighborhood which serves to emphasize the functional conflict noted above. Through truck traffic is prohibited along the corridor which helps to reduce the overall impact.

CONCLUSION:

The MUTCD states that “the proper speed is the highest speed that can be maintained without excessive braking or feeling a concern for safety.” It also states that “established speed limits are not a guarantee that the speed can be maintained throughout the zone, but is a speed that will allow the driver time to react to a variety of situations that may occur within the zone.” It is widely accepted that the majority (approximately 85%) of motorists drive at speeds they perceive to be safe.

Reviewing each factor individually, we find that there are compelling features or other attributes that would indicate that the 85th percentile speed (Factor #2) should not be the primary indicator of the proper speed limit. This is typically the primary indicator of the proper speed limit because motorists tend to adjust their speed to the conditions and features of the road and not necessarily to posted limits. Factor #3 describes functional conflicts. There is evidence of a greater number of accidents that we would normally expect to see at the Sherwood Drive intersection. Functional conflicts regarding road classification and land access are identified and pedestrians are at greater risk due to the combination of through traffic, the prevailing speed at and above the posted limit, and the high volume. Under Factor 4, we find that a horizontal curve, which can be safely negotiated at a speed of up to 35 mph, should be given special consideration with regard to safe stopping sight distance but would not otherwise affect the overall posted limit. Factor #5 addresses pedestrian and bicycle activity which is reasonably accommodated at the levels indicated with a shoulder, a sidewalk on one side, and good to excellent sight distance. However, lack of sidewalks on both sides and the shared parking / bike lane results in occasional conflicts. Installation of advance warning signs for the Wilson Street crosswalk is advised.

It is my conclusion that the posted limit of 35 mph is somewhat excessive given the extenuating circumstances herein noted. An advisory speed or other means of warning motorists of the limited sight distance for driveways or the presence of pedestrian and bicyclists will not reliably & consistently affect driver behavior and would only be used on a short segment of the road. Although reaction time can be improved through greater awareness of conditions by signage, the braking distance of a vehicle travelling at 35 mph or greater is the most significant cause for concern. I recommend **Berlin Street be posted at 30 mph between River Street and the Berlin / Montpelier corporate boundary.**



America's Small Town Capital

DEPARTMENT OF PUBLIC WORKS, City Hall, 39 Main Street, Montpelier, VT 05602

Thomas J. McArdle, Director tmcardle@montpelier-vt.org

Kurt S. Motyka, City Engineer, kmotyka@montpelier-vt.org

June 3, 2019

Berlin Street residents, property owners and neighbors:

RE: Consideration of altering the Berlin Street speed limit
Notice of City Council Hearing & First Reading of Ordinance

Enclosed, please find a cover sheet for an agenda item that will be heard at the City Council's regularly scheduled meeting of **June 12, 2019**. The City Council will consider an "Engineering & Traffic Investigation" report which was conducted to ascertain the appropriate speed limit for Berlin Street between the Granite Street intersection southerly to the Berlin / Montpelier corporate boundary. To enact an ordinance change, the City Council will conduct two public hearings which are also referred to as the first and second readings of the recommended wording of an ordinance.

In accordance with 23 V.S.A. §1007, the legislative body of a municipality may establish, on the basis of an engineering and traffic investigation, a speed limit on all or a part of any city, town or village highway within its jurisdiction. In this case, the investigation revealed that neighborhood character, bicycle and pedestrian use and other factors affecting the safety and convenience of all road users warrant that consideration be given to lowering the maximum allowable speed limit to 30 mph from the present limit of 35 mph.

If there are any questions, you are welcome to inquire of the city staff noted below, or you may ask questions and raise any concerns you may have at the City Council hearing. A copy of the report is available upon request in paper or digital format.

Contacts:

Public Works: Thomas McArdle, Director (tmcardle@montpelier-vt.org 802-223-9508)

To the landlords of apartment buildings: This notice may also be of interest to your tenants and the City would like them to be notified so they have an opportunity to offer testimony as residents of the affected streets. Please forward this letter or provide the name and address so that we may contact your tenant directly.

Thank you for your consideration and interest!

Enclosure

C: William Fraser, City Manager
Sue Allen, Assistant City Manager
Corey Line, DPW Project Manager
Anthony Facos, Police Chief
Robert Gowans, Fire Chief



CITY COUNCIL Agenda Item #19-180

Date: June 12, 2019

Consent ☐ Discussion ☒

SUBJECT: Conservation Commission update

SUBMITTING DEPARTMENT: Conservation Commission via City Manager

RECOMMENDED ACTION: Receive update from the Montpelier Conservation Commission. Opportunity will be provided for questions and discussion.

RELATED COUNCIL GOAL/PRIOR ACTION: Environmental Stewardship

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: The City Council periodically receives updates and briefings from City Departments and Committees.

The Montpelier Conservation Commission (MCC) seeks to strengthen the relationship between people and nature in order to involve residents in the protection and enhancement of the City's natural environment. The Commission is charged with advising the Planning Commission, City Council, and other city officials on issues concerning Montpelier's natural resources.

SUPPORTING DOCUMENTS: N/A

INTERESTED PARTIES: Conservation Commission, staff, residents

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Johnson", written over a horizontal line.



CITY COUNCIL Agenda Item #19-181

Date: June 12, 2019

Consent ☐ Discussion ☒

SUBJECT: TIF Validation Resolution

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Approve Validation Resolution

RELATED COUNCIL GOAL/PRIOR ACTION: Community Prosperity, Responsible Government

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: Council is being asked to approve a Validation Resolution providing additional public information on special costs related to the public parking garage bond, and confirming and validating all actions taken by the City at the special meeting held on November 6, 2018.

SUPPORTING DOCUMENTS: Resolution and Exhibit A "Costs"

INTERESTED PARTIES: City Manager's Office

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over the "CITY MANAGER'S APPROVAL:" text.

VALIDATION RESOLUTION

WHEREAS, notice of the November 6, 2018 special meeting of the City of Montpelier was given by recording, posting and publishing the Warning thereof in accordance with 17 VSA 2641, 24 VSA 1756 and Sections 1102, 1104 and 1105 of the City Charter; and

WHEREAS, in anticipation of the November 6, 2018 special meeting, an informational hearing was conducted by the City Council on October 3, 2018, following thirteen days prior public notice thereof; and

WHEREAS, *inter alia*, at hearings conducted by the City Council on October 3, 2018 and on October 29, 2018, information was publicly presented regarding the construction and financing of proposed improvements within and appurtenant to the City's Tax Increment Financing District

WHEREAS, the statutory requisites of providing fifteen days prior public notice of the October 3, 2018 informational hearing, and disseminating specific tax increment financing district "related costs" information, not having been fully complied with because of inadvertence, oversight or mistake of law or fact, the City Council desires to avail itself of the validation provisions of 17 VSA 2662 and 24 VSA 1757; and

WHEREAS, such "related costs" are attached hereto as Exhibit A and are incorporated herein for public dissemination; and

WHEREAS, at the November 6, 2018 special City meeting Article I, a proposition of incurring \$10,500,000 of bonded indebtedness for the purpose of making certain tax increment financing district improvements, and the dedication of tax increment revenues for such purpose, was approved, those voting In Favor being 2459 and those voting Opposed being 1877; and

WHEREAS, the City having voted to issue bonds as aforesaid, the City Council elects under 24 VSA 1773(a) to convert all or a portion of such bonded indebtedness authorization to bond anticipation notes, notwithstanding the omission of temporary project financing as a possible project funding source in the above-referenced proposition; and

WHEREAS, the City Council hereby finds that, notwithstanding the inadvertent failure to comply with all the statutory requirements incident to informational hearing notice and content, and potential funding sources, the required length of notice of the purpose of said special City meeting has been had; accordingly,

BE IT RESOLVED, that, to the fullest extent permitted by law, the City Council hereby ratifies, confirms and validates all actions taken by the City at the special meeting thereof held on November 6, 2018.

I hereby certify that the foregoing was approved and adopted by an affirmative vote of at least two-thirds of the members of the Montpelier City Council at a regular meeting thereof held on June 12, 2019.

ATTEST:

John Odum, City Clerk

Projected Tax Increment Revenues

The City estimates that the TIF increment (tax revenue generated from taxable improvements made in the Montpelier TIF District and lawfully retained by the City) will be sufficient to cover:

- the costs of the proposed eligible improvements, per TIF Rule 704;
- the related costs of setting up the TIF District and related costs of the improvements that are TIF District financing eligible, per TIF Rule 705; and
- debt service on the indebtedness incurred to finance the City’s capital improvements in the District.

TIF Infrastructure Project – The Parking Garage

Per Rule 704, the City may use TIF funds for “eligible improvements [that] generally are the installation, new construction, or reconstruction of infrastructure that will serve a public purpose and fulfill the purpose of the District.”

The voters of Montpelier authorized the construction of an approximately 348-space parking garage. This includes the following (Rule language in italics):

- *Utilities, such as power transmission lines, telecommunications lines, telecommunications towers, and power or telecommunications equipment; wastewater, storm water, water dispersal, collection, and treatment facilities and treatment equipment including force mains, pump stations, sewers, lift stations, and related wastewater, storm water and water equipment.*
 - **\$100,000 for construction, relocation, and connections of electric and associated infrastructure.**
- *Transportation improvements such as public roads, streets, bridges, parking lots, facilities, garages, and structures, multimodal facilities, public transit stop equipment and amenities, street and sidewalk lighting, sidewalks, streetscapes, way-finding signs and kiosks; traffic signals, medians, turn lanes, and property acquired or used for right of way.*
 - **\$9,300,000 for the construction of the parking garage – including site work, concrete, steel, masonry, metal fabrications, carpentry, windows, siding, roofing, sealants & caulking, doors & frames, flooring, painting, fire protection, plumbing, HVAC, electrical, rooftop snowmelt system, electric car charging stations, vehicle access control system, and construction management – and the associated surrounding site work including road work, sidewalks, lighting, and bike paths.**
- *Site preparation for development or redevelopment including acquisition, demolition, and environmental remediation of contaminated property.*
 - **\$450,000 for brownfield remediation**

The City expects these improvement costs to aggregate approximately \$9,850,000. It is understood that if these costs exceed that amount, City Council may need to adjust budget allocations so as not to exceed the requested authorization of \$10.5 million in indebtedness for public improvements within the TIF District.

Related Costs

Per Rule 205, the City may “assign certain costs, other than the actual costs of constructing and financing infrastructure improvements, to the District as related costs and pay for these costs with District incremental revenue.” The following are expected "related costs" to be paid from TIF funds (Rule language in italics):

- *Costs such as consulting, design, architects, engineering, accounting, legal, project management, or other professional services incurred during preparation of a District Plan, District Finance Plan, District application, or Substantial Change Request.*
 - **\$50,000 for White + Burke Real Estate Advisors to prepare TIF District Plan**
- *Soft costs such as consulting, design, architects, engineering, accounting, legal, project management, or other professional services directly related to the implementation and construction of eligible District improvements.*
 - **\$600,000 for architect, civil engineer, structural engineer, landscape architect, environmental consultant, parking management consultant, legal, permit fees, traffic, geotechnical consultant, and archaeological assessment**

The City expects these related costs to aggregate approximately \$650,000. It is understood that if related costs exceed that amount, City Council may need to adjust budget allocations so as not to exceed the requested authorization of \$10.5 million in indebtedness for public improvements within the TIF District.

The City has maintained and will continue to maintain records of such related costs and the reimbursement of related costs incurred in the creation and administration of the Montpelier TIF District and/or the projects relating thereto.



CITY COUNCIL Agenda Item #19-182

Date: June 12, 2019

Consent ☐ Discussion ☒

SUBJECT: Alternative Transportation Fund Budget

SUBMITTING DEPARTMENT: Public Works/Montpelier Transportation Infrastructure Committee

RECOMMENDED ACTION: Review and approve multiyear budget for the Alternative Transportation Fund

STRATEGIC OUTCOME/PRIOR ACTION: Environmental Stewardship; Sustainable Infrastructure

EXPENDITURE REQUIRED: \$42,000 annually

SOURCE OF FUNDS: Parking Fund

LEGAL REQUIREMENTS: Act 34 requires the state and all municipalities to consider the needs of all users in all projects and all phases, regardless of funding source.

BACKGROUND INFORMATION: Beginning in FY15 the City Council directed that 5% of the annual parking revenue be used for alternative transportation projects which would sunset after 5 years. The Council has since revised the budget to be \$42,000 annually and extended the fund to FY22. The Council also tasked the Montpelier Transportation Advisory Committee with using the funds to further the City's goal of becoming more accommodating to all modes of transportation. This responsibility has since transferred to the Montpelier Transportation Infrastructure Committee and the Complete Streets Committee.

Staff and MTIC feel that the projects referenced in the attached budget reflect the recommendations in "Montpelier in Motion" and the goals of the City Council.

SUPPORTING DOCUMENTS: Alternative Transportation Fund Budget and Project Descriptions

INTERESTED PARTIES: Public Works, MTIC, Complete Street Committee

CITY MANAGER'S APPROVAL: 

Alternative Transportation Fund				
Item No.	Projects	FY20	FY21	FY22
	Previous Year Balance	\$ 128,371.80	\$ 19,371.80	\$ 2,371.80
	5% of Projected Parking Fund	\$ 42,000.00	\$ 42,000.00	\$ 42,000.00
	Total Beginning of Year Balance	\$ 170,371.80	\$ 61,371.80	\$ 44,371.80
Outreach/Education				
1	Active Transportation Events/Festivals/Public Outreach	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Infrastructure				
2	Minor Bicycle/Pedestrian/Transit Infrastructure	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
3	Bike Parking	\$ 500.00	\$ 500.00	\$ 500.00
4	City Hall Covered Bicycle Parking	\$ 5,500.00		
5	Cross Trail VT Bridge Construction			\$ 5,000.00
6	2 Rectangular Rapid Flashing Beacons (Northfield Street)	\$ 18,000.00		
7	1 Rectangular Rapid Flashing Beacons (Location TBD)		\$ 9,000.00	
8	VTrans Bike & Ped Matching Funds (Sidewalk Gap Remediation)	\$ 15,000.00	\$ 20,000.00	
9	Main Street/Barre Street Scoping Study Implementation	\$ 50,000.00		
10	Hubbard Street Sidewalk (Liberty - Park)	\$ 25,000.00		
11	Main Street Bike and Pedestrian Striping/Signage		\$ 2,500.00	
12	Mountainview/Derby Bike Facility Striping/Signage			\$ 5,000.00
13	Memorial Drive Shared Use Path Implementation			\$ 10,000.00
14	Traffic Calming	\$10,000.00	\$20,000.00	\$ 10,000.00
Studies				
15	Memorial Drive Shared Use Path Feasibility Study	\$ 10,000.00		
16	Streetscape Master Plan	\$ 10,000.00		
	Subtotal	\$ 151,000.00	\$ 59,000.00	\$ 37,500.00
	Remaining Funds	\$ 19,371.80	\$ 2,371.80	\$ 6,871.80

Alternative Transportation Fun Project Descriptions

1. Active Transportation Events/Festivals/Public Outreach

Funding for an ongoing effort to raise awareness about general information and safety. Also an effective method for raising interest and enthusiasm for walking and bicycling.

2. Minor Bicycle/Pedestrian/Transit Infrastructure

Funding for small scale infrastructure to improve Bicycle, pedestrian, and transit activities.

3. Bike Parking

Bike racks located within the city right of way. These are placed upon request and approved and installed by DPW.

4. City Hall Covered Bike Parking

Installation of covered bicycle parking at City Hall. This would utilize either the rack that is currently in place or the bus shelter when the Greyhound bus stop relocated to Taylor Street.

5. Cross Trail VT Bridge

Contribution to Cross Trail VT Association for the construction of a bridge spanning the Winooski River.

6. 2 Rectangular Rapid Flashing Beacons (Northfield Street)

Alternating flashing lights placed below crossing signs which are activated when a pedestrian is present at the crosswalk. These will be located on Northfield Street at Derby Drive and at #56.

7. 1 Rectangular Rapid Flashing Beacon (Location TBD)

Alternating flashing lights placed below crossing signs which are activated when a pedestrian is present at the crosswalk. A number of locations have been considered for this unit but the final location has not yet been determined.

8. VTrans Bike & Ped Matching Funds (Sidewalk Gap Remediation)

Matching funds required for a VTrans Bike & Pedestrian Program grant to be applied for in FY19. The project will construct new sidewalk and curb on Granite Street.

9. Main Street/Barre Street Scoping Study Implementation

This is a Phase 1 project recommended in the Main Street/Barre Street Scoping Study which is currently taking place. Specifically this is a shared use path connection on Barre Street between Main Street and the Recreation Center.

10. Hubbard Street Sidewalk (Liberty – Park)

Construction of sidewalk on the west side of Hubbard Street from Liberty Street to Park Avenue. To be coordinated with an adjacent retaining wall replacement project on Liberty Street.

11. Main Street Bike and Pedestrian Striping/Signage

Installation of a bike lane and shared use lane on Main Street from Towne Hill Road to Loomis Street.

12. Mountainview/Derby Bike Facility Striping/Signage

Installation of bike lanes on Mountainview Street and Derby Drive between Northfield Street and National Life Drive.

13. Memorial Drive Shared Use Path Implementation

Funding to implement potential recommendations from the Memorial Drive Shared Use Path Feasibility Study (Item 15).

14. Traffic Calming

Implementation of the Traffic Calming Program that is currently being developed by MTIC.

15. Memorial Drive Shared Use Path Feasibility Study

Feasibility study for the construction of a shared use path on Memorial Drive between Green Mountain Drive and Dog River Rd.

16. Streetscape Master Plan

Funding to help pay for the City of Montpelier Downtown Master Plan. The plan is being partially paid for with a Municipal Planning Grant.



CITY COUNCIL Agenda Item #19-183

Date: June 12, 2019

Consent ☐ Discussion ☒

SUBJECT: Report on 2018/19 Winter Operations (including snow removal and parking ban)

SUBMITTING DEPARTMENT: DPW, City Manager's Office, MPD, MFD

RECOMMENDED ACTION: Discussion. No action required.

RELATED COUNCIL GOAL/PRIOR ACTION: Responsive and Responsible Government; Inclusive, Engaged and Welcoming Community

EXPENDITURE REQUIRED: None at this time. See recommendation for future expenditures.

SOURCE OF FUNDS: N/A, to be determined for 2020 budget

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: As everyone is probably aware, this was a very challenging winter season for City departments. The unusually long snow season, and high amounts of snow during storms, led to cost overruns for DPW (overtimes hours, salt purchase, road and sidewalk plowing and subsequent snow removal, etc.). Many residents and/or visitors failed to remove their cars during winter parking ban hours, requiring ticketing and towing. Those penalties were sometimes appealed to the MPD and City Manager's office, which can be time consuming.

Now that the season has wound down, DPW, MPD, MFD and the City Manager's Office met to recap the season, outline the challenges and successes, and map out some ways of improving the system for the coming season.

Attached is a report that highlights the key issues. We appreciate any feedback from Council!

SUPPORTING DOCUMENTS: Snow removal/parking ban report

INTERESTED PARTIES: City Manager's Office, DPW, MPD, MFD

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over a horizontal line.

**CITY OF MONTPELIER
DEPARTMENT OF PUBLIC WORKS**

M E M O R A N D U M

To: Hon. Anne Watson, Mayor
Montpelier City Council Members
William Fraser, City Manager

From: Tom McArdle, Director, DPW

Date: June 6, 2019

Subject: Winter Operations 2018 / 2019 Debriefing
Evaluation Report & Staff Recommendations

Overall recap of 2018/19 snow season

It all seems like a bad memory at this time now that spring has finally arrived but the winter of 2018/19 was one to remember at least in the annals of street, sidewalk and utility maintenance operations. Winter's firm grasp began in mid-November with a winter storm warning issued on November 16th and didn't really let up until early April. This report serves as a debriefing of the challenges, including budget overruns, the City experienced throughout this memorable winter.

The snowy, cooler than average November set the stage for the remainder of the winter season. Many of the snow storm events were followed by rain, freezing rain and mixed precipitation. For an extended period there were successive days of precipitation in various forms requiring a repeated response to plow and / or apply anti-icing or deicing material. In terms operational resource demands, it is much less costly in dollars and personnel impacts to respond to occasional individual events, including large snow storms, than it is to address precipitation of an inch or two and freezing rain day after day for extended periods of time. Adding to costs and DPW staff fatigue, many of the storm events occurred on weekends, overnight and on holidays. During early to mid-winter, several clippers passed through the area and while many were predicted, several of the expected 1"-2" dustings became 3"-5" plow able storm events when no on-street winter parking ban was ordered.

As the snow began to accumulate along the edges of the streets and snow banks hardened into solid mounds of ice along the gutters through a frequent pattern of snow followed by rain and immediately followed by below freezing temperatures, conditions steadily deteriorated. Streets and sidewalks narrowed to at or below minimum widths and drainage systems became obstructed. Sidewalks are graded to shed water toward the street gutter but the ice build-up along the curb created linear dams and thus icy sidewalks. Staff was often torn between the need to remove accumulated ice and snow and having resources available to respond to the next winter storm event. For much of the winter, all available personnel were engaged in winter operations in one form or another. Mechanics, the dispatcher and the water / sewer division were called on to assist with overnight snow removal operations and filling in with snow plowing with some taking calls for salting and sanding during the off hours so the regular staff could get some rest. This became problematic when a series of 18 water main

failures occurred beginning in November and continuing into March causing us to discontinue using the water / sewer division crew to assist with winter operations. At one point, the city hall engineering and project management staff had to chip in when simultaneous water breaks occurred a few of which were catastrophic resulting in significant damage.

The pattern of freezing & thawing conditions coupled with rain and frost action took a significant toll on the streets and parking lots. Every crack in a paved surface is susceptible to water infiltration damage contributing to the formation of pot holes. Thermal cracking of asphalt is common as a result of extremely low temperatures when the normally flexible pavement structure is incapable of withstanding the expansion & contraction stresses. In the northern snow-belt states, only cold mix asphalt is available for patching holes (the hot mix plants close for the season). Cold mix is not a very reliable patching material and considered a short term solution but will hold up best when the hole is relatively dry and clear of foreign matter. This winter, there was a period of 5-6 weeks when conditions were so poor, attempting to patch potholes was not even an option. Instead, warning signs had to be deployed. Consequently, many people reported vehicle damage and several insurance claims were filed.

Some have asked why streets are more likely to be cleared with bare pavement exposed than most of the sidewalks. First, DPW does not operate under a bare roads policy. Like many agencies, the standard is to achieve safe roads at safe speeds. However, considering about a 1/3 or more of the streets in Montpelier are in excess of 5% grade, it is necessary to apply a sufficient amount of de-icing material to expose the pavement for safe travel for most of the steeper streets. Unlike streets, sidewalks don't have the benefit of engine heat exposure & tire friction to help break the ice & snow surface bond. The tires also help to spread the salt across the surface. Streets with higher traffic will show bare pavement much quicker than a low volume street. Additionally, streets are much wider than sidewalks, allowing for more exposure to sunlight while sidewalks are often shaded by snow banks and adjacent buildings. More materials and mechanical effort are needed to clear a sidewalk than a street without the benefit of other forces at work.

What problems were identified?

Looking back on this last winter, DPW considered our preparedness, and overall effectiveness in meeting and overcoming the challenges faced. This is an opportunity to reflect on what worked well, what didn't go as planned and where improvements might be made when faced with similar circumstances in the future.

Issues needing to be overcome were:

- Ice & snow accumulation along the sides of the street could not be removed in a timely manner, and we risked damaging the grader if we attempted to scrape the ice. Solution: Leave the ice for the time being and concentrate resources on snow bank removal to restore on street parking and widen lanes. As the winter wore on, the time to return and remove the ice never really came. We ended up using an excavator to peel up the ice and this work continued into early April.

- Give further thought to work shifts by starting one crew earlier in the morning and a second crew coming in later. While this plan was not fully implemented, we learned the work was often continuous and split shifts were not able to manage the demands.
- Lane plowing performed instead of full street width plowing. While this is necessary and effective during active storm events to allow for emergency vehicle use, we frequently were unable to return and complete clean-up plowing to the curb line in a timely fashion. Parked cars prevents full clean-up unless the parking ban is in effect. As noted below, vehicles frequently obstruct full street plowing and there were many times when the ban was not put into effect when it might have been if forecasts were more accurate or if all vehicles were towed as requested.

How did Barre City compare?

Out of interest to see how Barre City was coping and out of curiosity because some people claimed that we weren't doing as good of a job, I spoke with their DPW Director in February. Ironically, he told me he's heard comparisons of their streets being snow & ice covered more often than ours because we're doing a better job. Is it in the eye of the beholder?

First, the most apparent difference is that Barre City implements a full season on-street parking ban while Montpelier is event based. With a full time parking ban, snow plowing is less dependent on accurate weather forecasting because their crew is able to plow snow to the curb and remove snow banks at will and as needed.

General stats:

Barre City has 47.4 lane miles of town highways / Montpelier 51.9 miles

Barre City budgets for 2,700 tons of salt (no brine)/ Mont 1,700 tons (equivalent based on actual price)

Barre City salt usage as of February 28th about 3,200 tons / Mont about 1,800 tons plus brine at budgeted level

Snow removal:

Barre City owns two large 10-wheel trucks (approx. 14 cy capacity). They occasionally rent additional trucks but usually do removal with their own fleet.

Montpelier fleet of trucks are 6 cy capacity and we rent two or more 10 wheel trucks for night removal operations when needed.

Barre DPW:

- Committed to removing snow banks on Summer St (parallels Main) within 48 hrs following a storm, which is about 1,400' long
- Remove snow on Main St when banks reach about 18" in height and begin removal within 3 days following a storm event if accumulation of 18" or more.
- Snow banks removed in advance of storms rather than waiting if another snowfall is predicted and then removing the combined accumulation as we do.

- Parking lot snow removal done as soon after a storm as possible because they lose about 30 spaces due to lack of snow storage areas. We probably lose about ½ that number and our removal operations usually take a back seat to removal on the streets because of high on-street parking demand. With the exception of the Capital Plaza lot requiring frequent snow pile removal, Montpelier parking lots have rather large snow storage areas. However, even with large snow storage areas, parking lot lanes were closed for extended periods of time.
- Barre City removes snow from about 8 miles of streets and will not remove snow on residential streets unless travel and parking lane less than 18' wide. Little to no snow removal on minor residential streets and only if necessary. Many of Montpelier's streets are in the 20' wide category with on street parking permitted where snow removal is critical. We frequently had to post streets for temporary no parking when travel lanes were overly restricted.

Note, this comparison did not evaluate staffing levels, fleet information, overtime, and other potentially relevant factors. However, from this, we can see distinct differences in operations, including a more aggressive and responsive snow removal plan in the business district based on accumulated volumes, but less resources devoted to residential areas. They also have their own large trucks for hauling snow so they are not as dependent on contractor availability. This is an important point because we sometimes find that trucks are not available when needed.

What could be improved?

Going forward, there looks to be policy and related cost (and environmental) implications if we were to alter our approach to snow removal and deicing. I would say that our decision to defer snow removal until after the next forecasted storm is something we should probably take another look at. This season, the snow storms were frequently trailed by rain causing our snow banks to become frozen mounds of ice which later became a hardship and time consuming to remove. In hindsight we should probably have removed snow much sooner before it became insurmountable.

However, considering the number of hours spent on plowing, a balance had to be found with staff availability for what would have been continuous operations and then transitioning immediately from plowing to removal operations rather than allowing for rest periods. Note that some community comparisons listed go beyond operational decisions when available resources are the limiting factor.

Statistics:

- 1) Snow fall amount: 129 inches. (Montpelier average 95")
- 2) Number of rainfall events (total inches if known) and how many coincided with snow fall events (before or soon after): 11 events.
- 3) Overtime hours (actual vs budget): 3709 hours = \$121,446 vs budget of \$64,300. (some of the overtime was Water/Sewer employees)
- 4) Weekend and holiday winter operations: 24 Weekend Days, 6 Holidays (Including Christmas and New Years)

- 5) Quantity of salt used (actual vs budget) 3201.1 tons / \$251,813 (3000 tn contract amount @ \$78.24 per ton & 201.1 tn non-contract @ \$85.00 per ton) budget = \$150,000 including liquid.
- 6) Quantity of liquid used (actual vs budget) 4000 Gallons – per budget.
- 7) Quantity of sand used (actual vs budget) Bought 228 cubic yards and added 100 cubic yards of recycled asphalt to supplement supplies.
- 8) Fuel use (actual vs budget)
The fuel usage for just plows, trucks, sidewalk plows, graders and loaders was 18177.08 gallons at an average of \$2.28/gal from 11/1/2018 – 4/1/2019. This is 3470.22 gallons more than the same period last year. FY2019 budget for this is \$155,000.00, year to date we have spent \$157,902.43, \$2902.43 over budget with three months to go. The budget numbers include all divisions using gas or diesel fuel and not just plow equipment.
- 10) Pot holes / cold mix used (actual vs budget) 51 tons = \$5,865 (budget = \$4,000)
- 11) Winter parking ban events (dates, duration). The parking ban was in place for 22 nights. 11/16, 11/26 and 11/27, 12/1, 1/4, 1/9 and 1/10, 1/14, 1/20 and 1/21 and 1/22, 1/27 and 1/29 and 1/29 and 1/30, 2/12 and 2/13, 2/18 and 2/19 and 2/20, 3/3, 3/22.
- 12) Number of times full or partial response required to address poor road conditions (times out: plowing & salt only): 239 times which includes repetitive work orders generated in a single 24 period because precipitation resumed after all plow & salt routes completed.
- 14) Summary of equipment issues: repairs / damages, out of service or down time, etc.
The summary of repairs for winter maintenance equipment from 11/1/2018 – 4/1/2019: completed 468 work orders for a total cost of \$59,429.83. The total does include \$8,876.60 in service type work. The total expenditures (all divisions) of the parts budget for FY19 yr to date is \$129,977.33 which leaves \$28,022.67 left for the next three months. Down time was kept to a minimum with most repairs taking a day or less. Repairs taking longer were usually because of parts availability.
- 15) Property damages as a result of winter operations: Loomis Street porch damage, destroyed tree on State St, damaged traffic signal controller, damaged ornamental fence on Stonecutters, mailboxes, and turf throughout town
- 16) Snow bank removal operations: Used the full city wide overnight parking ban 8 times to clear pre-identified streets. All other removal operations performed during the day using temporary no-parking signs.

How is the relatively new parking ban working?

During the winter of 2014-2015, the City piloted a new on-street parking ban. This program remains in effect. Previously, overnight parking on City streets was prohibited to allow for snow plowing and snow bank removal operations between November 15th and April 1st. While this method had been in place for many years, effectively assisting the Department with carrying out a predictable winter operations plan, the event-driven ordinance is intended to accommodate the high demand for on-street parking,

particularly in the high density residential neighborhoods. This certainly has merit because there are frequently extended periods of time when winter operations are unnecessary and parking can be permitted.

The residential streets are essentially linear parking lots accommodating visitors and employees throughout town. With high residential occupancy rates, demand for alternative off-street parking exceeds supply and the cost to lease an off street space likely exceeds the financial ability of many residents. A seemingly simple matter of making available free alternative overnight parking spaces for residents and visitors when the ban is in effect has still not been perfected after 4 years since the event based implementation. The alternative lots need to be cleared of snow too but many people leave cars parked for extended periods of times and / or fail to adhere to the instructions conveyed by the signs.

It should be readily apparent by now that there are a number of tradeoffs involved regarding the delivery of service since the new ordinance was enacted, which was particularly noticeable this last winter. As DPW Director, I find it to be extremely frustrating when we aren't able to deliver exemplary service for reasons outside of our control. Overall, it reflects poorly on the department and on the community in general. Several changes will need to be implemented and / or efforts stepped up to help us improve the delivery of services such as:

- Continue to re-issue winter ban notices for consecutive nights rather than rely on the "until ban lifted" wording of the ordinance. This makes it clearer to parkers when bans are in effect.
- The two variable message sign boards (at Main St Bridge & near Bailey Ave) have proven to be helpful in getting the word out. Request authorization to purchase up to ½ dozen remote controlled flashing beacons at a cost of approximately \$7,000.
- Find an alternative to using a full city wide parking ban for snow bank removal on pre-selected streets. Tag & tow parked vehicles for snow bank removal areas but only ticket vehicles in other areas.
- Further revise the list of streets where the event-based ban is not in effect; where do we really need the event based parking ban?
- Revise alternate parking locations for overnight use (example; rotating sections of Stonecutters Way ban parking to improve snow removal effectiveness). This remains a work in progress but it's imperative that it be effectively resolved.
- Provide a gated & secure storage site for the towing company to use for towed vehicles to prevent people from circumventing payment.
- Install permanent signs on streets designated with full season restriction (many downtown employees arrive and park on the street before 7:00 am and obstruct the plows)
- Continue efforts to improve notice to achieve the highest possible rate of compliance allowing DPW to complete the necessary work and reduce the sometimes hostile complaints received by staff. The Police Department will retain its pre-winter education program of placing brochures on the windshields of all on-street parked cars in the weeks preceding the onset of Winter

Parking regulations. A VT-Alert flyer will be tucked inside the brochure to explain the Winter Parking practices, including the listing of streets on which there is a full season ban of parking from November through March. Press releases will begin early in the season and repeated periodically.

- To effect the rate of voluntary compliance, the fine for violating the on-street parking ban should be increased to a level that will compel people to avoid the risk of tickets and towing fees and to avail themselves of the various methods of notifications being used. We anticipate coming to Council with a suggested ticket increase prior to the next parking ban season.
- It is imperative that we see improvement to the rate of voluntary compliance with the event based on street parking ban or we risk losing towing service from a local vendor. There is currently only wrecker service willing to accept our towing contract because the other company was unable to keep up with our demand and comply with our towing conditions. If there is no private towing service available, the event based ban program will need to be reconsidered. At times, the volume of illegally parked vehicles exceed the towing company capacity and therefore the vehicle may not be towed.

CC:

Sue Allen, Assistant City Manager
Anthony Facos, Police Chief
Robert Gowans, Fire Chief
Neil Martel, MPD
Brian Tuttle, DPW Superintendent



CITY COUNCIL Agenda Item #19-184

Date: June 12, 2019

Consent__ Discussion X

SUBJECT: Ordinance Amendments, Chapter 2, 2nd public reading

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Conduct 2nd Public Reading of the proposed amendments to Chapter 2 of the Code of Ordinances. Provide an opportunity for comments from neighbors and interested citizens. Approve proposed amendments.

STRATEGIC OUTCOME/PRIOR ACTION: Responsive and Responsible Government; Inclusive, Equitable and Engaged Community

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: A complete review of the City's Code of Ordinances was noted as a priority initiative of the City Council at their last Strategic Planning retreat. The purpose of this review is to amend or repeal outdated ordinances and those with lack of resources to enforce; add gender inclusive language (staff researched and reached out to Outright Vermont for assistance); where possible, add restorative processes option in the event of violation; undergo a legal review; and a general clean-up.

SUPPORTING DOCUMENTS: Chapter 2 of the Code of Ordinances with proposed amendments

INTERESTED PARTIES: City Council, residents, staff

CITY MANAGER'S APPROVAL:

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CHAPTER 2
ADMINISTRATION
ARTICLE I. COMMITTEES OF THE CITY COUNCIL

Sec. 2-1. APPOINTMENT OF COMMITTEES.

Annually, the Mayor shall appoint from the members of the Council such committees as may be necessary for the proper conduct of business of the Council. ~~He shall designate the chairman of each committee. Such appointments and the designation of chairman shall be subject to confirmation by the City Council.~~

Sec. 2-2. DUTIES AND REPORTS.

Committees shall ~~promptly investigate and~~ periodically report to the Council at a mutually agreed upon City Council meeting on such matters as may be assigned to them. ~~All reports shall be in writing and signed by a majority of the committee subscribing thereto.~~

~~Secs. 2-3 to 2-199. Reserved.~~

~~CHARTER REFERENCE: City Manager Appointments, T. 15, Sec. 14, 1955 Charter.~~

~~Enacted July 22, 1970.~~

CHAPTER 2
ADMINISTRATION
ARTICLE II. OFFICIAL BONDS.

Sec. 2-200. OFFICERS TO BE BONDED.

~~In addition to the city officers thereunto required by the Charter, the water commissioner, and the treasurer of the board of school commissioners~~ As required by the Charter or the general law, City officers shall give bonds to the City for the faithful discharge of their respective duties or the City Manager may contract for one blanket bond to cover all City officials and employees required to furnish bonds.

~~CHARTER REFERENCE: Bonds for certain officials, T. 4, Sec. 31; Manager to give bond, T. 15, Sec. 8; required by City Manager, T. 15, Sec. 22 and Sec. 23. 1955 Charter.~~

Sec. 2-201. AMOUNT OF BONDS.

The bonds required by the charter and by the preceding section shall be in the penal sums of no less than the following, to wit, or in a blanket amount as determined by the City Manager:

- City Clerk, in the sum of two thousand dollars;
- City Treasurer, in the sum of twenty thousand dollars;
- ~~• City Sheriff, in the sum of one thousand dollars;~~
- ~~• Constables, each in the sum of one thousand dollars;~~
- Chief of Police, in the sum of one thousand dollars

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~~Street Commissioner, in the sum of one thousand dollars;~~

~~Water Commissioner, in the sum of one thousand dollars;~~

~~Treasurer of the Board of School Commissioners, in the sum of ten thousand dollars.~~

Sec. 2-202. INSOLVENCY OF SURETY.

In case of the death, insolvency, or dissolution of any surety on the bond of any ~~city~~ City officer, or the non-renewal or cancellation of such bond, such officer shall forthwith give a new bond, with sureties satisfactory to the City Council.

Sec. 2-203. DEPOSIT OF OFFICIAL BONDS.

The bonds of all city officers shall, when approved by the City Council, be deposited with and safely kept by the City Clerk.

~~CHARTER REFERENCE: T. 4, Sec. 31. 1955 Charter.~~

~~STATE LAW REFERENCE: Generally to municipal and county government, V.S.A. Title 24.~~

CHAPTER 2
ADMINISTRATION
ARTICLE III. PURCHASING

Sec. 2-300. PURCHASING AGENT.

~~The City Council shall appoint and remove at pleasure a purchasing agent, who shall hold office until his successor is appointed, and fix his compensation. The City Manager, ex officio, shall be the purchasing agent of the City.~~

Sec. 2-301. AUTHORITY TO CONTRACT.

No person, whether an officer or employee of the ~~city~~ City or otherwise, whether acting or pretending to act for the City, in any capacity whatever, shall make any contract binding the City for the payment of any sum of money or create any debt or monetary obligation against the City, unless ~~he~~ they have been previously lawfully authorized thereunto by the City Council.

Sec. 2-302. TYPES OF AUTHORITY TO CONTRACT.

Authorization to contract for the ~~city~~ City for the payment of any sum of money may be special or general; provided, however, that special authority must be by vote of the City Council; and provided, further, that general authority may not be given to, or exercised by, any person or persons except the ~~purchasing agent~~ City Manager whose exercise of authority shall in all cases be subject to the approval of the City Council, or a ~~city~~ City officer or employee in the regular and lawful use of a requisition, as hereinafter provided.

Sec. 2-303. PURCHASE OF GOODS.

All goods or materials for use in the administration of any Department of the City ~~except such as may be contracted for or purchased directly by the City Council or by an officer in charge of a department under the provisions of Section 2-305 hereof,~~ shall be contracted for ~~and or~~ purchased by or through the ~~purchasing agent~~ City Manager and performed in accordance with the purchasing policy adopted by City Council.

~~Sec. 2-304. REQUISITION ORDER AND PROCEDURES.~~

~~Any officer or employee of the city, requiring in the proper performance of his duties or work the purchase of goods or materials for use therein, may apply to the purchasing agent for an order for such goods or materials. On a suitable blank provided therefor, such applicant shall describe the goods or materials required, the price thereof, and shall certify under his hand that the same are necessary for use in his department and are to be used solely for city business, specifying the department for which such requisition is made; whereupon the purchasing agent, in his discretion, shall execute and deliver to the applicant his written order, directed to the seller of such goods or materials, requesting such seller to deliver the same to the applicant for the use of such department and to send the bill for the same, accompanied by said order, to the officer in charge of the department. Such certificates and~~

~~orders shall be executed in triplicate, one copy thereof to be retained by the purchasing agent and one copy thereof to be delivered by him to the officer in charge of said department~~Sec. 2-305. NO REQUISITION NEEDED.

~~—The provisions of this Article shall not relate to any debt or monetary obligation, not exceeding the sum of fifty dollars, created, subject to the approval of the city council, by an officer in charge of a department in the ordinary administration thereof, and within the appropriation previously made to the use of such department by the City Council.~~

Sec. 2-~~306~~304. UNAUTHORIZED OBLIGATIONS.

Any contract made, or debt or monetary obligation created, except as provided in this Article, shall be wholly without force or effect as against the ~~city~~City.

Sec. 2-~~307~~305. PRESENTATION OF CLAIMS.

All persons having accounts or claims against the City shall present the same to the ~~officer in charge of the department in which they arose~~City Manager. When approved by ~~such officer~~the City Manager, and accompanied by a requisition order if for goods or materials sold thereunder, they shall be delivered forthwith to the ~~city~~City treasurer ~~Clerk and by him presented for presentation~~ to the ~~city~~City Council.

Sec. 2-~~308~~306. WARRANTS, APPROVAL OF WARRANTS.

The ~~city~~City Council may approve a warrant for the payment of any account or claim against the ~~city~~City; but upon the request of any member of the City Council, such account or claim shall be referred to an appropriate committee, or to a special committee, who shall report thereon as soon as practicable.

Sec. 2-~~309~~307. PAYMENTS OF BILLS.

The City Manager, or ~~his~~their designee, may authorize the City Treasurer and Finance Director to make payments for expenses related to contracts, claims and any other expenses provided that such expenses shall be limited by the amount of funds available within the duly approved annual City Budget ~~in accordance with Sec. 2-307 and Sec. 2-308, except as provided otherwise by law.~~

Sec. 2-~~310~~308. PURCHASING POLICY.

The City Council shall develop and maintain a Purchasing Policy which includes the competitive bid process.

~~CHARTER REFERENCE:—All contracts shall be authorized, T. 3, Sec. 15, 1955 Charter.~~

~~Sec's. 2-311 to 2-399. Reserved.~~

~~Enacted July 22, 1970.~~

~~Amendment enacted December 16, 1992 [Sec's. 2-310 and 2-311 added]. Date of Publication: 1/14/93.
Effective Date: 1/20/93.~~

~~Amendment enacted July 24, 2002 [Sec. 2-309, new section added]. Date of Publication: 8/8/02.
Effective~~

~~——— Date: 8/14/02.~~

~~Amendment enacted October 13, 2005 [Sec. 2-310, COMPETITIVE SEALED BIDS, deleted; Sec. 2-311
——— renumbered and renamed Sec. 2-310, PURCHASING POLICY, and rewritten]. Date of
Publication:~~

~~——— 10/24/05. Effective Date: 10/30/05.~~

CHAPTER 2
ADMINISTRATION
ARTICLE IV. CITY CLERK

Sec. 2-400. OFFICE HOURS.

The office of the City Clerk shall be open daily, except Saturdays, Sundays and legal holidays.

Sec. 2-401. CUSTODY OF RECORDS.

The records and papers kept or deposited in the City Clerk's Office shall be under the exclusive charge and custody of the City Clerk, and ~~he~~they shall be responsible for the safekeeping thereof.

Sec. 2-402. RELEASE OF RECORDS TO CITY OFFICIALS.

Upon giving the City Clerk a receipt therefor, the Mayor, a member of the ~~Board of Aldermen~~City Council, or the head of any department may temporarily take from the City Clerk's Office such papers or documents as relate to ~~his~~their Department and are necessary for the transaction of ~~city~~City business, except papers or documents required by general law to be kept by the City Clerk.

Sec. 2-403. ACCESS TO VAULT.

No person other than the City Clerk or ~~his~~their assistants shall enter the vault where public records and documents are kept, without the permission of the City Clerk.

Sec. 2-404. EXAMINATION OF RECORDS.

It shall be the duty of the City Clerk to furnish for examination upon all proper occasions, such public records or papers as may be called for to the person who shall apply therefor, and to place such records or papers in a convenient place in ~~his~~their office for examination.

All public records and papers in the charge and custody of the City Clerk shall, if ~~he~~they so requires, be consulted and examined in the presence of the City Clerk or one of ~~his~~their assistants.

Sec. 2-405. EXAMINATION OF RECORDS FEE.

The fee for assistance provided individuals searching for records shall be determined from time to time by ~~per the general law resolution of the City Council and shall at no time exceed the amount permitted in Title 32, V.S.A. Section 1671(3).~~ Such fee shall ~~only~~ be ~~payable in cash or check~~paid prior to leaving the office of the City Clerk and will be charged in one-half hour increments.

~~Sec's. 2-406 to 2-499. Reserved.~~

~~Enacted July 22, 1970.~~

~~Amendment enacted November 9, 1988 [Sec. 4-205 added]. Date of Publication: November 21, 1988.~~

~~Effective Date: January 1, 1989.~~

CHAPTER 2
ADMINISTRATION
ARTICLE V. CITY SEAL

Sec. 2-500. DESCRIPTION.

The Seal of the City of Montpelier, Vermont, shall be circular in shape with a rope border, and having in the margin in capital letters and figures the words:

CITY OF MONTPELIER, VT. ORGANIZED MARCH 5, 1895,

and bearing inside the border a representation of the State Capitol. The whole to be arranged substantially according to the representation of the seal set out following this section.



Sec. 2-501. CITY CLERK AS CUSTODIAN.

The City Clerk shall be ex-officio keeper of the city seal, and ~~he is~~they are empowered to affix the same to such papers and instruments as by law are required to bear the seal of the City.

CHAPTER 2
ADMINISTRATION
ARTICLE VI. CITY MANAGER'S DUTIES

~~_____ Sec. 2-600. The duties and authority of the City Manager shall be those set forward in the City Charter and in the general laws of the state.~~~~FUNCTION.~~

~~_____ Manages the effective execution of city policies and legislative enactments; directs and coordinates municipal services and business affairs of the city; and advises and assists the City Council.~~

~~_____ Sec. 2-601. RESPONSIBILITIES.~~

~~_____ The following responsibilities are subject to the provisions of the City Charter, City Ordinances, and other applicable laws. He may delegate to members of his organization appropriate portions of his responsibilities together with commensurate authority for their accomplishment, but he may not delegate or relinquish his overall responsibility and accountability for results.~~

~~_____ Municipal Activities:~~

~~_____ Plans, directs, coordinates, and reviews the services rendered by the various departments under his jurisdiction, and manages, controls, and maintains all city buildings and property.~~

~~_____ Directs control of the public utilities and services provided by private corporation or individuals.~~

~~_____ Develops and recommends a long-range plan of civic development and improvement; reviews and revises this plan as circumstances dictate.~~

~~_____ Develops the annual public works program of the city within the approved long-range plan for approval by the Council; prepares and submits quarterly comparisons of planning and accomplishment.~~

~~_____ Ensures that all ordinances of the city and laws of the state are faithfully enforced.~~

~~_____ Attends meetings of the Council, and meetings of its committees as required.~~

~~_____ Recommends to the Council such measures or action as he deems necessary or desirable, keeping the Council advised of the City's needs.~~

~~_____ Investigate all complaints lodged with or referred to him concerning the administration of the city government and its services, taking appropriate action or recommending action beyond his authority to the Council.~~

~~_____ Sec. 2-601. RESPONSIBILITIES (continued):~~

____ Controls investigative staff activities through the use of documents stating the objective, plan, schedule, and man-days required for the study.

____ Secures the services of specialized consultants as needed to determine the proper solution for problems.

____ Organization.

____ Develops and establishes a plan of organization designed to ensure that each component of the city government within his jurisdiction is a logical, separable, integral part of the whole, having commensurate responsibility, authority, and accountability for results within clearly defined limits; reviews and alters this plan as desirable.

____ Adds, alters, or eliminates positions within the organization plan as appropriate, maintaining manpower consistent with needs.

____ Prepares or arranges for preparation of organization charts and administrative codes defining the function, responsibilities, authority and relationships of city officials within his jurisdiction, to ensure understanding of such positions and to facilitate effective administration.

____ Personnel.

____ Appoints and removes city officials and employees within his jurisdiction, except that such responsibility and authority may be delegated to heads of departments and other subordinates.

____ Develops and administers equitable schedules for the remuneration of city employees, reviewing and modifying such a schedules as circumstances require.

____ Finances.

____ Develops and recommends a long-range financial plan for the city, including a forecast of requirements and revenue.

____ Prepares and submits an annual budget showing current financial status; anticipated revenue; and estimated operating and capital expenditures, conforming to the approved annual public works program; reviews quarterly and revises as necessary.

____ Develops proposals regarding methods for financing city development and improvements.

____ Sec. 2-601. RESPONSIBILITIES (continued):

____ Directs the City's purchasing activities, establishing and administering appropriate procedures, and ensuring that proper standards of quality and performance are maintained, and shall be purchasing agent or appoint someone in his stead.

____ Establishes and administers effective internal controls to safeguard assets against loss through dishonesty or negligence, and no payment of city funds shall be made without his

approval.

~~Sec. 2-602. LIMITS OF AUTHORITY.~~

~~Operating and Maintenance Expenditures: Authorizes operating and maintenance expenditures approved in the budget.~~

~~Execution of Contracts: Executes contracts on behalf of the city for the purchase of materials, equipment, and real estate, or for services to be rendered to the city for all items within its authority. Refers contracts beyond his authority to the Council.~~

~~Sale of Real Estate: Recommends the sale of city-owned real estate to the Council.~~

~~Sale of Surplus Materials and Equipment: Authorizes the sale of materials and equipment which he determines to be surplus to the needs of the city where a single item or lot does not exceed \$1,000 in book value. Recommends sale or other disposition of items beyond his authority to the Council.~~

~~Expense Reports: Approves expense reports of all city officials and employees, except his own, which will be approved by the Council.~~

~~Bank Accounts: Authorizes opening and closing of bank accounts and transfers of city funds between accounts as necessary for the conduct of city business. Authorizes signatures on checks on city accounts and any necessary changes.~~

~~Public Relations and Advertising: Authorizes expenditures approved in the budget.~~

~~Memberships in Outside Organizations: Authorizes payment of dues and initiation fees as approved in the budget.~~

~~Outside Consultants: Authorizes payment for consulting services approved in the budget.~~

~~CHARTER REFERENCE: City Manager has some of the Chief Executive duties of Mayor, T. 3,~~

~~Sec. 3 of 1955 Charter.~~

~~Sec. 2-603. RELATIONSHIP TO CITY COUNCIL.~~

~~Reports and is accountable to the City Council. Advises, consults with, and informs the City Council on policy matters affecting the city, making regular or special reports to the Council as required, or as he deems necessary.~~

~~Sec. 2-604. RELATIONSHIP TO OTHER GOVERNMENTAL AGENCIES.~~

~~Maintains liaison with other city officials, and with other municipal, county, state, and federal government agencies to ensure proper coordination of activities.~~

~~Sec. 2-605. RELATIONSHIP TO GENERAL PUBLIC.~~

~~Meets with private citizens and business, civic, charitable, fraternal, and labor organizations seeking information or making suggestions or complaints; investigates and disposes of such matters to the best advantage of all parties concerned. Meets with representatives of the press and radio; prepares news releases and other informative materials for publication.~~

~~Sec. 2-606. RELATIONSHIP TO OTHER ORGANIZATIONS.~~

~~Maintains membership in, or appropriate relationships with, professional, civic, and governmental associations and organizations.~~

~~CHARTER REFERENCE: City Manager, T. 15, Sec. 1 et seq.; Head of Administrative Branch, T. 15, Sec. 12; 1955 Charter.~~

~~STATE LAW REFERENCE: City Managers, V.S.A., T. 24, Sec. 1231 et seq.~~

~~Sec's. 2-607 to 2-699. Reserved~~

~~Enacted July 22, 1970.~~

~~Amendment enacted February 10, 1971 (Sec. 2-602.)~~

~~Amendment enacted February 25, 1987 [Sec. 2-602, (a) and (i) rewritten]. Date of Publication: 3/5/87. Effective Date: 3/11/87.~~

~~Amendment enacted October 12, 1994 [Sec. 2-602, (a), amount increased]. Date of Publication: 2/04/95. Effective Date: 2/10/95.~~

~~Amendment enacted October 13, 2005 [Sec. 2-602, (a) deleted; remainder of section re-lettered]. Date of Publication: 10/24/05. Effective Date: 10/30/05.~~

CHAPTER 2
ADMINISTRATION
ARTICLE VIII. USE OF CITY HALL

Sec. 2-800. PURPOSE.

To establish administrative procedures to regulate the use of City Hall by the public and to require a permit for such use.

Sec. 2-801. ADMINISTRATION.

(a) The City Council, ~~directly or through a delegated person, or their Agent~~ shall administer the provisions of this ordinance that pertain to the use of the City Hall Auditorium Arts Center. All other provisions of this ordinance shall be administered by the City Manager.

(b) ~~The Agent may receive a~~ percentage of the rental fees and/or use of space and/or other consideration approved by the City Council may be paid to a person in exchange for administering and overseeing usage of the City Hall Auditorium Arts Center. The City Hall Auditorium Improvement Fund shall receive the remainder.

Sec. 2-802. PERMITTED USES.

The City Hall, or any part thereof, including the land owned by the City and contiguous to the land which the building occupies, may be utilized for any lawful use that will not be injurious to the property or individuals. The determination of lawful use shall be made by the City Manager. The possession, sale or consumption of alcoholic beverages upon or within any part of City Hall may be permitted only under specific City Council approval, and subject to such conditions and restrictions as the City Council may impose.

Sec. 2-803. RENTAL.

The City Council shall adopt, by resolution, a policy and procedure for rental of the City Hall Arts Center including security deposit, liability, insurance and terms and conditions of use. This resolution may be amended periodically as needed. Such resolution, policy and procedure shall be implemented and applied in a non-preferential and non-discriminatory matter.

Sec. 2-804. RENTAL FEES.

The City Council, by resolution or policy, may adopt fees for the use of the City Hall Arts Center. Fees may be assessed for uses including, but ~~not~~ be limited to, rehearsal, workshops/classes, performances and meetings. Fees may include use of technical equipment or personnel. The Council may waive or reduce fees at its discretion subject to any criteria for such waiver or reduction as may be included in the fee resolution.

Sec. 2-805. RENTAL FEES (MEMORIAL ROOM).

(a) The rental fee for the use of the City Hall Memorial Room shall be established by City Council resolution or policy, and must be paid in advance to the City Clerk.

(b) All rental fees imposed under this section shall be payable in advance. At the discretion of the City Manager, fees and charges imposed under Sec. 2-806 may be secured by deposit or bond.

(c) The City Manager or their designee is granted the right to waive any rental fee for Montpelier resident-initiated community events ~~community uses which are not directly or indirectly marketing~~ and community uses which provide a direct public benefit to Montpelier residents. Organizations which can only demonstrate indirect benefits by regional or statewide activities may be granted a waiver by the City Council at the Council's discretion.

Sec. 2-806. MAINTENANCE, POLICE AND FIRE SERVICES.

The fees for police and fire services shall be at the rates established by the City of Montpelier Personnel Plan and Union Contracts. The Agent shall advise the applicant or ~~his/her~~their Agent to make arrangements with the Building Inspector and Chief of Police (or designee) for these services. The maintenance fee shall be established by City Council resolution or policy.

Sec. 2-807. LIABILITY.

Permits shall be subject to the conditions that the permittee shall be liable to any person who shall receive actionable injury through the exercise thereof, and shall also be liable to indemnify and save harmless and name the City as an additional insured in all things relating to the exercise of such permit; and such conditions shall be obligatory upon permittees without other notice than that to be implied from this section. This section can be appealed as detailed in Section 2-808.

Sec. 2-808. APPEALS.

Applicants shall have the right to appeal the decision of ~~the Agent~~a person delegated under Sec. 2-801 or the City Manager to the City Council. This appeal should be in writing and addressed to the City Manager for inclusion on the agenda for a regularly scheduled meeting. It should be presented to the City Manager's Office at least seven (7) days prior to the meeting during which it will be discussed.

Sec. 2-80~~90~~. ELECTIONS, OFFICIAL MUNICIPAL MEETINGS.

Nothing contained in this ordinance shall preclude the right of the City Council, City Clerk or City Manager from continuing to schedule elections, municipal meetings or other official City business, free of charge, and in lieu of other previously approved events, if emergency circumstances dictate. It is the responsibility of the City to schedule such events as far into the future as possible and to notify the Agent as quickly as possible if emergency circumstances dictate such a change in the schedule.

~~Enacted April 8, 1970.~~

~~Amendment enacted August 23, 1972 [Sec's. 2-805 and 2-806; and as Article VIII].~~

~~Amendment enacted January 23, 1980 [Sec. 2-806 rewritten]. Date of Publication: 1/30/80. Effective Date: 2/05/80.~~

~~Amendment enacted February 25, 1981 [Sec's. 2-805 and 2-808 rewritten]. Date of Publication: 3/04/81.~~

~~Effective Date: 3/11/81.~~

~~Amendment enacted August 11, 1982 [Sec's. 2-803 and 2-805 rewritten]. Date of Publication: 8/18/82.~~

~~Effective Date: 8/25/82.~~

~~Amendment enacted March 14, 1984 [Sec. 2-805(a) and (b) rescinded; new (a) and (b) substituted.~~

~~Date of Publication: 9/16/85. Effective Date: 9/23/85.~~

~~Amendment enacted June 8, 1988 [Sec. 2-805 rewritten]. Date of Publication: 6/20/88. Effective~~

~~Date: 9/19/88.~~

~~Amendment enacted March 28, 1990 [Sec. 2-805A inserted]. Date of Publication: 4/09/90. Effective~~

~~Date: 7/01/90.~~

~~Amendment enacted September 26, 1990 [Sec. 2-801 rewritten; Sec. 2-803 (a), (b) and (c) rewritten;~~

~~Section 2-804 (a) and (c) rewritten; Sec. 2-805 (a), (b), (c), (d), and (e) rewritten and new~~

~~Subsections (f), (g) and (h) added; Sec's. 2-806 and 2-808 rewritten; and a new Sec. 2-809 added].~~

~~Date of Publication: 10/04/90. Effective Date: 10/10/90.~~

~~Amendment enacted 3/13/91 [Sec's. 2-805(c) and (g), 2-806 and 2-807 rewritten]. Date of Publication:~~

~~3/25/91. Effective Date: 4/01/91.~~

~~Amendment enacted May 12, 2010 [Entire ARTICLE VIII. rewritten]. Date of Publication: 5/20/10.~~

~~Effective Date: 5/26/10.~~

CHAPTER 2
ADMINISTRATION
ARTICLE IX. STANDARDS OF CONDUCT

Sec. 2-900. PURPOSE.

To establish standards of conduct relative to the expenditure of federal grant funds and contracts relative thereto.

Sec. 2-901. PROSCRIBED CONDUCT.

No officer, employee or agent of the City shall solicit or accept any gratuity, favor or thing of monetary value from any actual or potential contractor, vendor, provider or supplier in connection with the procurement or expenditure of federal grant funds by the City or any agency thereof. No actual or potential contractor, vendor, provider, or supplier, nor any officer, employee or agent thereof, shall offer or give any gratuity, favor or thing of monetary value to any officer, employee or agent of the City in exchange for preferential treatment regarding the expenditure of federal grant funds. The prohibition contained herein shall be in addition to the practices proscribed by Sec. 2-709 of this Code, and not in limitation thereof.

Sec. 2-902. CONTRACT PROCUREMENT.

All procurement transactions involving the expenditure of federal grant funds by the City or any agency thereof, regardless of whether the same are negotiated or advertised, and without regard to monetary value thereof, shall be conducted in such a manner so as to provide open and free competition. No officer, employee or agent of the City or any agency thereof shall participate with any actual or potential contractor, vendor, provider or supplier of goods or services under any project or program funded in whole or in part by federal grant funds in any noncompetitive practice which may restrict or eliminate competition or otherwise restrain trade.

Sec. 2-903. PENALTIES.

Any person who shall violate this Article shall be punished as provided in Sec. 1-9 of this Code. In addition, any employee of the City who shall violate this Article shall be subject to demotion, suspension or dismissal as provided in Sec. 2-719 of this Code. ~~Sec's. 2-904 to 2-999. Reserved.~~

Sec. 2-904. CITY COUNCIL.

The City Council shall establish rules and policies relating to the appointment of City officers, employees, and residents as City representatives to public and private organizations.

~~Enacted July 12, 1978.~~

~~Effective six days after publication. Date of Publication: 7/19/78. Effective Date: July 26, 1978.~~

CHAPTER 2
ADMINISTRATION
ARTICLE I. COMMITTEES OF THE CITY COUNCIL

Sec. 2-1. APPOINTMENT OF COMMITTEES.

Annually, the Mayor shall appoint from the members of the Council such committees as may be necessary for the proper conduct of business of the Council.

Sec. 2-2. DUTIES AND REPORTS.

Committees shall periodically report to the Council at a mutually agreed upon City Council meeting on such matters as may be assigned to them.

CHAPTER 2
ADMINISTRATION
ARTICLE II. OFFICIAL BONDS.

Sec. 2-200. OFFICERS TO BE BONDED.

As required by the Charter or the general law, City officers shall give bonds to the City for the faithful discharge of their respective duties or the City Manager may contract for one blanket bond to cover all City officials and employees required to furnish bonds.

Sec. 2-201. AMOUNT OF BONDS.

The bonds required by the charter and by the preceding section shall be in the penal sums of no less than the following, to wit, or in a blanket amount as determined by the City Manager:

- City Clerk, in the sum of two thousand dollars;
- City Treasurer, in the sum of twenty thousand dollars;
- Chief of Police, in the sum of one thousand dollars

Sec. 2-202. INSOLVENCY OF SURETY.

In case of the death, insolvency, or dissolution of any surety on the bond of any City officer, or the non-renewal or cancellation of such bond, such officer shall forthwith give a new bond, with sureties satisfactory to the City Council.

Sec. 2-203. DEPOSIT OF OFFICIAL BONDS.

The bonds of all city officers shall, when approved by the City Council, be deposited with and safely kept by the City Clerk.

CHAPTER 2
ADMINISTRATION
ARTICLE III. PURCHASING

Sec. 2-300. PURCHASING AGENT.

The City Manager, ex officio, shall be the purchasing agent of the City.

Sec. 2-301. AUTHORITY TO CONTRACT.

No person, whether an officer or employee of the City or otherwise, whether acting or pretending to act for the City, in any capacity whatever, shall make any contract binding the City for the payment of any sum of money or create any debt or monetary obligation against the City, unless they have been previously lawfully authorized thereunto by the City Council.

Sec. 2-302. TYPES OF AUTHORITY TO CONTRACT.

Authorization to contract for the City for the payment of any sum of money may be special or general; provided, however, that special authority must be by vote of the City Council; and provided, further, that general authority may not be given to, or exercised by, any person or persons except the City Manager whose exercise of authority shall in all cases be subject to the approval of the City Council, or a City officer or employee in the regular and lawful use of a requisition, as hereinafter provided.

Sec. 2-303. PURCHASE OF GOODS.

All goods or materials for use in the administration of any Department of the City shall be contracted for or purchased by or through the City Manager.

Sec. 2-304. UNAUTHORIZED OBLIGATIONS.

Any contract made, or debt or monetary obligation created, except as provided in this Article, shall be wholly without force or effect as against the City.

Sec. 2-305. PRESENTATION OF CLAIMS.

All persons having accounts or claims against the City shall present the same to the City Manager. When approved by the City Manager, and accompanied by a requisition order if for goods or materials sold thereunder, they shall be delivered forthwith to the City Clerk for presentation to the City Council.

Sec. 2-306. WARRANTS, APPROVAL OF WARRANTS.

The City Council may approve a warrant for the payment of any account or claim against the City; but upon the request of any member of the City Council, such account or claim shall be referred to

an appropriate committee, or to a special committee, who shall report thereon as soon as practicable.

Sec. 2-307. PAYMENTS OF BILLS.

The City Manager, or their designee, may authorize the City Treasurer and Finance Director to make payments for expenses related to contracts, claims and any other expenses provided that such expenses shall be limited by the amount of funds available within the duly approved annual City Budget, except as provided otherwise by law.

Sec. 2-308. PURCHASING POLICY.

The City Council shall develop and maintain a Purchasing Policy which includes the competitive bid process.

CHAPTER 2
ADMINISTRATION
ARTICLE IV. CITY CLERK

Sec. 2-400. OFFICE HOURS.

The office of the City Clerk shall be open daily, except Saturdays, Sundays and legal holidays.

Sec. 2-401. CUSTODY OF RECORDS.

The records and papers kept or deposited in the City Clerk's Office shall be under the exclusive charge and custody of the City Clerk, and they shall be responsible for the safekeeping thereof.

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Upon giving the City Clerk a receipt therefor, the Mayor, a member of the City Council, or the head of any department may temporarily take from the City Clerk's Office such papers or documents as relate to their Department and are necessary for the transaction of City business, except papers or documents required by general law to be kept by the City Clerk.

Sec. 2-403. ACCESS TO VAULT.

No person other than the City Clerk or their assistants shall enter the vault where public records and documents are kept, without the permission of the City Clerk.

Sec. 2-404. EXAMINATION OF RECORDS.

It shall be the duty of the City Clerk to furnish for examination upon all proper occasions, such public records or papers as may be called for to the person who shall apply therefor, and to place such records or papers in a convenient place in their office for examination.

All public records and papers in the charge and custody of the City Clerk shall, if they so require, be consulted and examined in the presence of the City Clerk or one of their assistants.

Sec. 2-405. EXAMINATION OF RECORDS FEE.

The fee for assistance provided individuals searching for records shall be determined from time to time by per the general law. Such fee shall only be payable in cash or check prior to leaving the office of the City Clerk and will be charged in one-half hour increments.

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The Seal of the City of Montpelier, Vermont, shall be circular in shape with a rope border, and having in the margin in capital letters and figures the words:

CITY OF MONTPELIER, VT. ORGANIZED MARCH 5, 1895,

and bearing inside the border a representation of the State Capitol. The whole to be arranged substantially according to the representation of the seal set out following this section.



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The City Clerk shall be ex-officio keeper of the city seal, and they are empowered to affix the same to such papers and instruments as by law are required to bear the seal of the City.

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ADMINISTRATION
ARTICLE VIII. USE OF CITY HALL

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To establish administrative procedures to regulate the use of City Hall by the public and to require a permit for such use.

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(a) The City Council, directly or through a delegated person, shall administer the provisions of this ordinance that pertain to the use of the City Hall Auditorium Arts Center. All other provisions of this ordinance shall be administered by the City Manager.

(b) A percentage of the rental fees and/or use of space and/or other consideration approved by the City Council may be paid to a person in exchange for administering and overseeing usage of the City Hall Auditorium Arts Center. The City Hall Auditorium Improvement Fund shall receive the remainder.

Sec. 2-802. PERMITTED USES.

The City Hall, or any part thereof, including the land owned by the City and contiguous to the land which the building occupies, may be utilized for any lawful use that will not be injurious to the property or individuals. The determination of lawful use shall be made by the City Manager. The possession, sale or consumption of alcoholic beverages upon or within any part of City Hall may be permitted only under specific City Council approval, and subject to such conditions and restrictions as the City Council may impose.

Sec. 2-803. RENTAL.

The City Council shall adopt, by resolution, a policy and procedure for rental of the City Hall Arts Center including security deposit, liability, insurance and terms and conditions of use. This resolution may be amended periodically as needed. Such resolution, policy and procedure shall be implemented and applied in a non-preferential and non-discriminatory matter.

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Sec. 2-805. RENTAL FEES (MEMORIAL ROOM).

(a) The rental fee for the use of the City Hall Memorial Room shall be established by City Council resolution or policy, and must be paid in advance to the City Clerk.

(b) All rental fees imposed under this section shall be payable in advance. At the discretion of the City Manager, fees and charges imposed under Sec. 2-806 may be secured by deposit or bond.

(c) The City Manager or their designee is granted the right to waive any rental fee for Montpelier resident-initiated community events and community uses which provide a direct public benefit to Montpelier residents. Organizations which can only demonstrate indirect benefits by regional or statewide activities may be granted a waiver by the City Council at the Council's discretion.

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The fees for police and fire services shall be at the rates established by the City of Montpelier Personnel Plan and Union Contracts. The Agent shall advise the applicant or their Agent to make arrangements with the Building Inspector and Chief of Police (or designee) for these services. The maintenance fee shall be established by City Council resolution or policy.

Sec. 2-807. LIABILITY.

Permits shall be subject to the conditions that the permittee shall be liable to any person who shall receive actionable injury through the exercise thereof, and shall also be liable to indemnify and save harmless and name the City as an additional insured in all things relating to the exercise of such permit; and such conditions shall be obligatory upon permittees without other notice than that to be implied from this section. This section can be appealed as detailed in Section 2-808.

Sec. 2-808. APPEALS.

Applicants shall have the right to appeal the decision of a person delegated under Sec. 2-801 or the City Manager to the City Council. This appeal should be in writing and addressed to the City Manager for inclusion on the agenda for a regularly scheduled meeting. It should be presented to the City Manager's Office at least seven (7) days prior to the meeting during which it will be discussed.

Sec. 2-809. ELECTIONS, OFFICIAL MUNICIPAL MEETINGS.

Nothing contained in this ordinance shall preclude the right of the City Council, City Clerk or City Manager from continuing to schedule elections, municipal meetings or other official City business, free of charge, and in lieu of other previously approved events, if emergency circumstances dictate. It is the responsibility of the City to schedule such events as far into the future as possible and to notify the Agent as quickly as possible if emergency circumstances dictate such a change in the schedule.

CHAPTER 2
ADMINISTRATION
ARTICLE IX. STANDARDS OF CONDUCT

Sec. 2-900. PURPOSE.

To establish standards of conduct relative to the expenditure of federal grant funds and contracts relative thereto.

Sec. 2-901. PROSCRIBED CONDUCT.

No officer, employee or agent of the City shall solicit or accept any gratuity, favor or thing of monetary value from any actual or potential contractor, vendor, provider or supplier in connection with the procurement or expenditure of federal grant funds by the City or any agency thereof. No actual or potential contractor, vendor, provider, or supplier, nor any officer, employee or agent thereof, shall offer or give any gratuity, favor or thing of monetary value to any officer, employee or agent of the City in exchange for preferential treatment regarding the expenditure of federal grant funds. The prohibition contained herein shall be in addition to the practices proscribed by Sec. 2-709 of this Code, and not in limitation thereof.

Sec. 2-902. CONTRACT PROCUREMENT.

All procurement transactions involving the expenditure of federal grant funds by the City or any agency thereof, regardless of whether the same are negotiated or advertised, and without regard to monetary value thereof, shall be conducted in such a manner so as to provide open and free competition. No officer, employee or agent of the City or any agency thereof shall participate with any actual or potential contractor, vendor, provider or supplier of goods or services under any project or program funded in whole or in part by federal grant funds in any noncompetitive practice which may restrict or eliminate competition or otherwise restrain trade.

Sec. 2-903. PENALTIES.

Any person who shall violate this Article shall be punished as provided in Sec. 1-9 of this Code. In addition, any employee of the City who shall violate this Article shall be subject to demotion, suspension or dismissal as provided in Sec. 2-719 of this Code.

Sec. 2-904. CITY COUNCIL.

The City Council shall establish rules and policies relating to the appointment of City officers, employees, and residents as City representatives to public and private organizations.

CHAPTER 2
ADMINISTRATION
ARTICLE I. COMMITTEES OF THE CITY COUNCIL

Sec. 2-1. APPOINTMENT OF COMMITTEES.

Annually, the Mayor shall appoint from the members of the Council such committees as may be necessary for the proper conduct of business of the Council.

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Committees shall periodically report to the Council at a mutually agreed upon City Council meeting on such matters as may be assigned to them.

CHAPTER 2
ADMINISTRATION
ARTICLE II. OFFICIAL BONDS.

Sec. 2-200. OFFICERS TO BE BONDED.

As required by the Charter or the general law, City officers shall give bonds to the City for the faithful discharge of their respective duties or the City Manager may contract for one blanket bond to cover all City officials and employees required to furnish bonds.

Sec. 2-201. AMOUNT OF BONDS.

The bonds required by the charter and by the preceding section shall be in the penal sums of no less than the following, to wit, or in a blanket amount as determined by the City Manager:

- City Clerk, in the sum of two thousand dollars;
- City Treasurer, in the sum of twenty thousand dollars;
- Chief of Police, in the sum of one thousand dollars

Sec. 2-202. INSOLVENCY OF SURETY.

In case of the death, insolvency, or dissolution of any surety on the bond of any City officer, or the non-renewal or cancellation of such bond, such officer shall forthwith give a new bond, with sureties satisfactory to the City Council.

Sec. 2-203. DEPOSIT OF OFFICIAL BONDS.

The bonds of all city officers shall, when approved by the City Council, be deposited with and safely kept by the City Clerk.

CHAPTER 2
ADMINISTRATION
ARTICLE III. PURCHASING

Sec. 2-300. PURCHASING AGENT.

The City Manager, ex officio, shall be the purchasing agent of the City.

Sec. 2-301. AUTHORITY TO CONTRACT.

No person, whether an officer or employee of the City or otherwise, whether acting or pretending to act for the City, in any capacity whatever, shall make any contract binding the City for the payment of any sum of money or create any debt or monetary obligation against the City, unless they have been previously lawfully authorized thereunto by the City Council.

Sec. 2-302. TYPES OF AUTHORITY TO CONTRACT.

Authorization to contract for the City for the payment of any sum of money may be special or general; provided, however, that special authority must be by vote of the City Council; and provided, further, that general authority may not be given to, or exercised by, any person or persons except the City Manager whose exercise of authority shall in all cases be subject to the approval of the City Council, or a City officer or employee in the regular and lawful use of a requisition, as hereinafter provided.

Sec. 2-303. PURCHASE OF GOODS.

All goods or materials for use in the administration of any Department of the City shall be contracted for or purchased by or through the City Manager and performed in accordance with the purchasing policy adopted by City Council.

Sec. 2-304. UNAUTHORIZED OBLIGATIONS.

Any contract made, or debt or monetary obligation created, except as provided in this Article, shall be wholly without force or effect as against the City.

Sec. 2-305. PRESENTATION OF CLAIMS.

All persons having accounts or claims against the City shall present the same to the City Manager. When approved by the City Manager, and accompanied by a requisition order if for goods or materials sold thereunder, they shall be delivered forthwith to the City Clerk for presentation to the City Council.

Sec. 2-306. WARRANTS, APPROVAL OF WARRANTS.

The City Council may approve a warrant for the payment of any account or claim against the

City; but upon the request of any member of the City Council, such account or claim shall be referred to an appropriate committee, or to a special committee, who shall report thereon as soon as practicable.

Sec. 2-307. PAYMENTS OF BILLS.

The City Manager, or their designee, may authorize the City Treasurer and Finance Director to make payments for expenses related to contracts, claims and any other expenses provided that such expenses shall be limited by the amount of funds available within the duly approved annual City Budget, except as provided otherwise by law.

Sec. 2-308. PURCHASING POLICY.

The City Council shall develop and maintain a Purchasing Policy which includes the competitive bid process.

CHAPTER 2
ADMINISTRATION
ARTICLE IV. CITY CLERK

Sec. 2-400. OFFICE HOURS.

The office of the City Clerk shall be open daily, except Saturdays, Sundays and legal holidays.

Sec. 2-401. CUSTODY OF RECORDS.

The records and papers kept or deposited in the City Clerk's Office shall be under the exclusive charge and custody of the City Clerk, and they shall be responsible for the safekeeping thereof.

Sec. 2-402. RELEASE OF RECORDS TO CITY OFFICIALS.

Upon giving the City Clerk a receipt therefor, the Mayor, a member of the City Council, or the head of any department may temporarily take from the City Clerk's Office such papers or documents as relate to their Department and are necessary for the transaction of City business, except papers or documents required by general law to be kept by the City Clerk.

Sec. 2-403. ACCESS TO VAULT.

No person other than the City Clerk or their assistants shall enter the vault where public records and documents are kept, without the permission of the City Clerk.

Sec. 2-404. EXAMINATION OF RECORDS.

It shall be the duty of the City Clerk to furnish for examination upon all proper occasions, such public records or papers as may be called for to the person who shall apply therefor, and to place such records or papers in a convenient place in their office for examination.

All public records and papers in the charge and custody of the City Clerk shall, if they so require, be consulted and examined in the presence of the City Clerk or one of their assistants.

Sec. 2-405. EXAMINATION OF RECORDS FEE.

The fee for assistance provided individuals searching for records shall be determined from time to time by per the general law. Such fee shall be paid prior to leaving the office of the City Clerk and will be charged in one-half hour increments.

CHAPTER 2
ADMINISTRATION
ARTICLE V. CITY SEAL

Sec. 2-500. DESCRIPTION.

The Seal of the City of Montpelier, Vermont, shall be circular in shape with a rope border, and having in the margin in capital letters and figures the words:

CITY OF MONTPELIER, VT. ORGANIZED MARCH 5, 1895,

and bearing inside the border a representation of the State Capitol. The whole to be arranged substantially according to the representation of the seal set out following this section.



Sec. 2-501. CITY CLERK AS CUSTODIAN.

The City Clerk shall be ex-officio keeper of the city seal, and they are empowered to affix the same to such papers and instruments as by law are required to bear the seal of the City.

CHAPTER 2
ADMINISTRATION
ARTICLE VI. CITY MANAGER'S DUTIES

Sec. 2-600. The duties and authority of the City Manager shall be those set forward in the City Charter and in the general laws of the state.

CHAPTER 2
ADMINISTRATION
ARTICLE VIII. USE OF CITY HALL

Sec. 2-800. PURPOSE.

To establish administrative procedures to regulate the use of City Hall by the public and to require a permit for such use.

Sec. 2-801. ADMINISTRATION.

(a) The City Council, directly or through a delegated person, shall administer the provisions of this ordinance that pertain to the use of the City Hall Auditorium Arts Center. All other provisions of this ordinance shall be administered by the City Manager.

(b) A percentage of the rental fees and/or use of space and/or other consideration approved by the City Council may be paid to a person in exchange for administering and overseeing usage of the City Hall Auditorium Arts Center. The City Hall Auditorium Improvement Fund shall receive the remainder.

Sec. 2-802. PERMITTED USES.

The City Hall, or any part thereof, including the land owned by the City and contiguous to the land which the building occupies, may be utilized for any lawful use that will not be injurious to the property or individuals. The determination of lawful use shall be made by the City Manager. The possession, sale or consumption of alcoholic beverages upon or within any part of City Hall may be permitted only under specific City Council approval, and subject to such conditions and restrictions as the City Council may impose.

Sec. 2-803. RENTAL.

The City Council shall adopt, by resolution, a policy and procedure for rental of the City Hall Arts Center including security deposit, liability, insurance and terms and conditions of use. This resolution may be amended periodically as needed. Such resolution, policy and procedure shall be implemented and applied in a non-preferential and non-discriminatory matter.

Sec. 2-804. RENTAL FEES.

The City Council, by resolution or policy, may adopt fees for the use of the City Hall Arts Center. Fees may be assessed for uses including, but not be limited to, rehearsal, workshops/classes, performances and meetings. Fees may include use of technical equipment or personnel. The Council may waive or reduce fees at its discretion subject to any criteria for such waiver or reduction as may be included in the fee resolution.

Sec. 2-805. RENTAL FEES (MEMORIAL ROOM).

(a) The rental fee for the use of the City Hall Memorial Room shall be established by City Council resolution or policy, and must be paid in advance to the City Clerk.

(b) All rental fees imposed under this section shall be payable in advance. At the discretion of the City Manager, fees and charges imposed under Sec. 2-806 may be secured by deposit or bond.

(c) The City Manager or their designee is granted the right to waive any rental fee for Montpelier resident-initiated community events and community uses which provide a direct public benefit to Montpelier residents. Organizations which can only demonstrate indirect benefits by regional or statewide activities may be granted a waiver by the City Council at the Council's discretion.

Sec. 2-806. MAINTENANCE, POLICE AND FIRE SERVICES.

The fees for police and fire services shall be at the rates established by the City of Montpelier Personnel Plan and Union Contracts. The Agent shall advise the applicant or their Agent to make arrangements with the Building Inspector and Chief of Police (or designee) for these services. The maintenance fee shall be established by City Council resolution or policy.

Sec. 2-807. LIABILITY.

Permits shall be subject to the conditions that the permittee shall be liable to any person who shall receive actionable injury through the exercise thereof, and shall also be liable to indemnify and save harmless and name the City as an additional insured in all things relating to the exercise of such permit; and such conditions shall be obligatory upon permittees without other notice than that to be implied from this section. This section can be appealed as detailed in Section 2-808.

Sec. 2-808. APPEALS.

Applicants shall have the right to appeal the decision of a person delegated under Sec. 2-801 or the City Manager to the City Council. This appeal should be in writing and addressed to the City Manager for inclusion on the agenda for a regularly scheduled meeting. It should be presented to the City Manager's Office at least seven (7) days prior to the meeting during which it will be discussed.

Sec. 2-809. ELECTIONS, OFFICIAL MUNICIPAL MEETINGS.

Nothing contained in this ordinance shall preclude the right of the City Council, City Clerk or City Manager from continuing to schedule elections, municipal meetings or other official City business, free of charge, and in lieu of other previously approved events, if emergency circumstances dictate. It is the responsibility of the City to schedule such events as far into the future as possible and to notify the Agent as quickly as possible if emergency circumstances dictate such a change in the schedule.

CHAPTER 2
ADMINISTRATION
ARTICLE IX. STANDARDS OF CONDUCT

Sec. 2-900. PURPOSE.

To establish standards of conduct relative to the expenditure of federal grant funds and contracts relative thereto.

Sec. 2-901. PROSCRIBED CONDUCT.

No officer, employee or agent of the City shall solicit or accept any gratuity, favor or thing of monetary value from any actual or potential contractor, vendor, provider or supplier in connection with the procurement or expenditure of federal grant funds by the City or any agency thereof. No actual or potential contractor, vendor, provider, or supplier, nor any officer, employee or agent thereof, shall offer or give any gratuity, favor or thing of monetary value to any officer, employee or agent of the City in exchange for preferential treatment regarding the expenditure of federal grant funds. The prohibition contained herein shall be in addition to the practices proscribed by Sec. 2-709 of this Code, and not in limitation thereof.

Sec. 2-902. CONTRACT PROCUREMENT.

All procurement transactions involving the expenditure of federal grant funds by the City or any agency thereof, regardless of whether the same are negotiated or advertised, and without regard to monetary value thereof, shall be conducted in such a manner so as to provide open and free competition. No officer, employee or agent of the City or any agency thereof shall participate with any actual or potential contractor, vendor, provider or supplier of goods or services under any project or program funded in whole or in part by federal grant funds in any noncompetitive practice which may restrict or eliminate competition or otherwise restrain trade.

Sec. 2-903. PENALTIES.

Any person who shall violate this Article shall be punished as provided in Sec. 1-9 of this Code. In addition, any employee of the City who shall violate this Article shall be subject to demotion, suspension or dismissal as provided in Sec. 2-719 of this Code.

Sec. 2-904. CITY COUNCIL.

The City Council shall establish rules and policies relating to the appointment of City officers, employees, and residents as City representatives to public and private organizations.



CITY COUNCIL Agenda Item #19-185

Date: June 12, 2019

Consent__ Discussion X

SUBJECT: Ordinance Amendments, Chapter 3, 1st public reading

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Conduct 1st Public Reading of the proposed amendments to Chapter 3 of the Code of Ordinances. Provide an opportunity for comments from neighbors and interested citizens. Approve proposed amendments.

STRATEGIC OUTCOME/PRIOR ACTION: Responsive and Responsible Government; Inclusive, Equitable and Engaged Community

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: A complete review of the City's Code of Ordinances was noted as a priority initiative of the City Council at their last Strategic Planning retreat. The purpose of this review is to amend or repeal outdated ordinances and those with lack of resources to enforce; add gender inclusive language (staff researched and reached out to Outright Vermont for assistance); where possible, add restorative processes option in the event of violation; undergo a legal review; and a general clean-up.

SUPPORTING DOCUMENTS: Chapter 3 of the Code of Ordinances with proposed amendments

INTERESTED PARTIES: City Council, residents, staff

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over a horizontal line.

CHAPTER 3
PUBLIC WORKS
ARTICLE I. DIRECTOR OF PUBLIC WORKS

Sec. 3-1. GENERAL DUTIES.

~~The duties and authority of the Director of Public Works shall be those set forward in the City Charter. The director of public works shall be the head of the department of public works and shall also be the commissioner of streets, water and sewers. He shall provide for the surveys of public streets, water works, sewers, and grounds of the city, and the plans and specifications for the construction, improvement, and repair thereof, and shall keep proper records of all surveys, plans, and specifications. In addition, it shall be the duty of the director to perform such other duties as may be required by the city manager, and to act as a consultant to the City Council and all other boards, committees, commissions, and offices created by authority of the City Charter for which he shall receive no additional compensation.~~

~~Sec. 3-2. ACCOUNT OF EXPENDITURES.~~

~~————The director of public works shall keep detailed accounts of the expenditures of the public works department, which shall show at all times the amount expended under each appropriation for the department of public works.~~

~~Sec. 3-3. MONTHLY WORK REPORTS.~~

~~————The director of public works shall prepare and submit a monthly report to the city manager of all expenditures and work done by each division of the public works department.~~

~~Sec. 3-4. ADVICE TO CITY MANAGER.~~

~~————It shall be the duty of the director of public works to advise the city manager on matters and questions relating to all public works improvements.~~

~~Sec. 3-5. PRESERVATION OF RECORDS.~~

~~————The director of public works shall preserve in the public works office, or in the office of the city clerk, all books, plats, plans, surveys, specifications, notes, memoranda, estimates, and other papers and files required for the use or work of his department, and the same shall be the property of the city.~~

~~Sec. 3-6. BRIDGE INSPECTION.~~

~~————The director of public works shall provide for continuing inspection of all bridges and culverts in the city to insure their repair and adequacy to carry and bear legal load limits and shall prepare once each year and file a written bridge inspection report on each structure with the city manager who shall report the findings to the City Council.~~

~~Sec. 3-7. PLOTS AND RECORDS ALL UNDERGROUND CONSTRUCTION.~~

~~————The director of public works shall establish the proper location for the installation of water or~~

sewer pipes in any street or public place, and shall have the location of said pipes plotted on a map to be kept in the public works office. The subsequent installation of said pipe, or other construction shall be constructed in accordance with the plotted map and as directed by the director of public works. The director of public works shall insure that adequate and accurate plans of underground installations of private utilities are recorded in the records of the city.

~~Sec. 3-8. STREET SURVEY BEFORE PAVING.~~

~~——— Before paving any street or public way, or part thereof, the director of public works shall have an accurate survey made of said street or public way, or part thereof, if such is not already a matter of record, showing the location of all water pipes, gas pipes, sewer pipes, conduits, culverts, or other sub-surface construction, public or private, and shall have the same plotted on a map to be kept in the public works office.~~

~~Sec. 3-9. STREET AND SEWER GRADES.~~

~~——— The director of public works, under the direction of the city manager, shall have established and put on record the grades of all streets, public ways and sewers hereafter laid out, accepted or constructed by the city, before the same are worked or opened for public use; and no pavement shall be placed in any street or public way which has heretofore been accepted or laid out, or part thereof, until the grade thereof has first been so established and put on record by the director.~~

~~Sec. 3-10. SURVEY MONUMENTS.~~

~~——— No stone, post or other monument, set by order of the director of public works to mark the location of any street line or grade, or other survey, shall be moved or disturbed except by or under the direction of the director.~~

~~Sec. 3-11. CITY FURNISHES NECESSARY EQUIPMENT.~~

~~——— The city shall furnish to the director of public works all necessary instruments, materials and labor for performing the work of his department.~~

~~Sec's. 3-12 to 3-199. Reserved.~~

~~Enacted December 13, 1972. (Article I, Director of Public Works, and Article II, City Engineer, rewritten into Article I, Director of Public Works.)~~

CHAPTER 3
PUBLIC WORKS

ARTICLE III. WATER ~~DEPARTMENT~~DIVISION WITHIN THE DEPARTMENT OF PUBLIC WORKS

Sec. 3-300. CONSENT TO RULES.

This chapter and any rules and regulations of the Water ~~Department~~Division shall be considered as stating the conditions upon which City water will be furnished, and every person using City water shall be considered, by so doing, to express ~~his~~their consent to conform to the requirements of this chapter and any rules and regulations of the ~~department~~Division.

Sec. 3-301. COMPLIANCE WITH RULES.

Only in compliance with the provisions and requirements of this chapter and the rules and regulations of the Water ~~Department~~Division can a person become, or having already become, can a person continue to be, a user of City water and enjoy or possess the privileges and advantages afforded by the City water system; and during the refusal or failure of any person to comply with such provisions, requirements, rules or regulations, all rights of such person to use City water shall wholly cease.

Sec. 3-302. COMMISSIONER OF WATER ~~DEPARTMENT~~DIVISION.

The Director of the Department of Public Works shall be the ~~C~~ommissioner of the Water ~~Department~~Division who shall have the responsibility for the operation, control, maintenance, improvement and repair of the City water works, its appurtenances and all City property pertaining thereto, subject to the orders and ordinances of the City Council.

Sec. 3-303. ~~WATER COMMISSIONER~~WATER COMMISSIONER'S PLANS AND RECORDS.

The ~~commissioner~~Commissioner of the Water ~~Department~~Division shall prepare and keep on file in ~~his~~their office, subject at all times to the inspection of any member of the City Council, such maps, plans and records as may be necessary to fully and properly show the location of all reservoirs, mains, service pipes, valves, cocks and other fixtures in use by the Water ~~Department~~Division, and shall turn them over to ~~his~~their successor in office.

Sec. 3-304. APPLICATION FOR NEW WATER SERVICE.

The applicant shall state fully and truly all the purposes for which the water may be required, and shall submit a new application prior to making any alterations in that purpose. No person shall use water from the City water supply for purposes other than those stated in such application. New service connections will not be made between November 15 and April 15 of each year ~~to be effective December 15, 1979~~. Exemptions may be granted by the Board of Water and Sewer Commissioners. The installation, use and maintenance of all water system connections shall at all times conform to standards promulgated by the Vermont Department of Environmental Conservation.

Sec. 3-305. NEW WATER SERVICE CHARGES AND REQUIREMENTS TO METER.

- (a) A new service connection shall not be attached to a water main except on written application, signed by the owner of the premises to be supplied, or ~~his~~their duly

authorized agent. The main shall be tapped and lateral pipe to the property line, and a water shut-off installed, which portion shall become the property of the City upon inspection by the ~~water~~ Water department ~~Division~~. A new water service charge shall not pertain to properties already serviced by the system unless an indirect connection is proposed. An indirect connection is defined as any change in the structure currently being served through an existing connection which will result in additional dwelling units, or in the case of non-residential and tax exempt space, where such change will result in additional building square footage. However, any modification to, or alteration of, any existing service connection will be done as outlined in Section 3-305(f). All work shall be performed by the applicant at ~~his~~ their cost and inspected by the City prior to connection. An estimated cost for inspection shall be provided by the City and paid by the applicant, as outlined in Section (f). The applicant shall also be responsible for obtaining all construction and access permits as necessary for working in the public right of way.

- (b) All water consumption shall be provided through a meter with shut-off valves on either side of the meter to allow for meter replacement and repair. Each separate use shall be individually metered.
 - (1) Conversion from flat rate to meter rate will only be allowed if each separate use can be individually metered, unless the conversion is from a combined fixture/flat rate to a metered rate.
 - (2) Any building ~~whose ownership is condominiumized under condominium ownership~~ shall have separate meters for each unit. Separate shut-off valves will be provided for each unit for either the entire water service or individual water heaters, either in the public right-of-way or in the building, if provision is made in a condominium declaration allowing access for the City to enter upon the premises for the purpose of shutting off some or all of the water supply. Individual exemptions to this provision may be granted by the City Council.

(c) The Commissioner of the Water ~~Department~~ Division shall establish the design and specifications on all meters, each of which shall have a remote reading feature. The Water ~~Department~~ Division shall provide and install all meters.

(d) Reserved.

(e) All water usage shall be metered.

(f) For every new, direct connection, the property owner shall deposit sufficient funds with the City to cover the cost of labor and materials plus twenty percent (20%) overhead for making the connection to the water main. ~~After making the appropriate connection, the unused balance, less twenty percent (20%) overhead will be refunded to the property owner.~~

(g) The following water service charges shall be paid by the property owner for each direct or indirect new connection requested:

Single Family	\$ 900.00 per dwelling unit
(Two Bedroom or More)	
Multi-Family/Condominium	600.00 per dwelling unit

One Bedroom Multi-Family/Condominium	400.00	per dwelling unit
Non-residential	.33	per square foot
Tax Exempt	1.00	per square foot

(h) A new connection charge shall not be charged to a property owner abutting an existing water main, if that property owner has previously requested and been denied the right to connect by the City because an adequate supply of water was not available at the time of the initial request.

(i) The City Council may reduce or waive, at its discretion, the connection charge for non-residential connections, if such action would serve as an incentive for new development or expansion of existing commercial and/or industrial property.

Sec. 3-306. USE OF WATER AFTER SHUT-OFF FOR CAUSE.

No person upon any premises where a domestic service rate is established, or who shall take water by commercial or meter service rates, after the water shall have been shut off for cause, as is provided in this chapter, shall let on the water, or let the water run from the pipes on such premises, or authorize, cause or permit the water to be let on.

Sec. 3-307. USERS' DUTY TO MAINTAIN FIXTURES.

All persons taking water must keep the fixtures and service pipe within their own premises in good repair and fully protected from frost, and must prevent all unnecessary waste of water. The City shall not be liable for leakage of pipes or fixtures upon the premises of the taker, nor for any obstructions therein by frost or otherwise, nor for any damage resulting from any of the foregoing causes.

Sec. 3-308. DISCONTINUANCE OF WATER SERVICE.

When it is desired to discontinue the use of water, notice must be given at the office of the ~~department~~Division, as bills will be made and service rates collected until the water is shut off at the City stop-cock.

Sec. 3-309. RATE REDUCTION FOR DISUSE OR VACANCY.

No abatement of the water rate will be considered by reason of disuse or diminished use, or vacancy of premises, unless notice thereof be given at the office of the ~~department~~Division. The minimum charge, as established by the City Council, shall be paid annually, regardless of use, so long as the service pipe is connected to the main.

Sec. 3-310. USE OF WATER FOR UNAUTHORIZED PURPOSE.

No person shall give away or use any water from the City water works on any premises, for any other purpose than that for which payment has been made; nor allow the water to be wasted from fixtures out of repair or otherwise. The ~~water commissioner~~Water Commissioner, or ~~his~~their authorized agent, may cut off the water from the premises of any person who shall violate any of the provisions of this section, and such offender shall be deprived of the use of the water until ~~he~~they shall have made all necessary repairs and paid all outstanding charges owed the City.

Sec. 3-311. CHARGE FOR UNAUTHORIZED USE.

When a person has used City water without a permit from the Water ~~Department~~Division, a charge shall be made against the premises located within or without the City for the time the water has been so used, or for the quantity estimated by the ~~water commissioner~~Water Commissioner or shown by meter measurement to have been used; and said charge increased fifty percent (50%) shall be collected as provided in Section 3-325 of this Chapter.

Sec. 3-312. USE OF HYDRANTS.

Hydrants, fire plugs and pipes rated as used for fire purposes shall be used for no other purpose except with the permission of the Water ~~Department~~Division in flushing sewers and cleaning streets and mains.

Sec. 313. OBSTRUCTING CITY WATER SYSTEM APPURTENANCES.

No person shall by any means obstruct access to any stop-cock, hydrant, fire plug or other appurtenance of the ~~City~~City water system.

Sec. 314. INJURY OR DAMAGE TO CITY WATER SYSTEM APPURTENANCES.

No person shall remove, carry off, or in any way injure, interfere or meddle with any hydrant, fire plug, stand-pipe, valve, valve-box, valve-cover, pipe, tool, apparatus, fixture, building, machinery, or fence, belonging to the City water system.

Sec. 3-315. WATER TURN-ON TO METER.

The water shall not be turned on for use by meter rates until a suitable place has been prepared for a meter to be set as determined by the ~~water commissioner~~Water Commissioner or ~~his~~their authorized agent.

Sec. 3-316. CONTROL AND ACCESS TO METER.

The Water ~~Department~~Division shall not furnish water through any meter which it does not either own or over which it does not have exclusive control and to which it does not have full access for meter reading, testing, maintenance and replacement.

Sec. 3-317. ONE METER PER PREMISES.

Premises of different persons shall not be supplied through one meter, except as otherwise provided herein.

Sec. 3-318. MULTIPLE METERS.

Water used through two or more meters upon the same premises, for the same business, and to supply the same pipes used for a common supply, shall be rated as passing through one meter; if used for separate pipes or for different kinds of business, each meter shall be rated separately. In no case, however, shall water be furnished to a meter for less than the prevailing established minimum meter rate.*

~~* See current minimum meter rates for water on file in the City Clerk's Office.~~

Sec. 3-319. METER FAILURE.

If from any cause a meter or its remote reader fails to register the amount of water passing through it, the consumer will be charged at the average daily rate, as shown by the meter during its use when in order. The consumer will be notified, in writing, that the Water ~~Department~~Division will repair or replace the meter.

Sec. 3-320. PLACEMENT OF METER.

(a) Meters must be connected with all fixtures supplied with water on the premises in such a manner that all water used will be measured. All meters shall be set under the direction of the ~~Water Commissioner~~Water Commissioner and shall not be moved or disturbed without ~~his~~their permission. In case of the use of water through a meter in such manner that the meter does not, in the opinion of the ~~Water Commissioner~~Water Commissioner, accurately measure the water actually passing through it, the Water ~~Department~~Division shall place such meter on such service as will, in the Commissioner's opinion, correctly register the amount of water used.

(b) All water meters must be equipped with a remote reader of a type specified by the ~~commissioner~~Commissioner of the Water ~~Department~~Division which shall be situated on an easily accessible exterior wall of the structure as determined by the ~~water commissioner~~Water Commissioner.

Sec. 3-321. ~~WATER COMMISSIONER~~WATER COMMISSIONER MAY ORDER INSPECTION.

The ~~water commissioner~~Water Commissioner shall cause the premises of persons using City water to be inspected whenever in ~~his~~their judgment such inspection is necessary, and the meters, pipes, and other fixtures and appliances connected with the service to be examined.

Sec. 3-322. INSPECTION OF PLUMBING FIXTURES, ETC.; DUTY OF CONSUMER.

Any duly authorized officer or agent of the Water ~~Department~~Division may enter at all reasonable times the premises of any person supplied with water to inspect the pipes, fixtures, etc., which are used in connection with the water supplied, and it shall be the duty of the person supplied to answer at all reasonable times all proper inquiries made by the ~~department~~Division or their agents in regard to the quantity, purposes and manner in which the water is used on the premises.

Sec. 3-323. NOTICE OF WATER WASTAGE.

The owner of premises using City water, ~~or his duly authorized agent,~~ upon notice from the ~~water commissioner~~Water Commissioner that any faucet, closet, hose connection or other fixture on said premises is leaky, or otherwise out of repair so as to waste the water, shall within five days cause the same to be made tight and put in proper condition for the conservation of the water.

~~CROSS REFERENCE: Notice of intent to terminate service, Sec. 3-327.~~

Sec. 3-324. POWER TO REFUSE WATER SERVICE.

The ~~water commissioner~~Water Commissioner shall have power to withhold the water supply from any person failing or refusing to comply with any of the provisions of this Article III, orders,

requirements, or rules and regulations of the Water ~~Department~~Division. Any failure, neglect, or delay on the part of the ~~water commissioner~~Water Commissioner to withhold water under the ~~powers given him by this section~~authority granted herein shall not constitute or be construed as a waiver of ~~his~~their right to do so, and ~~he~~they may at any time, after finding that a user of City water is violating any provision or requirement of this ~~chapter~~Article or any rule or regulation of the ~~department~~Division, cause the water to be shut off, and to remain off, from the premises of such user, until such user of the City water shall have fully complied with such ~~provisions~~Article, orders, requirements, and rules and regulations.

Sec. 3-325. WATER RATES.

(a) Water Commissioner~~Water Commissioner~~ Proposes Adjustment in Rates. The ~~water commissioner~~Water Commissioner shall, ~~from time to time as he may see fit~~, submit to the City Council such proposals of amendment to the rates of the Water ~~Department~~Division as ~~he~~they may deem for the best interest of the City. Such rates shall include a standby or capacity charge for fire protection for buildings that are located within the City water supply service area but are not connected to such water supply, or are connected to a private water supply in addition to the City water supply.

(b) Establishment of Water Rates. The City Council shall establish all water rates and when payment of these rates will become due and payable.

(c) Collected by the City Treasurer. All water rates shall be payable to and collected by the City Treasurer at ~~his~~their office.

(d) Notice and Bill: Late Penalty and Interest. Notice and bill for water rates shall be made by mailing the same to the owner or duly authorized agent in charge of the premises where used.

(1) Such notice and bill shall state the dates of coverage of the bill, and shall also state that unless payment is made on or before passage of forty-five (45) days from the billing date, a penalty of eight percent (8%) will be added to the rate charge, and in addition, the bill will show the exact due date.

(2) If said bill is not paid on or before the passage of sixty (60) days from the billing date, the Water ~~Department~~Division may, without further notice, at the discretion of the ~~water commissioner~~Water Commissioner with consultation from the City Health Officer, cause the water to said premises to be ~~reduced to a trickle and remain so until the delinquent bill plus accrued penalties and the fee for turning on and shutting off the water service are paid to the Treasurer.~~disconnected in accordance with procedures established in general law.

(3) An interest charge for late payment of water charges shall be imposed per month, or any part thereof, from the due date of the regular payment. The interest rate shall be established by resolution of the City Council.

(e) Failure to Receive Bill. A failure to receive a bill for service rates shall not constitute an excuse for failure to pay the same before the date at which eight percent (8%) is required to be added to all unpaid bills.

(f) Water Rates as Taxes and Tax Liens. Water rates shall be a tax and a lien on the real estate supplied with the water, and may be collected in the same manner as other taxes of the City, and the

owners of such real estate shall be subject to the same liabilities therefore as for other City taxes.

~~CROSS REFERENCE: Tax liens on real property, force and effect, see 32 V.S.A., Sec. 5061.~~

Sec. 3-326. PROPER SHUT-OFF VALVE REQUIRED.

If, having shut off the water from any service for repairs or other cause, it is found that on said service there is no cut-off back of all fixtures, the water shall not be again turned on to such service until a suitable cut-off is properly placed therein.

Sec. 3-327. NOTICE OF INTENT TO TERMINATE SERVICE.

Whenever it becomes the duty of the ~~water commissioner~~Water Commissioner, under the provisions of this Article, to shut off water, ~~they~~he shall, unless herein otherwise specified, give the user of water on the premises affected ~~and the occupants thereof~~ not less than twenty-four (24) hours notice of the time when, unless the provisions of this chapter and the rules and regulations of the water ~~department~~Division are complied with, the water will be shut off.

Sec. 3-328. NOTICE TO FIRE ~~DEPARTMENT~~DIVISION OF SHUT-OFFS.

The ~~commissioner~~Commissioner, whenever ~~he~~they shall cut off the supply of water from any of the hydrants in any part of the City for repairs or other causes, shall immediately give notice thereof to the chief engineer of the Fire Department. ~~He~~They shall state in the notice particularly to what extent the hydrants are so rendered unavailable for fire service; and shall also notify the chief engineer when the said hydrants are again in working order.

Sec. 3-329. PERMISSION TO DRAW WATER FROM HYDRANTS.

No person shall open any hydrant or draw water therefrom, except under the direction of the ~~water commissioner~~Water Commissioner, ~~or~~ the City ~~chief~~ Engineer ~~of or~~ the Fire Department, ~~or the Commissioner of Public Works.~~

Sec. 3-330. TEMPORARY SHUT-OFF: NOTICE.

Whenever the ~~water commissioner~~Water Commissioner shall have cause to shut off the supply of water on any line of pipe for repairs, ~~he~~they shall immediately notify the water takers on such line of pipe, stating as nearly as possible the length of time such supply will be shut off; provided, however, that in case of sudden burst or other emergency, the water may be shut off without notice, in which case notice as aforesaid shall be given the water takers on the line of pipe so affected as soon as possible after shutting off the water.

Sec. 3-331. TAMPERING, ETC., WITH EQUIPMENT BELONGING TO THE WATER ~~DEPARTMENT~~DIVISION.

No person shall meddle with, disturb, remove, carry off, or in any way injure any hydrant, valve, valve box or cover, meter, stop-cock, stop-box or cover, pipe, tool, apparatus, fixture, building, machinery to fence belonging to the City water works, nor place anything in such manner as to obstruct or hinder free access to any hydrant or meter.

~~CROSS REFERENCE: Tampering with water mains, hydrants, etc., see 13 V.S.A., Sec. 37~~**Sec. 3-332. POLLUTION OF THE WATER SUPPLY.**

~~—No person shall throw, put or place, or cause to be thrown, put or placed, in any public reservoir, or stream connected therewith, or waters in the City, any stone, dirt, ashes, shavings, stocks, garbage, rubbish or filth of any kind, nor shall wade or bathe or fish in, or cause or permit a dog or animal to go into or swim in the water, nor skate on the ice of a public reservoir.~~

Sec. 3-~~333~~332. REGULATION OF WATER CONSUMPTION.

(a) Upon a finding by the City Council, the Board of Health or the Vermont Department of Health that there exists an actual, potential or anticipated threat to the potability, sufficiency, quality, quantity or integrity of any public water supply, including its tributaries and sources, the City Council may direct one or more of the following water conservation measures for all consumers on the water supply, including the extra-territorial water consumers:

(1) A voluntary conservation request seeking the restriction, curtailment or cessation of non-essential water use, including but not limited to, motor vehicle washing, lawn, garden and landscaping watering, street and exterior building cleaning, filling swimming pools, agricultural irrigation, and industrial processing.

(2) A prohibition against watering yards and vegetation, washing motor vehicles and mobile equipment, cleaning outdoor surfaces and buildings, operating ornamental fountains and water-consuming displays and the filling or topping off of swimming pools. This prohibition shall not apply to commercial enterprises or watering of food crops or trees.

(3) An emergency water conservation notice prohibiting the use of water for any activity specified under subdivision (1) hereof, and/or limiting the quantity of water to be used on any premises directly or indirectly connected to the City's water system.

(4) A mandatory water conservation order prohibiting the use of water for any purpose other than to prevent an immediate and serious health hazard.

(b) Notice of any water conservation measure adopted under Subsection (a) shall be disseminated immediately through the local media, and shall be posted conspicuously in all areas served by the City's public water supply system. In addition, such notice may be served upon the occupants of all commercial and industrial premises connected directly or indirectly to the City's water supply system.

(c) Any person who shall violate any water conservation measure adopted under Subsection (a) and promulgated under Subsection (b) shall be deemed to have committed a civil offense, and shall be subject to the penalties established in Section 1-9(d).

(d) The provisions of Section 3-407 shall apply to the implementation of any water conservation measure adopted under this Section.

~~CROSS REFERENCE: Water Pollution, see 18 V.S.A., Sec. 1201 et seq.~~

~~Sec's. 3-334 to 3-399 reserved.~~

~~CHARTER REFERENCE: Water Rates, T.5, Sec's. 9 and 10; Water Commissioner T.4., Sec. 26; To~~

~~Protect Water System and Supply, T.3, Sec. 17 (XXXIII), (XXXIX); To Take Land, T.3, Sec. 17 (XLI).
1955 Charter.~~

~~STATE LAW REFERENCES: Water Works, V.S.A., T.24, Sec. 3301 et seq; Water Mains, V.S.A., T.24,
Sec. 3401 et seq.~~

~~Enacted November 25, 1970.~~

~~Amendment enacted March 22, 1972. [Sec. 3 325 (d), (1) and (2)].~~

~~Amendment enacted October 24, 1979 [Sec. 3 304]. Date of Publication: 10/31/79. Effective Date:
12/15/79.~~

~~Amendment enacted March 11, 1987 [Sec. 3 305 rewritten]. Date of Publication: 3/17/87. Effective
Date: 3/23/87.~~

~~Amendment enacted April 13, 1988 [Sec. 3 305 rewritten]. Date of Publication: 4/25/88. Effective
Date: 5/02/88.~~

~~Amendment enacted May 24, 1989 [Sec. 3 333 added]. Date of Publication: 6/08/89. Effective Date:
6/14/89.~~

~~Amendment enacted January 24, 1990 [Sec's. 3 305 (a) and 3 305 (b) rewritten, Sec's. 3 305 (b) (1) and 3
305 (b) (2) added, Sec. 3 305 (c) rewritten, Sec's. 3 305 (d) and 3 305 (e) added, Sec. 3 305 (f) rewritten;
Sec. 3 317 rewritten; Sec. 3 319 rewritten; Sec. 3 320 (a) rewritten, Sec. 3 320 (b) added; Sec's. 3 325 (d),
3 325 (d) (1) and 3 325 (d) (2) rewritten, Sec. 3 325 (d) (3) added]. Date of Publication: 2/01/90.
Effective Date: 2/14/90.~~

~~Amendment enacted February 14, 1990 [Sec. 3 305 (g) added; former subsections (g) and (h) retitled (h)
and (i), respectively]. Date of Publication: 2/22/90. Effective Date: 2/28/90.~~

~~Amendment enacted August 28, 1991 [Sec. 3 325 (a) rewritten]. Date of Publication: 9/09/91. Effective
Date 9/16/91.~~

~~Amendment enacted May 13, 1998 [Sec. 3 305, (g) and (i) rewritten]. Date of Publication: 5/21/98.
Effective Date: 5/27/98.~~

~~Amendment enacted April 26, 2000 [Sec. 3 305, (b) and (e) rewritten]. Date of Publication: 5/04/00.
Effective Date: 5/10/00.~~

~~Amendment enacted October 10, 2001 [Sec. 3 333, (a) ... a new (2) inserted and the remaining
subsections renumbered (3) through (5); and (c) rewritten]. Date of Publication: 10/15/01. Effective
Date: 10/21/01.~~

~~Amendment enacted September 18, 2002 [Sec. 3 305 (c), (d) and (e); Sec. 3 316; Sec. 3 319; and
Sec. 3 320 (a) rewritten]. Date of Publication: 9/26/02. Effective Date: 10/02/02.~~

~~Amendment enacted October 27, 2010 [Sec. 3 305(a) rewritten]. Date of Publication: 11/11/10.
Effective Date: 11/17/10.~~

CHAPTER 3
PUBLIC WORKS

ARTICLE IV. SEWER ~~DEPARTMENT~~DIVISION WITHIN THE DEPARTMENT OF PUBLIC WORKS

Sec. 3-400. COMMISSIONER OF SEWER DEPARTMENT

(a) The Director of the Department of Public Works shall be the Commissioner of the Sewer Division ~~The commissioner of the sewer department who~~ shall have the responsibility ~~for of~~ the operation, control, maintenance, improvement and repair of the City sewer system and its appurtenances and all City property pertaining thereto, ~~pertaining to the orders and ordinances of the City Council, and as defined in 24 V.S.A., Sec. 3501(6) and 3601.~~ The ~~Wastewater Treatment Plant (PLANT)~~Water Resource Recovery Facility (WRRF), formerly Wastewater Treatment Plant, -is operated in accord with a discharge permit issued by the Vermont Department of Environmental Conservation (DEPARTMENT) under authority granted in 10 V.S.A., Chapter 47, which discharge permit establishes the ~~PLANT-WRRF~~ treatment capacity. The City is obligated by law to comply with conditions of that permit, and to operate and manage the ~~PLANTWRRF~~ and SEWERS as governmental functions under and pursuant to 24 V.S.A., Chapters 97 and 101.

(b) The capacity of the ~~PLANTWRRF~~ and SEWERS to adequately collect, treat and discharge sewerage is the property of the City, and shall be allocated by the Board of Sewer Commissioners in the manner prescribed below. This ordinance is adopted pursuant to the provisions of 10 V.S.A., Sec. 1263 (g) (1), in the manner provided in 24 V.S.A. Sections 1972-1973, and shall not be construed as an abandonment or relinquishment of the responsibility of the City to regulate, control and supervise all means and methods of sewage collection, treatment and disposal within the City, nor shall it be construed to impair or inhibit the ability of the City to contract with persons for the collection, transmission and treatment of sewerage.

Sec. 3-401. DEFINITIONS

(a) "Board of Sewer Commissioners" shall mean the City Council of the City of Montpelier, convened as a board of sewage disposal commissioners under 24 V.S.A., Sec. 3614.

(b) "BOD" (denoting Biochemical Oxygen Demand) shall mean the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at 20 degrees Celsius, expressed in milligrams per liter.

(c) "Building Drain" shall mean that part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste and other drainage pipes inside the walls of the building and conveys it to the building sewer, beginning three (3) feet outside the building wall.

(d) "Building Sewer" shall mean the extension from the building drain to the public sewer or other place of disposal.

(e) "Capital Connection Charge" shall mean an allocation fee, hereby imposed, for each direct and indirect connection or attachment to SEWERS or ~~PLANTWRRF~~, which fee approximately equals the pro rata costs previously incurred or expected to be incurred by the City for ~~PLANTWRRF~~ and SEWER capital investment. This charge is set annually by resolution of the Board of Sewer Commissioners.

(f) "Combined Sewer" shall mean a sewer receiving both surface runoff and sewage.

(g) "Discharge Permit" shall mean a permit issued pursuant to authority granted in 10 V.S.A., Chapter 57.

(h) "Garbage" shall mean solid waste from the domestic and commercial preparation, cooking and dispensing of food, and from the handling, storage and sale of produce.

(i) "Industrial Wastes" shall mean the liquid wastes from industrial manufacturing processes, trade or business, as distinct from sanitary sewage.

(j) "Natural Outlet" shall mean any outlet into a watercourse, pond, ditch, lake or other body of surface or groundwater.

(k) "Operating Connection Charge" shall mean an operating fee, hereby imposed, for each direct and indirect connection or attachment to SEWER or ~~PLANTWRRF~~, which fee approximately equals the costs incurred by the City in administering and inspecting such connections. This charge is set annually by resolution of the Board of Sewer Commissioners.

(l) "Person" shall mean any individual, firm, company, association, society, corporation, or group, or as prescribed in 1 V.S.A., Section 126.

(m) "pH" shall mean the logarithm of the reciprocal of the weight of hydrogen ions in grams per liter of solution.

(n) "Property Shredded Garbage" shall mean the wastes from the preparation, cooking and dispensing of food that have been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than one-half (1/2) inch (1.27 centimeters) in any dimension.

(o) "Public Sewer" shall mean a sewer in which all owners of abutting properties have equal rights, and is controlled by the public authority.

(p) "Private Sewer" shall mean a sewage disposal system, other than a public or community system, which receives other than human excreta or liquid waste, or both, from one or more premises. Included within the scope of this definition are septic tank soil-absorption systems, and other such types as may be prescribed in regulations by the City ~~Health Officer~~Health Officer.

(q) "Sanitary Sewer" shall mean a sewer which carries sewage, and to which storm, surface and groundwaters are not intentionally admitted.

(r) "Secretary" shall mean the Secretary of the Agency of ~~Environmental Conservation~~Natural Resources, State of Vermont, or ~~his~~their representatives.

(s) "Sewage" shall mean a combination of the water-carried wastes from residences, business buildings, institutions and industrial establishments, together with such ground, surface and storm waters as may be present.

(t) "Sewage Treatment Plant" shall mean any arrangement of devices and structures used for treating sewage.

(u) "Sewage Works" shall mean all facilities for collecting, pumping, treating and disposing of sewage.

(v) "Sewer" shall mean a pipe or conduit for carrying sewage.

(w) "Shall" is mandatory; "May" is permissive.

(x) "Sludge" shall mean the solid or semi-solid waste product of the sewage treatment process which is not discharged together with PLANTWRRF effluent, but is instead disposed of in another manner.

(y) "Slug" shall mean any discharge of water, sewage or industrial waste which in concentration of any given constituent or in quantity or flow exceeds for any period of duration longer than fifteen (15) minutes more than five (5) times the average twenty-four (24) hour concentration or flows during normal operation.

(z) "Storm Drain" (sometimes termed "storm sewer") shall mean a sewer which carries storm and surface waters and drainage, but excludes sewage and industrial wastes, other than unpolluted cooling water.

(aa) "Suspended Solids" shall mean solids that either float on the surface of, or are in suspension in water, sewage or other liquids, and which are removable by laboratory filtering.

(bb) "Watercourse" shall mean a channel in which a flow of water occurs, either continuously or intermittently.

Sec. 3-402. USE OF PUBLIC SEWER REQUIRED

(a) It shall be unlawful for any person to place, deposit or permit to be deposited in any unsanitary manner on public or private property within the City of Montpelier, or in any area under the jurisdiction of said City, any human or animal excrement, garbage or other objectionable waste.

(b) It shall be unlawful to discharge to any natural outlet within the City of Montpelier, or in any area under the jurisdiction of said City, any sewage or other polluted waters, except where suitable treatment has been provided in accordance with subsequent provisions of this ordinance and Laws of the State of Vermont.

(c) Except as hereinafter provided, it shall be unlawful to construct or maintain any privy, privy vault, septic tank, cesspool or other facility intended or used for the disposal of sewage.

(d) The owner of all new houses, buildings or properties used for human occupancy and containing toilet or waste facilities situated within the City and abutting any street, alley or right-of-way in which there is a public sanitary or combined sewer, is hereby required to connect such facilities directly with the proper public sewer in accordance with the provisions of this ordinance.

(e) Person wishing to use uncommitted capacity of the PLANTWRRF and SEWERS, including

substantial change in volume or character of pollutants that are being discharged, shall apply to the Board of Sewer Commissioners on a form prescribed by the Board. Such application shall be accompanied by a certification of a licensed or registered engineer attesting to the maximum wastewater flow to be generated by the project or development identified in Section (f)(3) which will be introduced into the PLANTWRRF and SEWERS.

(f) The Board of Sewer Commissioners shall approve the request for use of uncommitted capacity upon making affirmative findings that:

(1) The proposed wastewater is of domestic sanitary origin and that there is sufficient uncommitted reserve capacity to accommodate the volume and strength of the proposed connection.

(2) The proposed wastewater is not of domestic sanitary origin and that sufficient evidence has been presented by the applicant to demonstrate that the flow and character of the wastewater is compatible with the proper operation of the PLANTWRRF and SEWERS, and that the proposed wastewater will not, alone or in combination with other wastes, cause a violation of the discharge permit, pass through the PLANTWRRF without treatment, interfere or otherwise disrupt the proper quality and disposal of PLANTWRRF sludge, or be injurious in any other manner to the PLANTWRRF and SEWERS.

(3) All applicable state, federal and municipal licenses, approvals and permits have been, or will be, secured by the applicant for the project or development to which connection is to be made.

(g) The Board of Sewer Commissioners, on making affirmative findings above, shall issue an interim connection approval, which approval shall:

(1) Specify the volume, flow rate, strength and any other characteristics determined appropriate by the Board of Sewer Commissioners.

(2) Prohibit the sale or other transfer of the interim connection approval by the applicant to any other person without written approval of the Board of Sewer Commissioners, except as an appurtenance and an integral part of the project or development approved in accordance with Section (f)(3) above.

(3) Specify the period of time during which the interim connection approval shall remain valid and any specific conditions which must be fulfilled by the applicant to maintain validity of the interim connection approval, which conditions shall, as a minimum, include:

(a) payment of one-half (1/2) of the capital connection charges upon the granting of interim connection approval, and payment of the balance of said charges upon the application of a building permit for the project or development identified in Section (f)(3).

(b) complete payment of all sewage charges, connection charges, impact fees and benefit assessments not later than ninety (90) days from the due date; and

(c) completion of any project construction associated with the proposed project, which period shall be set by the Board of Sewer Commissioners and generally be of no more than two years duration.

(4) Be revocable by action of the Board of Sewer Commissioners on failure of the applicant to fulfill requirements of the interim connection approval.

(5) Become final and irrevocable upon meeting all the conditions specified in Section (g)(3) above, except that the Board of Sewer Commissioners may issue lawful orders for disconnection from the PLANTWRRF and SEWERS upon their determination that such connection:

- (a) is causing a violation of the City's discharge permit; or
- (b) is causing a nuisance or health hazard; or
- (c) is causing damage to the PLANTWRRF and SEWERS; or
- (d) is in violation of any other ordinance, bylaw or enactment of the City relating to the ownership;
- (e) is the subject of delinquent sewage charges, connection charges, impact fees or benefit assessments;
- (f) is not in compliance with the application regarding volume and character of wastewater flow; or
- (g) is otherwise in violation of this ordinance.

 (6)—PLANTWRRF flows and capacity shall be determined in the following manner:

(1) Wastewater Flow – The discharged liquid wastes from a property, such as a building or parking lot, to a combined or sanitary sewer; such flow to be calculated as the average gallons per day on a year basis (365 days). Flow capacity shall be determined by reference to Table 7-A, Flow Quantities, adopted by the Vermont Agency of Natural Resources, Department of Environmental Conservation, as promulgated at the time a connection permit application is made.

(2) Reserve Capacity – That amount of daily flow capacity (gallons per day) calculated as follows: Daily plant flow limit minus the most recent twelve (12) months actual average daily flow of all projects approved by the Vermont Agency of Natural Resources and City not yet connected to SEWERS and PLANTWRRF.

(3) Committed Reserve Capacity – That amount of total average daily flow (gallons per day) from all projects/buildings approved by the City and the Agency of Natural Resources for connection to PLANTWRRF, but not yet connected at the time of the calculation.

Sec. 3-403. PRIVATE SEWER FACILITIES.

(a) Where a public sanitary or combined sewer is not available under the provisions of Sec. 3-402(d), the building sewer shall be connected to a private sewer system complying with the provisions of this Article.

(b) Before commencement of construction of a private sewage disposal system, the owner shall first obtain a written permit signed by the ~~commissioner~~Commissioner. The application for such

permit shall be made on a form furnished by the City which the applicant shall supplement by any plans, specifications and other information as deemed necessary by the ~~commissioner~~Commissioner.

(c) A permit for a private sewage disposal system shall not become effective until the installation is completed to the satisfaction of the ~~commissioner~~Commissioner. ~~He~~The Commissioner shall be allowed to inspect the work at any stage of construction, and, in any event, the applicant for the permit shall notify the ~~commissioner~~Commissioner when the work is ready for final inspection, and before any underground portions are covered.

(d) The type, capacities, location, ~~and layout,~~ operation and maintenance of a private sewage disposal system shall comply at least with the ~~minimum recommendations of the Department of Public Health and the Water Resources Board of the State of Vermont~~standards promulgated by the Vermont Department of Environmental Conservation. No permit shall be issued for any private sewage disposal system employing subsurface solid absorption facilities where the area of the lot is less than 20,000 square feet. No septic tank or cesspool shall be permitted to discharge to any natural outlet.

(e) At such time as a public sewer becomes available to a property served by a private sewage disposal system as provided in Sec. 3-403(d), a direct connection shall be made to the public sewer in compliance with this ordinance, and any septic tanks, cesspools and similar private sewage disposal facilities shall be abandoned and filled with suitable materials.

(f) The owner shall operate and maintain the private sewer facilities in a sanitary manner at all times, at no expense to the City.

(g) No statement contained in this article shall be construed to interfere with any additional requirements that may be imposed by the ~~health officer~~Health Officer.

(h) When a public sewer becomes available, the building sewer shall be connected to said sewer within sixty (60) days and the private sewage disposal system shall be cleaned of sludge and filled with clean, bank-run gravel or dirt.

Sec. 3-404. BUILDING SEWER FACILITIES.

(a) No unauthorized person shall uncover, make connections with or opening into, use, alter or disturb any public sewer or appurtenance thereof, without first obtaining a written permit from the ~~commissioner~~Commissioner. Any person proposing a new discharge into the system or a substantial change in the volume or character of pollutants that are being discharged into the system shall notify the ~~Commissioner~~Commissioner at least forty-five (45) days prior to the proposed change or connection.

(b) An operating connection charge, determined by the Board of Sewer Commissioners, shall be paid by the person requesting a sewer connection, which charge shall provide for inspection of the building sewer from the connection with the public sewer to the building by the sewer department. All applicable construction and access permits shall be obtained prior to excavation in the public right of way.

(c) A separate and independent building sewer shall be provided for every building, except where one building stands at the rear of another on an interior lot and no private sewer is available or can be constructed to the rear building through an adjoining alley, court, yard or driveway, the

building sewer from the front building may be extended to the rear building and the whole considered as one building sewer.

(d) The size, slope, alignment, materials of construction of a building sewer and the methods to be used in excavating, placing of the pipe, jointing, testing, and backfilling the trench, shall all conform to the requirements of the Public Works Specifications, Building, and Plumbing Codes of the City of Montpelier.

(e) Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted and discharged to the building sewer.

(f) No person shall make connection of roof downspouts, exterior foundation drains, areaway drains, cellar drains, or other sources of surface runoff or groundwater to a building sewer or building drain which, in turn, is connected directly or indirectly to a public sanitary sewer.

(g) The connection of the building sewer into the public sewer shall conform to the requirements of the Building and Plumbing Codes or other applicable rules and regulations of the City or the procedures set forth in appropriate specifications of the American Society for Testing and Materials and the Water Pollution Control Federation, Manual of Practice No. 9. All such connections shall be made gas-tight and water-tight. Any deviation from the prescribed procedures and materials must be approved by the ~~commissioner~~Commissioner before installation.

(h) The applicant for the building sewer permit shall notify the ~~commissioner~~Commissioner when the building sewer is ready for inspection and connection to the public sewer. The connection shall be made under the supervision of the ~~commissioner~~Commissioner or ~~his~~their representative.

(i) All excavation for building sewer installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the City.

(j) New sewer connections will not be made between November 15 and April 15 of each year, ~~to be effective December 15, 1979~~. Exemptions may be granted by the Board of Water and Sewer Commissioners.

Sec. 3-405. USE OF PUBLIC SEWERS.

(a) No person shall discharge or cause to be discharged any storm water, surface water, groundwater, roof runoff, subsurface drainage, uncontaminated cooling water, or unpolluted industrial process waters to any sanitary sewer.

(b) Storm water and all other unpolluted drainage shall be discharged to such sewers as are specifically designated as storm sewers, or to a natural outlet approved by the ~~C~~Commissioner. Industrial cooling water or unpolluted process waters may be discharged, on approval of the ~~commissioner~~Commissioner, to a storm sewer, combined sewer or natural outlet.

(c) No person shall discharge, or cause to be discharged, any of the following described waters or wastes to any public sewers:

(1) Any gasoline, benzene, naphtha, fuel oil or other flammable or explosive liquid, solid or gas.

(2) Any waters or wastes containing toxic or poisonous solids, liquids or gases in sufficient quantity, either singly or by interaction with other wastes, to injure or interfere with any sewage treatment process, constitute a hazard to humans or animals, create a public nuisance, or create any hazard in the receiving waters of the sewage treatment plant, including but not limited to cyanide in excess of two (2) milligrams per liter (mg/l) as CN in the wastes as discharged to the public sewer.

(3) Any waters or wastes having a pH lower than 5.5, or having any other corrosive property capable of causing damage or hazard to structures, equipment and personnel of the sewage works.

(4) Solid or viscous substances in quantities or of such size capable of causing obstruction to the flow in sewers, or other interference with the proper operation of the sewage works such as, but not limited to—ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, wastes of the stone industry, underground garbage, whole blood, paunch manure, hair and fleshings, entrails, and paper dishes, cups, milk containers, etc., either whole or ground by garbage grinders.

(d) No person shall discharge or cause to be discharged the following described substances, materials, waters or wastes if it appears likely in the opinion of the ~~commissioner~~ Commissioner that such wastes can harm either the sewers, sewage treatment process or equipment, have an adverse effect on the receiving stream, or can otherwise endanger life, limb, public property, or constitute a nuisance. In forming ~~his~~ their opinion as to the acceptability of these wastes, the Commissioner will give consideration to such factors as the quantities of subject wastes in relation to flows and velocities in the sewers, materials of construction of the sewers, nature of the sewage treatment process, capacity of the sewage treatment plant, degree of treatability of wastes in the sewage treatment plant, and other pertinent factors. The substances prohibited are:

(1) Any liquid or vapor having a temperature higher than one hundred fifty (150) degrees Fahrenheit or sixty-five (65) degrees Celsius.

(2) Any water or waste containing fats, wax, grease or oils, whether emulsified or not, in excess of one hundred (100) mg/l or containing substances which may solidify or become viscous at temperatures between thirty-two (32) and one hundred fifty (150) degrees Fahrenheit or between zero (0) and sixty-five (65) degrees Celsius.

(3) Any garbage that has not been properly shredded. The installation and operation of any garbage grinder equipped with a motor of three-fourths (3/4) horsepower (0.76 hp metric) or greater shall be subject to the review and approval of the Commissioner.

(4) Any waters or wastes containing strong acid iron pickling wastes, or concentrated plating solutions, whether neutralized or not.

(5) Any waters or wastes containing iron, chromium, copper, zinc and similar objectionable or toxic substances; or wastes exerting an excessive chlorine requirement to such degree that any such material received in the composite sewage at the sewage treatment works exceeds the

limits established by the Commissioner for such materials.

(6) Any waters or wastes containing phenols or other taste- or odor-producing substances in such concentrations exceeding limits which may be established by the Commissioner as necessary, after treatment of the composite sewage, to meet the requirements of the state, federal or other public agencies of jurisdiction for such discharge to the receiving waters.

(7) Any radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by the Commissioner in compliance with applicable state or federal regulations.

(8) Materials which exert or cause:

(a) Unusual concentrations of inert suspended solids such as, but not limited to, Fullers earth, lime slurries and lime residues, or of dissolved solids such as, but not limited to, sodium chloride and sodium sulfate.

(b) Excessive discoloration such as, but not limited to, dye wastes and vegetable tanning solutions.

(c) Unusual BOD, chemical oxygen demand, or chlorine requirements in such quantities as to constitute a significant load on the sewage treatment works.

(d) Unusual volume of flow or concentration of wastes constituting "slugs" as defined herein.

(9) Waters or wastes containing substances which are not amenable to treatment or reduction by the sewage treatment processes employed, or are amenable to treatment only to such degree that the sewage treatment plan effluent cannot meet the requirements of other agencies having jurisdiction over discharge to the receiving waters.

_____ (e) If any waters or wastes are discharged, or are proposed to be discharged to the public sewers, which waters contain substances or possess the characteristics enumerated in Subsection (d) of this section, and which in the judgment of the Commissioner may have a deleterious effect upon the sewage works, process, equipment or receiving waters, or which otherwise create a hazard to life or constitute a public nuisance, the Commissioner may:

- (1) Reject the wastes,
- (2) Require pretreatment to an acceptable condition for discharge to the public sewers, and/or
- (3) Require control over the quantities and rates of discharge.

If the Commissioner permits the pretreatment and equalization of waste flows, the design and installation of the plants and equipment shall be subject to the review and approval of the Commissioner, and subject to the requirements of all applicable codes, ordinances and laws, and to the municipal discharge permit. Further, such pretreatment installations must be consistent with the requirements of any state pretreatment permit issued to the industry. (Adequate pretreatment will be provided for prior to entering interceptor sewer.)

_____ (f) Grease, oil and sand interceptors shall be provided when, in the opinion of the

Commissioner, they are necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand or other harmful ingredients; except that such interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be of a type and capacity approved by the Commissioner, and shall be located as to be readily and easily accessible for cleaning and inspection.

(1) Grease and oil interceptors shall be constructed of impervious materials capable of withstanding abrupt and extreme changes in temperature. They shall be of substantial construction, watertight and equipped with easily removable covers which, when bolted in place, shall be gastight and watertight.

(2) Where installed, all grease, oil, hair and sand interceptors shall be maintained by the owner at ~~his~~their expense in continuously efficient operation at all times. Materials collected shall not be reintroduced into the public sewerage system.

(g) Where preliminary treatment or flow-equalizing facilities are provided for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner at ~~his~~their expense.

(h) When required by the Commissioner, the owner of the property serviced by the building sewer carrying industrial wastes shall install a suitable control manhole, together with such necessary meters and other appurtenances in the building sewer to facilitate observation, sampling and measurement of the wastes.

Such manhole, when required, shall be accessibly and safely located, and shall be constructed in accordance with plans approved by the Commissioner. The manhole shall be installed by the owner at ~~his~~their expense, and shall be maintained by ~~him~~them so as to be safe and accessible at all times. All industries discharging into a public sewer shall perform such monitoring of their discharges as the Commissioner may reasonably require, including installation, use and maintenance of monitoring equipment, keeping records and reporting the results of such monitoring to the Commissioner. Such records shall be made available, upon request, by the Commissioner to other agencies having jurisdiction over discharging to the receiving waters. Where industrial pretreatment permits are issued by the State of Vermont, monitoring records must also be submitted to the Secretary in accord with such permit. Records of any monitoring will be supplied by the Commissioner to the Secretary on request.

(i) All measurements, tests and analyses or the characteristics of waters and wastes to which reference is made in this ordinance shall be determined in accordance with the latest edition of "Standard Methods for the Examination of Water and Wastewater," published by the American Public Health Association, and shall be determined at the control manhole provided, or upon suitable samples taken at said control manhole. In the event that no special manhole has been required, the control manhole shall be considered to be the nearest downstream manhole in the public sewer to the point at which the building sewer is connected. Sampling shall be carried out by customarily accepted methods to reflect the effect of constituents upon the sewage works and to determine the existence of hazards of life, limb and property. (The particular analyses involved will determine whether a twenty-four (24) hour composite of all outfalls of a premise is appropriate or whether a grab sample or samples should be taken. Normally, but not always, BOD and suspended solids analyses are obtained from twenty-four (24) hour composites of all outfalls, whereas ~~pH~~spHs are determined from periodic grab samples.)

(j) No statement contained in this article shall be construed as preventing any special agreement or arrangement between the City and any industrial concern whereby an industrial waste of unusual strength or character may be accepted by the City for treatment, subject to payment therefore, by the industrial concern. Provided that such agreements do not contravene any requirements of existing Federal and State laws and are compatible with any user charge and industrial cost recovery system in effect.

(k) Any industry held in violation of the provisions of this Ordinance may have its disposal authorization terminated.

Sec. 3-406. PROTECTION DAMAGE, VIOLATIONS AND PENALTIES.

No unauthorized person shall maliciously, willfully or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment which is a part of the sewage works. Any person violating this provision shall be subject to immediate arrest without warrant and shall be subject to the penalties provided in Section 1-8 of this Code.

Sec. 3-407. POWERS AND AUTHORITY OF INSPECTORS.

(a) The Commissioner and other duly authorized employees of the City bearing proper credentials and identification shall be permitted to enter all properties for the purpose of inspection, observation, measurement, sampling and testing in accordance with the provisions of this ordinance. The Commissioner or ~~his-their~~ representative shall have no authority to inquire into any processes including metallurgical, chemical, oil, refining, ceramic, paper or other industries beyond that point having a direct bearing on the kind and source of discharge to the sewers or waterways or facilities for waste treatment.

(b) The Commissioner and other duly authorized employees of the City bearing proper credentials and identification shall be permitted to enter all private properties through which the City holds a duly negotiated easement for the purposes of maintenance of any portion of the sewage works lying within said easement. All entry and subsequent work, if any, on said easement shall be done in full accordance with the terms of the duly negotiated easement pertaining to the private property involved.

Sec. 3-408. PENALTIES.

a) An annual charge shall be determined by the Board of Sewer Commissioners and is hereby imposed upon every person whose premises have a building or structure thereon and are served by the SEWERS and PLANTWRRF, and from which, directly or indirectly, sewage is being collected from the use of the premises for the payment of the costs of operating, maintaining and repairing said SEWER and PLANTWRRF. The Board of Sewer Commissioners may establish annual charges separately for debt repayments, fixed operating and maintenance costs (not dependent upon actual use), and variable operations and maintenance costs dependent on actual use and the funding of reserves. Annual charges determined thereunder shall be effective on and after the date of adoption thereof by resolution of the Board of Sewer Commissioners.

a)b) In addition, the City Council may establish, impose and collect a sewer benefit assessment upon all property within the City, irrespective of its connection to the City sewer systems,

such benefit assessment to be based on the appraised value of such property.

~~b)c)~~ The sewer charges established in Section (a) and (b) shall be imposed and collected whether or not the property connected to the SEWER and the PLANTWRRF is occupied. All sewer rates shall be payable to and collected by the City Treasurer at City Hall.

~~e)d)~~ The design, construction and development costs of all public sewerage system expansions and extensions which have been approved by the Board of Sewer Commissioners and approved by the City shall be borne by the developers and property owners requiring, requesting or directly benefiting from such extension and/or expansions, unless the voters of the City shall vote at a duly warned annual or special City Meeting to assume all or a portion of the costs involved. When the voters of the City vote to assume all or a portion of the costs, such costs will be paid in the manner provided by law.

~~e)~~ Notice and bill for sewer rates shall be made by mailing the same to the owner or authorized agent in charge of the premises where it is used.

1. Such notice and bill shall state the dates of coverage of the bill and shall also state that unless payment is made on or before passage of forty-five (45) days from the billing date, a penalty of eight percent (8%) will be added to the rate charge, and in addition, the bill will show the exact due date.
2. An interest charge for late payment of sewer charges shall be imposed per month, or any part thereof, from the due date of the regular payment. The interest rate shall be established by resolution of the City Council.

~~d)f)~~ A failure to receive a bill for service rates shall not constitute an excuse for failure to pay the same before the date at which late payment penalties and interest are required to be added to all unpaid bills.

~~e)g)~~ Sewer rates shall be a tax and a lien on the real estate supplied with the sewer, and may be collected in the same manner as other taxes of the City, and the owners of such real estate shall be subject to the same liabilities therefore as for other City taxes.

~~f)h)~~ A separate capital reserve fund may be utilized for major maintenance/replacement expenditures and for expansion/upgrading expenses associated with the SEWERS and PLANTWRRF. Any capital reserve fund policy shall contain the following: Major maintenance/replacement identification; estimated expenditures; estimated year of expenditure; payment amount; type of account to be used to accumulate capital reserve fund assets; and source of funding.

~~g)i)~~ The Board of Sewer Commissioners reserves the right to increase or decrease regular deposits to a capital reserve fund not exceeding fifteen percent (15%) of the normal total budgeted expenses for SEWERS and PLANTWRRF debt service, maintenance and replacement, or five percent (5%) total budget for PLANTWRRF expansion in any year. The Board of Sewer Commissioners holding office have the authority to withdraw capital reserve fund amounts only for the purpose of paying for major expenditures/plant expansion for which the fund was established, or for the purchase of private sewer systems.

~~h)j)~~ When capital reserve fund assets are not disbursed fully for major maintenance/replacement expenditures and PLANTWRRF expansion, excess assets shall be re-

deposited into the capital reserve fund for future related expenditures similar in nature. Capital reserve funds established for PLANTWRRF expansion may be generated from general sewer benefit assessments and/or from connection/impact fees paid by prospective users to defray PLANTWRRF expansion costs, which fund shall not exceed the estimated future expansion for the PLANTWRRF. Impact fees assessed and collected by the City for SEWERS and PLANTWRRF expansion shall be deemed appropriated, encumbered and expended as of the date of receipt. Funds created under this Section shall be maintained in segregated accounts and may be expended, together with accrued interest, only for the purpose for which each fund was established.

Sec. 3-409. SEWER RATES.

(a) Sewer Commissioner Proposes Adjustment in Rates. The Sewer Commissioner shall, from time to time as he-they may see fit, submit to the City Council such proposals of amendment to the rates of the Sewer Department as he-they may deem for the best interest of the city~~City~~.

(b) Establishment of Sewer Rates. The City Council shall establish all sewer rates and when payment of these rates will become due and payable.

(c) Collected by City Treasurer. All sewer rates shall be payable to, and collected by, the City Treasurer at City Hall.

(d) Notice and Bill: Late Payment Penalty and Interest. Notice of bill for sewer rates shall be made by mailing the same to the owner or authorized agent in charge of the premises where it is used.

(1) Such notice and bill shall state the dates of coverage of the bill and shall also state that unless payment is made on or before passage of forty-five days from the billing date, a penalty of eight percent will be added to the rate charge and in addition, the bill will show the exact due date.

(2) An interest charge for late payment of sewer charges shall be imposed per month, or any part thereof, from the due date of the regular payment. The interest rate shall be established by resolution of the City Council.

(e) Failure to Receive Bill. A failure to receive a bill for service rates shall not constitute an excuse for failure to pay the same before the date at which late payment penalties and interest is required to be added to all unpaid bills.

(f) Sewer ~~Rats as Taxes and Tax~~Rate Liens. Sewer rates shall be ~~a tax and~~ a lien on the real estate supplied with the sewer and may be collected in the same manner as other taxes of the City, and the owners of such real estate shall be subject to the same liabilities therefore as for other City taxes.

Sec. 3-410. ALLOCATION OF UNCOMMITTED RESERVE PLANTWRRF CAPACITY.

(a) Allocation of uncommitted reserve plant capacity shall be made in accordance with the following priorities:

(1) There is reserved for the benefit of all Montpelier property within the PLANTWRRF's original design ~~service~~ area within Montpelier's City limits ten percent (10%) of PLANTWRRF reserve capacity, it being found and determined that substantially all residential, commercial and industrial property within the original Montpelier design services area within the City limits has been connected

to and is served by PLANTWRRF and SEWERS.

(2) The capacity reserved under Section (a)(1) is deemed to be a committed reserve for actual or potential connections to PLANTWRRF and SEWERS by property within the original ~~Montpelier design~~ Montpelier design service area within the City limits. All private sewer lines, mains and systems within the original Montpelier design service area within the City limits shall be connected to PLANTWRRF and SEWERS.

(3) The Board of Sewer Commissioners is authorized, but not required, to grant connections to PLANTWRRF or SEWERS to or for the benefit of property outside of the Montpelier City limits. Applications shall be considered by the Board of Sewer Commissioners in the order in which applications for connection permits are made; provided, however, that the grant of any such connection permit shall comply with all then existing agreements with other municipalities and shall be subject to all of the following conditions:

(a) All such connection permits shall be granted only to municipalities, upon application from the municipality, which shall include a description satisfactory to the City of the properties and uses to be served by the connection applied for.

~~—————(b) All such property outside of the city limits to be served by the connection shall be located within a “growth area”, as referred to in 24 V.S.A., Sec. 4302, so designated in the duly adopted plan of the municipality applying for the connection.~~

~~(eb)~~ All such connection permits shall provide for, and their exercise shall be conditioned upon, the applicant’s payment to the City prior to connection of all costs of improvements, replacements, or enlargements of this PLANTWRRF or SEWERS found by the City to be necessary to effect such connection.

~~(ec)~~ All such connection permits shall provide for, and their exercise shall be conditioned upon, the receipt by the City from the applicant municipality, in the event that property within the City limits is at any time assessed for current or future improvements, replacements or enlargements of the PLANTWRRF or SEWERS, of such amounts as would have been assessed on those properties located outside the City limits which are or will be served by the connection, as if said properties were located within the City limits.

~~(ed)~~ All such connection permits shall provide for, and their exercise shall be conditioned upon, the applicant’s payment to the City pursuant to a formula contained in the permit of all costs and impacts to the City, as a whole, resulting directly or indirectly from the development of the properties or expansion of the users to be served by the connection applied for.

~~(e) Requests for an allocation of uncommitted capacity shall be assessed a gallonage allocation fee established by the City Council coincident with the setting of sewer rates annually.~~

Sec. 3-411. WATER AND SEWER BENEFIT CHARGE.

(a) The City Council determines that the water treatment and sewage disposal systems are of general benefit to the municipality and will utilize the assessed value of property, as determined by the City Assessor on April 1 of the billing year, to pay for capital improvements and/or expansion of the system.

(b) The owner of any tenement, house, building or lot shall be liable for the Water and Sewage Benefit charge, including exempt properties, and excepting only those buildings regularly established and maintained for religious worship, cemeteries, and those properties owned by the City of Montpelier and the United States Government for governmental purposes, which exemption shall apply only to that portion of the charge based on general benefit.

(c) The Treasurer of the City of Montpelier shall bill each property owner on or before July 15 of each year for the Water and Sewer Benefit charge. This charge shall be due and payable by August 15, and if not paid by August 15, the charge shall be forwarded to the Tax Collector for collection with a penalty and interest included, as specified in Section 3-409.

~~Sec. 3-412. EFFECTIVE DATE.~~

~~—This ordinance shall become effective at midnight, July 1, 1990. To the extent that any provision herein shall be inconsistent with or contrary to any provisions of Chapter 3, Article IV of the Ordinances of the City of Montpelier, adopted November 25, 1970, and amended through February 7, 1990, then the provisions of this ordinance shall prevail.~~

~~Sec. 3-413~~412. SEWER SEPARATION BENEFIT CHARGE.

(a) The City Council ~~may~~ determines that the separation of storm drainage from sanitary sewer lines is both beneficial to the sewage disposal system of the City and is of general benefit to the ~~municipality~~City. The City Council ~~may~~ further determines that the assessed value of property, as determined by the City Assessor on April 1 of the billing year, will be utilized to pay for the necessary capital improvements to effect such a separation.

(b) ~~The~~Upon the imposition of a sewer separation benefit charge, the owner of any tenement, house, building or lot shall be liable for the ~~Sewer Separation Benefit~~payment of such charge, including exempt properties, and excepting only those buildings regularly established and maintained for religious worship, cemeteries, and those properties owned by the City of Montpelier and the United States Government for governmental purposes, which exemption shall apply only to that portion of the charge based on general benefit.

(c) The City shall bill each property owner on or before July 15 of each year for the Sewer Separation Benefit charge. This charge shall be due and payable by August 15, and if not paid by August 15, the charge shall be forwarded to the Delinquent Tax Collector for collection with a penalty and interest included, as specified in Section 3-409.

~~Sec's. 3-414 to 3-499. Reserved.~~

~~Enacted November 25, 1970.~~

~~Amendment enacted August 23, 1972 [Sec. 3-408(b)].~~

~~Amendment enacted October 24, 1979 [Sec. 3-404(j) added]. Date of Publication: 10/31/79. Effective Date: 12/15/79.~~

~~Amendment enacted February 25, 1981 [Sec. 3-401 addition to definitions; Sec. 3-402 (b); Sec. 3-404(a); Sec. 3-404(f); Sec. 3-404(g); Sec. 3-405(e), delete (e)(1) and addition to end of Section; Sec. 3-405(f), addition of (f)(1) and (f)(2); Sec. 3-405(h); Sec. 3-405(j); and Sec. 3-405, addition of (k)]. Date of Publication: 3/04/81.~~

~~Effective Date: 3/11/81.~~

~~Amendment enacted January 24, 1990 [Sec. 3 409 added]. Date of Publication: 2/01/90. Effective Date: 2/07/90.~~

~~Amendment enacted June 14, 1995 [Sec. 3 413, Sewer Separation Benefit Charge, added]. Date of Publication: 6/26/95. Effective Date: 7/20/95.~~

~~Amendment enacted October 27, 2010 [Sec. 3 404(b) and (d) rewritten]. Date of Publication: 11/11/10. Effective~~

~~Date: 11/17/10.~~

~~Amendment enacted June 26, 2013 [Sec. 3 411(a), (b) and (c), Water and Sewer Benefit Charge added]. Date of Publication: 7/11/13. Effective Date: 7/17/13.~~

CHAPTER 3
PUBLIC WORKS

ARTICLE V. STREET DEPARTMENT, STREETS, SIDEWALKS AND PUBLIC PLACES

Sec. 3-500. STREET COMMISSIONER.

The ~~Director of the Department of Public Works shall be the street~~Street commissioner
Commissioner who shall have the responsibility for the maintenance, repair and improvement of the City streets, sidewalks and public places, and all other City property pertaining thereto, subject to the orders and ordinances of the City Council.

Sec. 3-501. BOUNDS OF PUBLIC PROPERTY GIVEN BEFORE CONSTRUCTION.

No person shall erect any fence, building or other permanent structure, or set in the ground any post, stone, marker, shrub, tree or other thing indicating possession or ownership under claim of right, nor excavate, fill or in any way alter the surface of land immediately adjoining any street or municipal land, without first having ascertained the bounds and grade of the same by application to the Director of the Department of Public Works, and conformable to such bounds and grade.

Sec. 3-502. PERMIT TO DIG OR OBSTRUCT PUBLIC WAY.

No person shall break or dig up the ground or pavement in a street or public place or erect thereon, or in dangerous or inconvenient proximity thereto, a staging or other device for building, or place or deposit thereon stone, earth, sand, brick, lumber or other materials, without first obtaining a written permit from the ~~commissioner of public works~~Director of the Department of Public Works and complying in all respects with the conditions of such permit. Upon the expiration of such permit, the person so permitted shall, within a reasonable time, restore and repair such street or public place to the satisfaction and acceptance of the ~~street~~Street commissionerCommissioner.

Sec. 3-502.1. EXCAVATIONS.

Resurfacing (bituminous concrete, portland cement concrete): Defects and Fee

(a) Unless otherwise stipulated in the permit, all pavement resurfacing after excavation shall be done by the permittee(s) including all necessary placement of temporary pavement. If performed by the City, such work will be done at permittee(s)'s expense and paid in advance based on estimated costs.

(b) The permittee(s) shall remedy any defects due to faulty materials or work~~manship~~ and pay for any damage(s) resulting therefrom which shall appear within a period of one year from the date of completion as indicated on the Access Permit and subsection (c), and in accordance with the terms of the permit.

(c) For the purposes of this section, date of completion is the date upon which permanent pavement resurfacing is finished and accepted by the Director of the Department of Public Works,

whether such resurfacing is undertaken by the Street Department or by the permittee(s) pursuant to stipulations in the permit.

(d) For excavations which involve bituminous concrete pavement and take place within the traveled portion of a roadway including the parking lane and sidewalk, the permittee(s) shall pay to the City a fee as established by resolution of the city City Council. Payment of said fee shall be based upon a measurement by the Director of the Department of Public Works of the actual limits of the excavated area. The permittee shall pay to the City a fee based upon an estimated square yardage upon receipt of the permit and said fee shall be adjusted when the measurement as defined above is conducted.

(e) Fees collected by the City as defined in subsection (d) shall be used by the City to supplement City funds and expended for the resurfacing of streets in accordance with the Municipal Capital Improvement Program. Excavation Permit fees may be held by the City for an indefinite period of time or until such time as they may be needed for resurfacing projects.

Sec. 3-502.2. OBSTRUCTIONS.

The permit fee for the obstruction of a public street, road, place or way including sidewalks for construction or renovation related purposes as described in Sec. 3-502 shall be the amount established by resolution of the City Council for each day that the obstruction exists. The City Council, by resolution or ordinance, shall regulate the temporary use and occupancy of City sidewalks for all other non-construction related purposes.

Sec. 3-503. TYPE OF BARRIER AND LIGHTS.

Whenever a street or public place shall, under a permit granted as provided in the preceding section, be broken, dug up, obstructed, encumbered or otherwise thereby rendered unsafe or inconvenient for travel, the person so permitted shall put and at all times maintain a suitable railing, fence, or other sufficient guard or barrier around such section of the street or public place, so long as the same shall be unsafe or inconvenient as aforesaid; and shall also, throughout every night from one hour after sunset to one hour before sunrise, cause such railing, fence or other guard or barrier to be sufficiently illuminated so as to give warning of the presence thereof.

Sec. 3-504. DRAIN SPOUT OR PIPE OUTLET ONTO PUBLIC WAY.

No person shall place, construct, maintain or use any eaves-trough, spout, pipe, channel or conductor of water upon any building or upon any parcel of land in such manner that water flowing therefrom may flow or come or form ice on a street or public place.

Sec. 3-505. ICE OR SNOW FALLING ONTO PUBLIC WAY.

A person owning or having charge of a building or other structure from which snow, ice, or water falls, or is likely to fall, upon a street or public place, shall put and maintain thereon such guards or devices as will prevent snow, ice, or water from so falling therefrom impede or prevent public

passage upon a City sidewalk.-

Sec. 3-506. PLACING ICE OR SNOW ONTO PUBLIC WAY.

No person, partnership or corporation shall throw, shovel, propel, deposit or cause to be thrown, shoveled, propelled or deposited, snow or ice from private property into the streets or public sidewalks.

Sec. 3-507. REMOVAL OF ICE AND SNOW ON PUBLIC WAY PLACED THERE FROM PRIVATE PROPERTY.

If snow or ice is thrown, shoveled, propelled or deposited on the street or public sidewalk from private property, the ~~street~~Street commissioner~~Commissioner~~ shall remove such snow and ice at the expense and charge of the abutting property owner or tenant, which expense and charge may be recovered with full costs, in an action of contract in the name and on behalf of the City, and the person, partnership, or corporation causing such snow or ice to be thrown, shoveled, propelled or deposited from private property onto the street or public sidewalk shall be fined not less than five dollars (\$5.00) nor more than fifty dollars (\$50.00).

Sec. 3-508. STREET COMMISSIONER NOTIFIED.

The Chief of Police shall promptly notify the ~~street~~Street commissioner~~Commissioner~~ of any violation of the provisions of this ordinance.

Sec. 3-509. WETTING STREET.

No person shall wet down a street or public place, or use water in such a way that it shall come thereon, at any time when water is likely to freeze.

Sec. 3-510. DRAINAGE.

No person shall excavate, fill, divert, pipe, channel, or in any manner change, or obstruct existing drainage or any natural water course on public lands or private property without first obtaining permission from the public works director.

Sec. 3-511. METAL TIRES AND TRACKS.

No person shall operate any motorized vehicle or equipment upon a paved street, having metal wheels, cleats, or tracks; with the exception of municipal employees in the performance of official duties.

Sec. 3-512. VIOLATION

Any person violating Sec. 3-504, 3-505, 3-506, 3-508, 3-509, 3-510 or 3-511 shall be subject to the general penalty established in this Code of Ordinances.

~~Sec's. 3-512 to 3-599. Reserved.~~

~~CHARTER REFERENCE:—Power to take land for highways, T.3, Sec. 17 (XLI); Power to regulate use of streets by utilities, T.3, Sec. 17 (XLII); Power to regulate digging, etc., in public way, T.3, Sec. 16; Power to compel removal of ice, snow, dirt and garbage from sidewalks and gutters, T.3, Sec. 17 (XXIII), 1955 Charter.~~

~~Enacted November 25, 1970.~~

~~Amendment enacted December 13, 1972 [“city engineer” changed to “public works director” in Sections 3-501 and 3-510].~~

~~Amendment enacted May 26, 1982 [Sec. 3-502 rewritten]. Date of Publication: 6/9/82. Effective Date: 6/16/82.~~

~~Amendment enacted April 9, 1985 [Sec. 3-502, rates increased]. Date of Publication: 4/15/85. Effective Date: 4/22/85.~~

~~Amendment enacted June 13, 1990 [Sec. 3-502, rate increased]. Date of Publication: 6/21/90. Effective Date: 6/27/90.~~

~~Amendment enacted May 13, 1992 [Sec. 3-502 rewritten; Sec. 3-502.1 added]. Date of Publication: 5/26/92. Effective Date: 6/01/92.~~

~~Amendment enacted July 26, 2017 [Sec. 3-502.1(d) rewritten; Sec. 3-502.2 rewritten]. Date of Publication: July 29, 2017 Effective Date:~~

~~August 11, 2017~~

CHAPTER 3
PUBLIC WORKS
ARTICLE VI. NUMBERING OF BUILDINGS

Sec. 3-600. NUMBERS AFFIXED TO DWELLINGS.

The ~~public works director~~Director of the Department of Planning, under the directions of the City Council, shall, from time to time as the public convenience may require, cause numbers to be affixed to ~~our~~ inscribed on all dwelling-houses and other buildings or parts of buildings on a street and vacant land. ~~He~~The Director of the Department of Planning shall, subject to the approval of the City Council, determine the form, size and material of such numbers, and the mode, place, succession and order of affixing or inscribing them as aforesaid.

Sec. 3-601. NUMBER SCHEME.

The numbering ~~shall begin with number "1" on the right hand and number "2" on the left hand, and shall proceed continuously, using whole numbers only, from the place of beginning with the odd numbers and even numbers on opposite sides. Each number shall be as nearly opposite its immediate alternate as may be. All streets shall be numbered from the terminus thereof nearest, by street travel, to the post office.~~of buildings and open land shall conform to promulgated E-911 standards.

~~**Sec. 3-602. PENALTY FOR FAILURE TO DISPLAY NUMBER.**~~

~~—An owner or occupant or person in charge of a building or part of a building, who shall neglect or refuse for thirty days to affix or inscribe on the same the number designated, of the form, size and material, and in the mode and place directed, by the public works director, or who shall affix, inscribe or retain thereon a number contrary to such designation or direction, shall be fined not more than five dollars (\$5.00).~~

~~Sec's. 3-603 to 3-699. Reserved.~~

~~Enacted November 25, 1970~~

~~Amendment enacted December 13, 1972 — ("city engineer" changed to "public works director" in Sections 3-600 and 3-602).~~

CHAPTER 3
PUBLIC WORKS
ARTICLE I. DIRECTOR OF PUBLIC WORKS

Sec. 3-1. GENERAL DUTIES.

The duties and authority of the Director of Public Works shall be those set forward in the City Charter.

CHAPTER 3
PUBLIC WORKS
ARTICLE III. WATER DIVISION WITHIN THE DEPARTMENT OF PUBLIC WORKS

Sec. 3-300. CONSENT TO RULES.

This chapter and any rules and regulations of the Water Division shall be considered as stating the conditions upon which City water will be furnished, and every person using City water shall be considered, by so doing, to express their consent to conform to the requirements of this chapter and any rules and regulations of the Division.

Sec. 3-301. COMPLIANCE WITH RULES.

Only in compliance with the provisions and requirements of this chapter and the rules and regulations of the Water Division can a person become, or having already become, can a person continue to be, a user of City water and enjoy or possess the privileges and advantages afforded by the City water system; and during the refusal or failure of any person to comply with such provisions, requirements, rules or regulations, all rights of such person to use City water shall wholly cease.

Sec. 3-302. COMMISSIONER OF WATER DIVISION.

The Director of the Department of Public Works shall be the Commissioner of the Water Division who shall have the responsibility for the operation, control, maintenance, improvement and repair of the City water works, its appurtenances and all City property pertaining thereto, subject to the orders and ordinances of the City Council.

Sec. 3-303. WATER COMMISSIONER'S PLANS AND RECORDS.

The Commissioner of the Water Division shall prepare and keep on file in their office, subject at all times to the inspection of any member of the City Council, such maps, plans and records as may be necessary to fully and properly show the location of all reservoirs, mains, service pipes, valves, cocks and other fixtures in use by the Water Division, and shall turn them over to their successor in office.

Sec. 3-304. APPLICATION FOR NEW WATER SERVICE.

The applicant shall state fully and truly all the purposes for which the water may be required, and shall submit a new application prior to making any alterations in that purpose. No person shall use water from the City water supply for purposes other than those stated in such application. New service connections will not be made between November 15 and April 15 of each year. Exemptions may be granted by the Board of Water and Sewer Commissioners. The installation, use and maintenance of all water system connections shall at all times conform to standards promulgated by the Vermont Department of Environmental Conservation.

Sec. 3-305. NEW WATER SERVICE CHARGES AND REQUIREMENTS TO METER.

- (a) A new service connection shall not be attached to a water main except on written application, signed by the owner of the premises to be supplied, or their duly authorized agent. The main shall be tapped and lateral pipe to the property line, and a water shut-off installed, which portion shall become the property of the City upon inspection by the Water

Division. A new water service charge shall not pertain to properties already serviced by the system unless an indirect connection is proposed. An indirect connection is defined as any change in the structure currently being served through an existing connection which will result in additional dwelling units, or in the case of non-residential and tax exempt space, where such change will result in additional building square footage. However, any modification to, or alteration of, any existing service connection will be done as outlined in Section 3-305(f). All work shall be performed by the applicant at their cost and inspected by the City prior to connection. An estimated cost for inspection shall be provided by the City and paid by the applicant, as outlined in Section (f). The applicant shall also be responsible for obtaining all construction and access permits as necessary for working in the public right of way.

- (b) All water consumption shall be provided through a meter with shut-off valves on either side of the meter to allow for meter replacement and repair. Each separate use shall be individually metered.
 - (1) Conversion from flat rate to meter rate will only be allowed if each separate use can be individually metered, unless the conversion is from a combined fixture/flat rate to a metered rate.
 - (2) Any building under condominium ownership shall have separate meters for each unit. Separate shut-off valves will be provided for each unit for either the entire water service or individual water heaters, either in the public right-of-way or in the building, if provision is made in a condominium declaration allowing access for the City to enter upon the premises for the purpose of shutting off some or all of the water supply. Individual exemptions to this provision may be granted by the City Council.
- (c) The Commissioner of the Water Division shall establish the design and specifications on all meters, each of which shall have a remote reading feature. The Water Division shall provide and install all meters.
- (d) Reserved.
- (e) All water usage shall be metered.
- (f) For every new, direct connection, the property owner shall deposit sufficient funds with the City to cover the cost of labor and materials plus twenty percent (20%) overhead for making the connection to the water main.
- (g) The following water service charges shall be paid by the property owner for each direct or indirect new connection requested:

Single Family (Two Bedroom or More)	\$ 900.00	per dwelling unit
Multi-Family/Condominium	600.00	per dwelling unit
One Bedroom Multi-Family/Condominium	400.00	per dwelling unit
Non-residential	.33	per square foot
Tax Exempt	1.00	per square foot

(h) A new connection charge shall not be charged to a property owner abutting an existing water main, if that property owner has previously requested and been denied the right to connect by the City because an adequate supply of water was not available at the time of the initial request.

(i) The City Council may reduce or waive, at its discretion, the connection charge for non-residential connections, if such action would serve as an incentive for new development or expansion of existing commercial and/or industrial property.

Sec. 3-306. USE OF WATER AFTER SHUT-OFF FOR CAUSE.

No person upon any premises where a domestic service rate is established, or who shall take water by commercial or meter service rates, after the water shall have been shut off for cause, as is provided in this chapter, shall let on the water, or let the water run from the pipes on such premises, or authorize, cause or permit the water to be let on.

Sec. 3-307. USERS' DUTY TO MAINTAIN FIXTURES.

All persons taking water must keep the fixtures and service pipe within their own premises in good repair and fully protected from frost, and must prevent all unnecessary waste of water. The City shall not be liable for leakage of pipes or fixtures upon the premises of the taker, nor for any obstructions therein by frost or otherwise, nor for any damage resulting from any of the foregoing causes.

Sec. 3-308. DISCONTINUANCE OF WATER SERVICE.

When it is desired to discontinue the use of water, notice must be given at the office of the Division, as bills will be made and service rates collected until the water is shut off at the City stop-cock.

Sec. 3-309. RATE REDUCTION FOR DISUSE OR VACANCY.

No abatement of the water rate will be considered by reason of disuse or diminished use, or vacancy of premises, unless notice thereof be given at the office of the Division. The minimum charge, as established by the City Council, shall be paid annually, regardless of use, so long as the service pipe is connected to the main.

Sec. 3-310. USE OF WATER FOR UNAUTHORIZED PURPOSE.

No person shall give away or use any water from the City water works on any premises, for any other purpose than that for which payment has been made; nor allow the water to be wasted from fixtures out of repair or otherwise. The Water Commissioner, or their authorized agent, may cut off the water from the premises of any person who shall violate any of the provisions of this section, and such offender shall be deprived of the use of the water until they shall have made all necessary repairs and paid all outstanding charges owed the City.

Sec. 3-311. CHARGE FOR UNAUTHORIZED USE.

When a person has used City water without a permit from the Water Division, a charge shall be

made against the premises located within or without the City for the time the water has been so used, or for the quantity estimated by the Water Commissioner or shown by meter measurement to have been used; and said charge increased fifty percent (50%) shall be collected as provided in Section 3-325 of this Chapter.

Sec. 3-312. USE OF HYDRANTS.

Hydrants, fire plugs and pipes rated as used for fire purposes shall be used for no other purpose except with the permission of the Water Division in flushing sewers and cleaning streets and mains.

Sec. 313. OBSTRUCTING CITY WATER SYSTEM APPURTENANCES.

No person shall by any means obstruct access to any stop-cock, hydrant, fire plug or other appurtenance of the City water system.

Sec. 314. INJURY OR DAMAGE TO CITY WATER SYSTEM APPURTENANCES.

No person shall remove, carry off, or in any way injure, interfere or meddle with any hydrant, fire plug, stand-pipe, valve, valve-box, valve-cover, pipe, tool, apparatus, fixture, building, machinery, or fence, belonging to the City water system.

Sec. 3-315. WATER TURN-ON TO METER.

The water shall not be turned on for use by meter rates until a suitable place has been prepared for a meter to be set as determined by the Water Commissioner or their authorized agent.

Sec. 3-316. CONTROL AND ACCESS TO METER.

The Water Division shall not furnish water through any meter which it does not either own or over which it does not have exclusive control and to which it does not have full access for meter reading, testing, maintenance and replacement.

Sec. 3-317. ONE METER PER PREMISES.

Premises of different persons shall not be supplied through one meter, except as otherwise provided herein.

Sec. 3-318. MULTIPLE METERS.

Water used through two or more meters upon the same premises, for the same business, and to supply the same pipes used for a common supply, shall be rated as passing through one meter; if used for separate pipes or for different kinds of business, each meter shall be rated separately. In no case, however, shall water be furnished to a meter for less than the prevailing established minimum meter rate.

Sec. 3-319. METER FAILURE.

If from any cause a meter or its remote reader fails to register the amount of water passing

through it, the consumer will be charged at the average daily rate, as shown by the meter during its use when in order. The consumer will be notified, in writing, that the Water Division will repair or replace the meter.

Sec. 3-320. PLACEMENT OF METER.

(a) Meters must be connected with all fixtures supplied with water on the premises in such a manner that all water used will be measured. All meters shall be set under the direction of the Water Commissioner and shall not be moved or disturbed without their permission. In case of the use of water through a meter in such manner that the meter does not, in the opinion of the Water Commissioner, accurately measure the water actually passing through it, the Water Division shall place such meter on such service as will, in the Commissioner's opinion, correctly register the amount of water used.

(b) All water meters must be equipped with a remote reader of a type specified by the Commissioner of the Water Division which shall be situated on an easily accessible exterior wall of the structure as determined by the Water Commissioner.

Sec. 3-321. WATER COMMISSIONER MAY ORDER INSPECTION.

The Water Commissioner shall cause the premises of persons using City water to be inspected whenever in their judgment such inspection is necessary, and the meters, pipes, and other fixtures and appliances connected with the service to be examined.

Sec. 3-322. INSPECTION OF PLUMBING FIXTURES, ETC.; DUTY OF CONSUMER.

Any duly authorized officer or agent of the Water Division may enter at all reasonable times the premises of any person supplied with water to inspect the pipes, fixtures, etc., which are used in connection with the water supplied, and it shall be the duty of the person supplied to answer at all reasonable times all proper inquiries made by the Division or their agents in regard to the quantity, purposes and manner in which the water is used on the premises.

Sec. 3-323. NOTICE OF WATER WASTAGE.

The owner of premises using City water upon notice from the Water Commissioner that any faucet, closet, hose connection or other fixture on said premises is leaky, or otherwise out of repair so as to waste the water, shall within five days cause the same to be made tight and put in proper condition for the conservation of the water.

Sec. 3-324. POWER TO REFUSE WATER SERVICE.

The Water Commissioner shall have power to withhold the water supply from any person failing or refusing to comply with any of the provisions of this Article III, orders, requirements, or rules and regulations of the Water Division. Any failure, neglect, or delay on the part of the Water Commissioner to withhold water under the authority granted herein shall not constitute or be construed as a waiver of their right to do so, and they may at any time, after finding that a user of City water is violating any provision or requirement of this Article or any rule or regulation of the Division, cause the water to be shut off, and to remain off, from the premises of such user, until such user of the City water shall have fully complied with such Article, orders, requirements, and rules and regulations.

Sec. 3-325. WATER RATES.

(a) Water Commissioner Proposes Adjustment in Rates. The Water Commissioner shall submit to the City Council such proposals of amendment to the rates of the Water Division as they may deem for the best interest of the City. Such rates shall include a standby or capacity charge for fire protection for buildings that are located within the City water supply service area but are not connected to such water supply, or are connected to a private water supply in addition to the City water supply.

(b) Establishment of Water Rates. The City Council shall establish all water rates and when payment of these rates will become due and payable.

(c) Collected by the City Treasurer. All water rates shall be payable to and collected by the City Treasurer at their office.

(d) Notice and Bill: Late Penalty and Interest. Notice and bill for water rates shall be made by mailing the same to the owner or duly authorized agent in charge of the premises where used.

(1) Such notice and bill shall state the dates of coverage of the bill, and shall also state that unless payment is made on or before passage of forty-five (45) days from the billing date, a penalty of eight percent (8%) will be added to the rate charge, and in addition, the bill will show the exact due date.

(2) If said bill is not paid on or before the passage of sixty (60) days from the billing date, the Water Division may, without further notice, at the discretion of the Water Commissioner with consultation from the City Health Officer, cause the water to said premises to be disconnected in accordance with procedures established in general law.

(3) An interest charge for late payment of water charges shall be imposed per month, or any part thereof, from the due date of the regular payment. The interest rate shall be established by resolution of the City Council.

(e) Failure to Receive Bill. A failure to receive a bill for service rates shall not constitute an excuse for failure to pay the same before the date at which eight percent (8%) is required to be added to all unpaid bills.

(f) Water Rates as Taxes and Tax Liens. Water rates shall be a tax and a lien on the real estate supplied with the water, and may be collected in the same manner as other taxes of the City, and the owners of such real estate shall be subject to the same liabilities therefore as for other City taxes.

Sec. 3-326. PROPER SHUT-OFF VALVE REQUIRED.

If, having shut off the water from any service for repairs or other cause, it is found that on said service there is no cut-off back of all fixtures, the water shall not be again turned on to such service until a suitable cut-off is properly placed therein.

Sec. 3-327. NOTICE OF INTENT TO TERMINATE SERVICE.

Whenever it becomes the duty of the Water Commissioner, under the provisions of this Article, to shut off water, they shall, unless herein otherwise specified, give the user of water on the premises

affected and the occupants thereof not less than twenty-four (24) hours notice of the time when, unless the provisions of this chapter and the rules and regulations of the water Division are complied with, the water will be shut off.

Sec. 3-328. NOTICE TO FIRE DIVISION OF SHUT-OFFS.

The Commissioner, whenever they shall cut off the supply of water from any of the hydrants in any part of the City for repairs or other causes, shall immediately give notice thereof to the chief engineer of the Fire Department. They shall state in the notice particularly to what extent the hydrants are so rendered unavailable for fire service; and shall also notify the chief engineer when the said hydrants are again in working order.

Sec. 3-329. PERMISSION TO DRAW WATER FROM HYDRANTS.

No person shall open any hydrant or draw water therefrom, except under the direction of the Water Commissioner, the City Engineer or the Fire Department.

Sec. 3-330. TEMPORARY SHUT-OFF: NOTICE.

Whenever the Water Commissioner shall have cause to shut off the supply of water on any line of pipe for repairs, they shall immediately notify the water takers on such line of pipe, stating as nearly as possible the length of time such supply will be shut off; provided, however, that in case of sudden burst or other emergency, the water may be shut off without notice, in which case notice as aforesaid shall be given the water takers on the line of pipe so affected as soon as possible after shutting off the water.

Sec. 3-331. TAMPERING, ETC., WITH EQUIPMENT BELONGING TO THE WATER DIVISION.

No person shall meddle with, disturb, remove, carry off, or in any way injure any hydrant, valve, valve box or cover, meter, stop-cock, stop-box or cover, pipe, tool, apparatus, fixture, building, machinery to fence belonging to the City water works, nor place anything in such manner as to obstruct or hinder free access to any hydrant or meter.

Sec. 3-332. REGULATION OF WATER CONSUMPTION.

(a) Upon a finding by the City Council, the Board of Health or the Vermont Department of Health that there exists an actual, potential or anticipated threat to the potability, sufficiency, quality, quantity or integrity of any public water supply, including its tributaries and sources, the City Council may direct one or more of the following water conservation measures for all consumers on the water supply, including the extra-territorial water consumers:

(1) A voluntary conservation request seeking the restriction, curtailment or cessation of non-essential water use, including but not limited to, motor vehicle washing, lawn, garden and landscaping watering, street and exterior building cleaning, filling swimming pools, agricultural irrigation, and industrial processing.

(2) A prohibition against watering yards and vegetation, washing motor vehicles and mobile equipment, cleaning outdoor surfaces and buildings, operating ornamental fountains and

water-consuming displays and the filling or topping off of swimming pools. This prohibition shall not apply to commercial enterprises or watering of food crops or trees.

(3) An emergency water conservation notice prohibiting the use of water for any activity specified under subdivision (1) hereof, and/or limiting the quantity of water to be used on any premises directly or indirectly connected to the City's water system.

(4) A mandatory water conservation order prohibiting the use of water for any purpose other than to prevent an immediate and serious health hazard.

(b) Notice of any water conservation measure adopted under Subsection (a) shall be disseminated immediately through the local media, and shall be posted conspicuously in all areas served by the City's public water supply system. In addition, such notice may be served upon the occupants of all commercial and industrial premises connected directly or indirectly to the City's water supply system.

(c) Any person who shall violate any water conservation measure adopted under Subsection (a) and promulgated under Subsection (b) shall be deemed to have committed a civil offense, and shall be subject to the penalties established in Section 1-9(d).

(d) The provisions of Section 3-407 shall apply to the implementation of any water conservation measure adopted under this Section.

CHAPTER 3
PUBLIC WORKS
ARTICLE IV. SEWER DIVISION WITHIN THE DEPARTMENT OF PUBLIC WORKS

Sec. 3-400. COMMISSIONER OF SEWER DEPARTMENT

(a) The Director of the Department of Public Works shall be the Commissioner of the Sewer Division who shall have the responsibility of the operation, control, maintenance, improvement and repair of the City sewer system and its appurtenances and all City property pertaining thereto. The Water Resource Recovery Facility (WRRF), formerly Wastewater Treatment Plant, is operated in accord with a discharge permit issued by the Vermont Department of Environmental Conservation (DEPARTMENT) under authority granted in 10 V.S.A., Chapter 47, which discharge permit establishes the WRRF treatment capacity. The City is obligated by law to comply with conditions of that permit, and to operate and manage the WRRF and SEWERS as governmental functions under and pursuant to 24 V.S.A., Chapters 97 and 101.

(b) The capacity of the WRRF and SEWERS to adequately collect, treat and discharge sewerage is the property of the City, and shall be allocated by the Board of Sewer Commissioners in the manner prescribed below. This ordinance is adopted pursuant to the provisions of 10 V.S.A., Sec. 1263 (g) (1), in the manner provided in 24 V.S.A. Sections 1972-1973, and shall not be construed as an abandonment or relinquishment of the responsibility of the City to regulate, control and supervise all means and methods of sewage collection, treatment and disposal within the City, nor shall it be construed to impair or inhibit the ability of the City to contract with persons for the collection, transmission and treatment of sewerage.

Sec. 3-401. DEFINITIONS

(a) "Board of Sewer Commissioners" shall mean the City Council of the City of Montpelier, convened as a board of sewage disposal commissioners under 24 V.S.A., Sec. 3614.

(b) "BOD" (denoting Biochemical Oxygen Demand) shall mean the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at 20 degrees Celsius, expressed in milligrams per liter.

(c) "Building Drain" shall mean that part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste and other drainage pipes inside the walls of the building and conveys it to the building sewer, beginning three (3) feet outside the building wall.

(d) "Building Sewer" shall mean the extension from the building drain to the public sewer or other place of disposal.

(e) "Capital Connection Charge" shall mean an allocation fee, hereby imposed, for each direct and indirect connection or attachment to SEWERS or WRRF, which fee approximately equals the pro rata costs previously incurred or expected to be incurred by the City for WRRF and SEWER capital investment. This charge is set annually by resolution of the Board of Sewer Commissioners.

(f) "Combined Sewer" shall mean a sewer receiving both surface runoff and sewage.

(g) "Discharge Permit" shall mean a permit issued pursuant to authority granted in 10 V.S.A., Chapter 57.

(h) "Garbage" shall mean solid waste from the domestic and commercial preparation, cooking and dispensing of food, and from the handling, storage and sale of produce.

(i) "Industrial Wastes" shall mean the liquid wastes from industrial manufacturing processes, trade or business, as distinct from sanitary sewage.

(j) "Natural Outlet" shall mean any outlet into a watercourse, pond, ditch, lake or other body of surface or groundwater.

(k) "Operating Connection Charge" shall mean an operating fee, hereby imposed, for each direct and indirect connection or attachment to SEWER or WRRF, which fee approximately equals the costs incurred by the City in administering and inspecting such connections. This charge is set annually by resolution of the Board of Sewer Commissioners.

(l) "Person" shall mean any individual, firm, company, association, society, corporation, or group, or as prescribed in 1 V.S.A., Section 126.

(m) "pH" shall mean the logarithm of the reciprocal of the weight of hydrogen ions in grams per liter of solution.

(n) "Property Shredded Garbage" shall mean the wastes from the preparation, cooking and dispensing of food that have been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than one-half (1/2) inch (1.27 centimeters) in any dimension.

(o) "Public Sewer" shall mean a sewer in which all owners of abutting properties have equal rights, and is controlled by the public authority.

(p) "Private Sewer" shall mean a sewage disposal system, other than a public or community system, which receives other than human excreta or liquid waste, or both, from one or more premises. Included within the scope of this definition are septic tank soil-absorption systems, and other such types as may be prescribed in regulations by the City Health Officer.

(q) "Sanitary Sewer" shall mean a sewer which carries sewage, and to which storm, surface and groundwaters are not intentionally admitted.

(r) "Secretary" shall mean the Secretary of the Agency of Natural Resources, State of Vermont, or their representatives.

(s) "Sewage" shall mean a combination of the water-carried wastes from residences, business buildings, institutions and industrial establishments, together with such ground, surface and storm waters as may be present.

(t) "Sewage Treatment Plant" shall mean any arrangement of devices and structures used for treating sewage.

(u) "Sewage Works" shall mean all facilities for collecting, pumping, treating and disposing of sewage.

(v) "Sewer" shall mean a pipe or conduit for carrying sewage.

(w) "Shall" is mandatory; "May" is permissive.

(x) "Sludge" shall mean the solid or semi-solid waste product of the sewage treatment process which is not discharged together with WRRF effluent, but is instead disposed of in another manner.

(y) "Slug" shall mean any discharge of water, sewage or industrial waste which in concentration of any given constituent or in quantity or flow exceeds for any period of duration longer than fifteen (15) minutes more than five (5) times the average twenty-four (24) hour concentration or flows during normal operation.

(z) "Storm Drain" (sometimes termed "storm sewer") shall mean a sewer which carries storm and surface waters and drainage, but excludes sewage and industrial wastes, other than unpolluted cooling water.

(aa) "Suspended Solids" shall mean solids that either float on the surface of, or are in suspension in water, sewage or other liquids, and which are removable by laboratory filtering.

(bb) "Watercourse" shall mean a channel in which a flow of water occurs, either continuously or intermittently.

Sec. 3-402. USE OF PUBLIC SEWER REQUIRED

(a) It shall be unlawful for any person to place, deposit or permit to be deposited in any unsanitary manner on public or private property within the City of Montpelier, or in any area under the jurisdiction of said City, any human or animal excrement, garbage or other objectionable waste.

(b) It shall be unlawful to discharge to any natural outlet within the City of Montpelier, or in any area under the jurisdiction of said City, any sewage or other polluted waters, except where suitable treatment has been provided in accordance with subsequent provisions of this ordinance and Laws of the State of Vermont.

(c) Except as hereinafter provided, it shall be unlawful to construct or maintain any privy, privy vault, septic tank, cesspool or other facility intended or used for the disposal of sewage.

(d) The owner of all new houses, buildings or properties used for human occupancy and containing toilet or waste facilities situated within the City and abutting any street, alley or right-of-way in which there is a public sanitary or combined sewer, is hereby required to connect such facilities directly with the proper public sewer in accordance with the provisions of this ordinance.

(e) Person wishing to use uncommitted capacity of the WRRF and SEWERS, including substantial change in volume or character of pollutants that are being discharged, shall apply to the Board of Sewer Commissioners on a form prescribed by the Board. Such application shall be accompanied by a certification of a licensed or registered engineer attesting to the maximum wastewater flow to be generated by the project or development identified in Section (f)(3) which will be

introduced into the WRRF and SEWERS.

(f) The Board of Sewer Commissioners shall approve the request for use of uncommitted capacity upon making affirmative findings that:

(1) The proposed wastewater is of domestic sanitary origin and that there is sufficient uncommitted reserve capacity to accommodate the volume and strength of the proposed connection.

(2) The proposed wastewater is not of domestic sanitary origin and that sufficient evidence has been presented by the applicant to demonstrate that the flow and character of the wastewater is compatible with the proper operation of the WRRF and SEWERS, and that the proposed wastewater will not, alone or in combination with other wastes, cause a violation of the discharge permit, pass through the WRRF without treatment, interfere or otherwise disrupt the proper quality and disposal of WRRF sludge, or be injurious in any other manner to the WRRF and SEWERS.

(3) All applicable state, federal and municipal licenses, approvals and permits have been, or will be, secured by the applicant for the project or development to which connection is to be made.

(g) The Board of Sewer Commissioners, on making affirmative findings above, shall issue an interim connection approval, which approval shall:

(1) Specify the volume, flow rate, strength and any other characteristics determined appropriate by the Board of Sewer Commissioners.

(2) Prohibit the sale or other transfer of the interim connection approval by the applicant to any other person without written approval of the Board of Sewer Commissioners, except as an appurtenance and an integral part of the project or development approved in accordance with Section (f)(3) above.

(3) Specify the period of time during which the interim connection approval shall remain valid and any specific conditions which must be fulfilled by the applicant to maintain validity of the interim connection approval, which conditions shall, as a minimum, include:

(a) payment of one-half (1/2) of the capital connection charges upon the granting of interim connection approval, and payment of the balance of said charges upon the application of a building permit for the project or development identified in Section (f)(3).

(b) complete payment of all sewage charges, connection charges, impact fees and benefit assessments not later than ninety (90) days from the due date; and

(c) completion of any project construction associated with the proposed project, which period shall be set by the Board of Sewer Commissioners and generally be of no more than two years duration.

(4) Be revocable by action of the Board of Sewer Commissioners on failure of the applicant to fulfill requirements of the interim connection approval.

(5) Become final and irrevocable upon meeting all the conditions specified in Section (g)(3) above, except that the Board of Sewer Commissioners may issue lawful orders for disconnection

from the WRRF and SEWERS upon their determination that such connection:

- (a) is causing a violation of the City's discharge permit; or
- (b) is causing a nuisance or health hazard; or
- (c) is causing damage to the WRRF and SEWERS; or
- (d) is in violation of any other ordinance, bylaw or enactment of the City relating to the ownership;
- (e) is the subject of delinquent sewage charges, connection charges, impact fees or benefit assessments;
- (f) is not in compliance with the application regarding volume and character of wastewater flow; or
- (g) is otherwise in violation of this ordinance.

(6)WRRF flows and capacity shall be determined in the following manner:

(1) Wastewater Flow – The discharged liquid wastes from a property, such as a building or parking lot, to a combined or sanitary sewer; such flow to be calculated as the average gallons per day on a year basis (365 days). Flow capacity shall be determined by reference to Table 7-A, Flow Quantities, adopted by the Vermont Agency of Natural Resources, Department of Environmental Conservation, as promulgated at the time a connection permit application is made.

(2) Reserve Capacity – That amount of daily flow capacity (gallons per day) calculated as follows: Daily plant flow limit minus the most recent twelve (12) months actual average daily flow of all projects approved by the Vermont Agency of Natural Resources and City not yet connected to SEWERS and WRRF.

(3) Committed Reserve Capacity – That amount of total average daily flow (gallons per day) from all projects/buildings approved by the City and the Agency of Natural Resources for connection to WRRF, but not yet connected at the time of the calculation.

Sec. 3-403. PRIVATE SEWER FACILITIES.

(a) Where a public sanitary or combined sewer is not available under the provisions of Sec. 3-402(d), the building sewer shall be connected to a private sewer system complying with the provisions of this Article.

(b) Before commencement of construction of a private sewage disposal system, the owner shall first obtain a written permit signed by the Commissioner. The application for such permit shall be made on a form furnished by the City which the applicant shall supplement by any plans, specifications and other information as deemed necessary by the Commissioner.

(c) A permit for a private sewage disposal system shall not become effective until the installation is completed to the satisfaction of the Commissioner. The Commissioner shall be allowed

to inspect the work at any stage of construction, and, in any event, the applicant for the permit shall notify the Commissioner when the work is ready for final inspection, and before any underground portions are covered.

(d) The type, capacities, location, layout, operation and maintenance of a private sewage disposal system shall comply at least with the standards promulgated by the Vermont Department of Environmental Conservation. No permit shall be issued for any private sewage disposal system employing subsurface solid absorption facilities where the area of the lot is less than 20,000 square feet. No septic tank or cesspool shall be permitted to discharge to any natural outlet.

(e) At such time as a public sewer becomes available to a property served by a private sewage disposal system as provided in Sec. 3-403(d), a direct connection shall be made to the public sewer in compliance with this ordinance, and any septic tanks, cesspools and similar private sewage disposal facilities shall be abandoned and filled with suitable materials.

(f) The owner shall operate and maintain the private sewer facilities in a sanitary manner at all times, at no expense to the City.

(g) No statement contained in this article shall be construed to interfere with any additional requirements that may be imposed by the Health Officer.

(h) When a public sewer becomes available, the building sewer shall be connected to said sewer within sixty (60) days and the private sewage disposal system shall be cleaned of sludge and filled with clean, bank-run gravel or dirt.

Sec. 3-404. BUILDING SEWER FACILITIES.

(a) No unauthorized person shall uncover, make connections with or opening into, use, alter or disturb any public sewer or appurtenance thereof, without first obtaining a written permit from the Commissioner. Any person proposing a new discharge into the system or a substantial change in the volume or character of pollutants that are being discharged into the system shall notify the Commissioner at least forty-five (45) days prior to the proposed change or connection.

(b) An operating connection charge, determined by the Board of Sewer Commissioners, shall be paid by the person requesting a sewer connection, which charge shall provide for inspection of the building sewer from the connection with the public sewer to the building by the sewer department. All applicable construction and access permits shall be obtained prior to excavation in the public right of way.

(c) A separate and independent building sewer shall be provided for every building, except where one building stands at the rear of another on an interior lot and no private sewer is available or can be constructed to the rear building through an adjoining alley, court, yard or driveway, the building sewer from the front building may be extended to the rear building and the whole considered as one building sewer.

(d) The size, slope, alignment, materials of construction of a building sewer and the methods to be used in excavating, placing of the pipe, jointing, testing, and backfilling the trench, shall all conform to the requirements of the Public Works Specifications, Building, and Plumbing Codes of the City of Montpelier.

(e) Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted and discharged to the building sewer.

(f) No person shall make connection of roof downspouts, exterior foundation drains, areaway drains, cellar drains, or other sources of surface runoff or groundwater to a building sewer or building drain which, in turn, is connected directly or indirectly to a public sanitary sewer.

(g) The connection of the building sewer into the public sewer shall conform to the requirements of the Building and Plumbing Codes or other applicable rules and regulations of the City or the procedures set forth in appropriate specifications of the American Society for Testing and Materials and the Water Pollution Control Federation, Manual of Practice No. 9. All such connections shall be made gas-tight and water-tight. Any deviation from the prescribed procedures and materials must be approved by the Commissioner before installation.

(h) The applicant for the building sewer permit shall notify the Commissioner when the building sewer is ready for inspection and connection to the public sewer. The connection shall be made under the supervision of the Commissioner or their representative.

(i) All excavation for building sewer installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the City.

(j) New sewer connections will not be made between November 15 and April 15 of each year. Exemptions may be granted by the Board of Water and Sewer Commissioners.

Sec. 3-405. USE OF PUBLIC SEWERS.

(a) No person shall discharge or cause to be discharged any storm water, surface water, groundwater, roof runoff, subsurface drainage, uncontaminated cooling water, or unpolluted industrial process waters to any sanitary sewer.

(b) Storm water and all other unpolluted drainage shall be discharged to such sewers as are specifically designated as storm sewers, or to a natural outlet approved by the Commissioner. Industrial cooling water or unpolluted process waters may be discharged, on approval of the Commissioner, to a storm sewer, combined sewer or natural outlet.

(c) No person shall discharge, or cause to be discharged, any of the following described waters or wastes to any public sewers:

(1) Any gasoline, benzene, naphtha, fuel oil or other flammable or explosive liquid, solid or gas.

(2) Any waters or wastes containing toxic or poisonous solids, liquids or gases in sufficient quantity, either singly or by interaction with other wastes, to injure or interfere with any sewage treatment process, constitute a hazard to humans or animals, create a public nuisance, or create any hazard in the receiving waters of the sewage treatment plant, including but not limited to cyanide

in excess of two (2) milligrams per liter (mg/l) as CN in the wastes as discharged to the public sewer.

(3) Any waters or wastes having a pH lower than 5.5, or having any other corrosive property capable of causing damage or hazard to structures, equipment and personnel of the sewage works.

(4) Solid or viscous substances in quantities or of such size capable of causing obstruction to the flow in sewers, or other interference with the proper operation of the sewage works such as, but not limited to ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, wastes of the stone industry, underground garbage, whole blood, paunch manure, hair and fleshings, entrails, and paper dishes, cups, milk containers, etc., either whole or ground by garbage grinders.

(d) No person shall discharge or cause to be discharged the following described substances, materials, waters or wastes if it appears likely in the opinion of the Commissioner that such wastes can harm either the sewers, sewage treatment process or equipment, have an adverse effect on the receiving stream, or can otherwise endanger life, limb, public property, or constitute a nuisance. In forming their opinion as to the acceptability of these wastes, the Commissioner will give consideration to such factors as the quantities of subject wastes in relation to flows and velocities in the sewers, materials of construction of the sewers, nature of the sewage treatment process, capacity of the sewage treatment plant, degree of treatability of wastes in the sewage treatment plant, and other pertinent factors. The substances prohibited are:

(1) Any liquid or vapor having a temperature higher than one hundred fifty (150) degrees Fahrenheit or sixty-five (65) degrees Celsius.

(2) Any water or waste containing fats, wax, grease or oils, whether emulsified or not, in excess of one hundred (100) mg/l or containing substances which may solidify or become viscous at temperatures between thirty-two (32) and one hundred fifty (150) degrees Fahrenheit or between zero (0) and sixty-five (65) degrees Celsius.

(3) Any garbage that has not been properly shredded. The installation and operation of any garbage grinder equipped with a motor of three-fourths (3/4) horsepower (0.76 hp metric) or greater shall be subject to the review and approval of the Commissioner.

(4) Any waters or wastes containing strong acid iron pickling wastes, or concentrated plating solutions, whether neutralized or not.

(5) Any waters or wastes containing iron, chromium, copper, zinc and similar objectionable or toxic substances; or wastes exerting an excessive chlorine requirement to such degree that any such material received in the composite sewage at the sewage treatment works exceeds the limits established by the Commissioner for such materials.

(6) Any waters or wastes containing phenols or other taste- or odor-producing substances in such concentrations exceeding limits which may be established by the Commissioner as necessary, after treatment of the composite sewage, to meet the requirements of the state, federal or other public agencies of jurisdiction for such discharge to the receiving waters.

(7) Any radioactive wastes or isotopes of such half-life or concentration as may exceed

limits established by the Commissioner in compliance with applicable state or federal regulations.

(8) Materials which exert or cause:

(a) Unusual concentrations of inert suspended solids such as, but not limited to, Fullers earth, lime slurries and lime residues, or of dissolved solids such as, but not limited to, sodium chloride and sodium sulfate.

(b) Excessive discoloration such as, but not limited to, dye wastes and vegetable tanning solutions.

(c) Unusual BOD, chemical oxygen demand, or chlorine requirements in such quantities as to constitute a significant load on the sewage treatment works.

(d) Unusual volume of flow or concentration of wastes constituting "slugs" as defined herein.

(9) Waters or wastes containing substances which are not amenable to treatment or reduction by the sewage treatment processes employed, or are amenable to treatment only to such degree that the sewage treatment plan effluent cannot meet the requirements of other agencies having jurisdiction over discharge to the receiving waters.

(e) If any waters or wastes are discharged, or are proposed to be discharged to the public sewers, which waters contain substances or possess the characteristics enumerated in Subsection (d) of this section, and which in the judgment of the Commissioner may have a deleterious effect upon the sewage works, process, equipment or receiving waters, or which otherwise create a hazard to life or constitute a public nuisance, the Commissioner may:

- (1) Reject the wastes,
- (2) Require pretreatment to an acceptable condition for discharge to the public sewers, and/or
- (3) Require control over the quantities and rates of discharge.

If the Commissioner permits the pretreatment and equalization of waste flows, the design and installation of the plants and equipment shall be subject to the review and approval of the Commissioner, and subject to the requirements of all applicable codes, ordinances and laws, and to the municipal discharge permit. Further, such pretreatment installations must be consistent with the requirements of any state pretreatment permit issued to the industry. (Adequate pretreatment will be provided for prior to entering interceptor sewer.)

(f) Grease, oil and sand interceptors shall be provided when, in the opinion of the Commissioner, they are necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand or other harmful ingredients; except that such interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be of a type and capacity approved by the Commissioner, and shall be located as to be readily and easily accessible for cleaning and inspection.

(1) Grease and oil interceptors shall be constructed of impervious materials capable of withstanding abrupt and extreme changes in temperature. They shall be of substantial construction,

watertight and equipped with easily removable covers which, when bolted in place, shall be gastight and watertight.

(2) Where installed, all grease, oil, hair and sand interceptors shall be maintained by the owner at their expense in continuously efficient operation at all times. Materials collected shall not be reintroduced into the public sewerage system.

(g) Where preliminary treatment or flow-equalizing facilities are provided for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner at their expense.

(h) When required by the Commissioner, the owner of the property serviced by the building sewer carrying industrial wastes shall install a suitable control manhole, together with such necessary meters and other appurtenances in the building sewer to facilitate observation, sampling and measurement of the wastes.

Such manhole, when required, shall be accessibly and safely located, and shall be constructed in accordance with plans approved by the Commissioner. The manhole shall be installed by the owner at their expense, and shall be maintained by them so as to be safe and accessible at all times. All industries discharging into a public sewer shall perform such monitoring of their discharges as the Commissioner may reasonably require, including installation, use and maintenance of monitoring equipment, keeping records and reporting the results of such monitoring to the Commissioner. Such records shall be made available, upon request, by the Commissioner to other agencies having jurisdiction over discharging to the receiving waters. Where industrial pretreatment permits are issued by the State of Vermont, monitoring records must also be submitted to the Secretary in accord with such permit. Records of any monitoring will be supplied by the Commissioner to the Secretary on request.

(i) All measurements, tests and analyses or the characteristics of waters and wastes to which reference is made in this ordinance shall be determined in accordance with the latest edition of "Standard Methods for the Examination of Water and Wastewater," published by the American Public Health Association, and shall be determined at the control manhole provided, or upon suitable samples taken at said control manhole. In the event that no special manhole has been required, the control manhole shall be considered to be the nearest downstream manhole in the public sewer to the point at which the building sewer is connected. Sampling shall be carried out by customarily accepted methods to reflect the effect of constituents upon the sewage works and to determine the existence of hazards of life, limb and property. (The particular analyses involved will determine whether a twenty-four (24) hour composite of all outfalls of a premise is appropriate or whether a grab sample or samples should be taken. Normally, but not always, BOD and suspended solids analyses are obtained from twenty-four (24) hour composites of all outfalls, whereas pHs are determined from periodic grab samples.)

(j) No statement contained in this article shall be construed as preventing any special agreement or arrangement between the City and any industrial concern whereby an industrial waste of unusual strength or character may be accepted by the City for treatment, subject to payment therefore, by the industrial concern. Provided that such agreements do not contravene any requirements of existing Federal and State laws and are compatible with any user charge and industrial cost recovery system in effect.

(k) Any industry held in violation of the provisions of this Ordinance may have its disposal

authorization terminated.

Sec. 3-406. PROTECTION DAMAGE, VIOLATIONS AND PENALTIES.

No unauthorized person shall maliciously, willfully or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment which is a part of the sewage works. Any person violating this provision shall be subject to immediate arrest without warrant and shall be subject to the penalties provided in Section 1-8 of this Code.

Sec. 3-407. POWERS AND AUTHORITY OF INSPECTORS.

(a) The Commissioner and other duly authorized employees of the City bearing proper credentials and identification shall be permitted to enter all properties for the purpose of inspection, observation, measurement, sampling and testing in accordance with the provisions of this ordinance. The Commissioner or their representative shall have no authority to inquire into any processes including metallurgical, chemical, oil, refining, ceramic, paper or other industries beyond that point having a direct bearing on the kind and source of discharge to the sewers or waterways or facilities for waste treatment.

(b) The Commissioner and other duly authorized employees of the City bearing proper credentials and identification shall be permitted to enter all private properties through which the City holds a duly negotiated easement for the purposes of maintenance of any portion of the sewage works lying within said easement. All entry and subsequent work, if any, on said easement shall be done in full accordance with the terms of the duly negotiated easement pertaining to the private property involved.

Sec. 3-408. PENALTIES.

a) An annual charge shall be determined by the Board of Sewer Commissioners and is hereby imposed upon every person whose premises have a building or structure thereon and are served by the SEWERS and WRRF, and from which, directly or indirectly, sewage is being collected from the use of the premises for the payment of the costs of operating, maintaining and repairing said SEWER and WRRF. The Board of Sewer Commissioners may establish annual charges separately for debt repayments, fixed operating and maintenance costs (not dependent upon actual use), and variable operations and maintenance costs dependent on actual use and the funding of reserves. Annual charges determined thereunder shall be effective on and after the date of adoption thereof by resolution of the Board of Sewer Commissioners.

b) In addition, the City Council may establish, impose and collect a sewer benefit assessment upon all property within the City, irrespective of its connection to the City sewer systems, such benefit assessment to be based on the appraised value of such property.

c) The sewer charges established in Section (a) and (b) shall be imposed and collected whether or not the property connected to the SEWER and the WRRF is occupied. All sewer rates shall be payable to and collected by the City Treasurer at City Hall.

d) The design, construction and development costs of all public sewerage system expansions and extensions which have been approved by the Board of Sewer Commissioners and approved by the City shall be borne by the developers and property owners requiring, requesting or directly benefiting

from such extension and/or expansions, unless the voters of the City shall vote at a duly warned annual or special City Meeting to assume all or a portion of the costs involved. When the voters of the City vote to assume all or a portion of the costs, such costs will be paid in the manner provided by law.

e) Notice and bill for sewer rates shall be made by mailing the same to the owner or authorized agent in charge of the premises where it is used.

1. Such notice and bill shall state the dates of coverage of the bill and shall also state that unless payment is made on or before passage of forty-five (45) days from the billing date, a penalty of eight percent (8%) will be added to the rate charge, and in addition, the bill will show the exact due date.

2. An interest charge for late payment of sewer charges shall be imposed per month, or any part thereof, from the due date of the regular payment. The interest rate shall be established by resolution of the City Council.

f) A failure to receive a bill for service rates shall not constitute an excuse for failure to pay the same before the date at which late payment penalties and interest are required to be added to all unpaid bills.

g) Sewer rates shall be a tax and a lien on the real estate supplied with the sewer, and may be collected in the same manner as other taxes of the City, and the owners of such real estate shall be subject to the same liabilities therefore as for other City taxes.

h) A separate capital reserve fund may be utilized for major maintenance/replacement expenditures and for expansion/upgrading expenses associated with the SEWERS and WRRF. Any capital reserve fund policy shall contain the following: Major maintenance/replacement identification; estimated expenditures; estimated year of expenditure; payment amount; type of account to be used to accumulate capital reserve fund assets; and source of funding.

i) The Board of Sewer Commissioners reserves the right to increase or decrease regular deposits to a capital reserve fund not exceeding fifteen percent (15%) of the normal total budgeted expenses for SEWERS and WRRF debt service, maintenance and replacement, or five percent (5%) total budget for WRRF expansion in any year. The Board of Sewer Commissioners holding office have the authority to withdraw capital reserve fund amounts only for the purpose of paying for major expenditures/plant expansion for which the fund was established, or for the purchase of private sewer systems.

j) When capital reserve fund assets are not disbursed fully for major maintenance/replacement expenditures and WRRF expansion, excess assets shall be re-deposited into the capital reserve fund for future related expenditures similar in nature. Capital reserve funds established for WRRF expansion may be generated from general sewer benefit assessments and/or from connection/impact fees paid by prospective users to defray WRRF expansion costs, which fund shall not exceed the estimated future expansion for the WRRF. Impact fees assessed and collected by the City for SEWERS and WRRF expansion shall be deemed appropriated, encumbered and expended as of the date of receipt. Funds created under this Section shall be maintained in segregated accounts and may be expended, together with accrued interest, only for the purpose for which each fund was established.

Sec. 3-409. SEWER RATES.

(a) Sewer Commissioner Proposes Adjustment in Rates. The Sewer Commissioner shall, from time to time as they may see fit, submit to the City Council such proposals of amendment to the rates of the Sewer Department as they may deem for the best interest of the City.

(b) Establishment of Sewer Rates. The City Council shall establish all sewer rates and when payment of these rates will become due and payable.

(c) Collected by City Treasurer. All sewer rates shall be payable to, and collected by, the City Treasurer at City Hall.

(d) Notice and Bill: Late Payment Penalty and Interest. Notice of bill for sewer rates shall be made by mailing the same to the owner or authorized agent in charge of the premises where it is used.

(1) Such notice and bill shall state the dates of coverage of the bill and shall also state that unless payment is made on or before passage of forty-five days from the billing date, a penalty of eight percent will be added to the rate charge and in addition, the bill will show the exact due date.

(2) An interest charge for late payment of sewer charges shall be imposed per month, or any part thereof, from the due date of the regular payment. The interest rate shall be established by resolution of the City Council.

(e) Failure to Receive Bill. A failure to receive a bill for service rates shall not constitute an excuse for failure to pay the same before the date at which late payment penalties and interest is required to be added to all unpaid bills.

(f) Sewer RRate Liens. Sewer rates shall be a lien on the real estate supplied with the sewer and may be collected in the same manner as other taxes of the City, and the owners of such real estate shall be subject to the same liabilities therefore as for other City taxes.

Sec. 3-410. ALLOCATION OF UNCOMMITTED RESERVE WRRF CAPACITY.

(a) Allocation of uncommitted reserve plant capacity shall be made in accordance with the following priorities:

(1) There is reserved for the benefit of all Montpelier property within the WRRF's original design service area within Montpelier's City limits ten percent (10%) of WRRF reserve capacity, it being found and determined that substantially all residential, commercial and industrial property within the original Montpelier design services area within the City limits has been connected to and is served by WRRF and SEWERS.

(2) The capacity reserved under Section (a)(1) is deemed to be a committed reserve for actual or potential connections to WRRF and SEWERS by property within the original Montpelier design service area within the City limits. All private sewer lines, mains and systems within the original Montpelier design service area within the City limits shall be connected to WRRF and SEWERS.

(3) The Board of Sewer Commissioners is authorized, but not required, to grant

connections to WRRF or SEWERS to or for the benefit of property outside of the Montpelier City limits. Applications shall be considered by the Board of Sewer Commissioners in the order in which applications for connection permits are made; provided, however, that the grant of any such connection permit shall comply with all then existing agreements with other municipalities and shall be subject to all of the following conditions:

(a) All such connection permits shall be granted only to municipalities, upon application from the municipality, which shall include a description satisfactory to the City of the properties and uses to be served by the connection applied for.

(b) All such connection permits shall provide for, and their exercise shall be conditioned upon, the applicant's payment to the City prior to connection of all costs of improvements, replacements, or enlargements of this WRRF or SEWERS found by the City to be necessary to effect such connection.

(c) All such connection permits shall provide for, and their exercise shall be conditioned upon, the receipt by the City from the applicant municipality, in the event that property within the City limits is at any time assessed for current or future improvements, replacements or enlargements of the WRRF or SEWERS, of such amounts as would have been assessed on those properties located outside the City limits which are or will be served by the connection, as if said properties were located within the City limits.

(d) All such connection permits shall provide for, and their exercise shall be conditioned upon, the applicant's payment to the City pursuant to a formula contained in the permit of all costs and impacts to the City, as a whole, resulting directly or indirectly from the development of the properties or expansion of the users to be served by the connection applied for.

(e) Requests for an allocation of uncommitted capacity shall be assessed a gallonage allocation fee established by the City Council coincident with the setting of sewer rates annually.

Sec. 3-411. WATER AND SEWER BENEFIT CHARGE.

(a) The City Council determines that the water treatment and sewage disposal systems are of general benefit to the municipality and will utilize the assessed value of property, as determined by the City Assessor on April 1 of the billing year, to pay for capital improvements and/or expansion of the system.

(b) The owner of any tenement, house, building or lot shall be liable for the Water and Sewage Benefit charge, including exempt properties, and excepting only those buildings regularly established and maintained for religious worship, cemeteries, and those properties owned by the City of Montpelier and the United States Government for governmental purposes, which exemption shall apply only to that portion of the charge based on general benefit.

(c) The Treasurer of the City of Montpelier shall bill each property owner on or before July 15 of each year for the Water and Sewer Benefit charge. This charge shall be due and payable by August 15, and if not paid by August 15, the charge shall be forwarded to the Tax Collector for collection with a penalty and interest included, as specified in Section 3-409.

Sec. 3-412. SEWER SEPARATION BENEFIT CHARGE.

(a) The City Council may determine that the separation of storm drainage from sanitary sewer lines is both beneficial to the sewage disposal system of the City and is of general benefit to the City. The City Council may further determine that the assessed value of property, as determined by the City Assessor on April 1 of the billing year, will be utilized to pay for the necessary capital improvements to effect such a separation.

(b) Upon the imposition of a sewer separation benefit charge, the owner of any tenement, house, building or lot shall be liable for the payment of such charge, including exempt properties, and excepting only those buildings regularly established and maintained for religious worship, cemeteries, and those properties owned by the City of Montpelier and the United States Government for governmental purposes, which exemption shall apply only to that portion of the charge based on general benefit.

(c) The City shall bill each property owner on or before July 15 of each year for the Sewer Separation Benefit charge. This charge shall be due and payable by August 15, and if not paid by August 15, the charge shall be forwarded to the Delinquent Tax Collector for collection with a penalty and interest included, as specified in Section 3-409.

CHAPTER 3
PUBLIC WORKS

ARTICLE V. STREET DEPARTMENT, STREETS, SIDEWALKS AND PUBLIC PLACES

Sec. 3-500. STREET COMMISSIONER.

The Director of the Department of Public Works shall be the Street Commissioner who shall have the responsibility for the maintenance, repair and improvement of the City streets, sidewalks and public places, and all other City property pertaining thereto, subject to the orders and ordinances of the City Council.

Sec. 3-501. BOUNDS OF PUBLIC PROPERTY GIVEN BEFORE CONSTRUCTION.

No person shall erect any fence, building or other permanent structure, or set in the ground any post, stone, marker, shrub, tree or other thing indicating possession or ownership under claim of right, nor excavate, fill or in any way alter the surface of land immediately adjoining any street or municipal land, without first having ascertained the bounds and grade of the same by application to the Director of the Department of Public Works, and conformable to such bounds and grade.

Sec. 3-502. PERMIT TO DIG OR OBSTRUCT PUBLIC WAY.

No person shall break or dig up the ground or pavement in a street or public place or erect thereon, or in dangerous or inconvenient proximity thereto, a staging or other device for building, or place or deposit thereon stone, earth, sand, brick, lumber or other materials, without first obtaining a written permit from the Director of the Department of Public Works and complying in all respects with the conditions of such permit. Upon the expiration of such permit, the person so permitted shall, within a reasonable time, restore and repair such street or public place to the satisfaction and acceptance of the Street Commissioner.

Sec. 3-502.1. EXCAVATIONS.

Resurfacing (bituminous concrete, portland cement concrete): Defects and Fee

(a) Unless otherwise stipulated in the permit, all pavement resurfacing after excavation shall be done by the permittee(s) including all necessary placement of temporary pavement. If performed by the City, such work will be done at permittee(s)'s expense and paid in advance based on estimated costs.

(b) The permittee(s) shall remedy any defects due to faulty materials or work and pay for any damage(s) resulting therefrom which shall appear within a period of one year from the date of completion as indicated on the Access Permit and subsection (c), and in accordance with the terms of the permit.

(c) For the purposes of this section, date of completion is the date upon which permanent pavement resurfacing is finished and accepted by the Director of the Department of Public Works,

whether such resurfacing is undertaken by the Street Department or by the permittee(s) pursuant to stipulations in the permit.

(d) For excavations which involve bituminous concrete pavement and take place within the traveled portion of a roadway including the parking lane and sidewalk, the permittee(s) shall pay to the City a fee as established by resolution of the City Council. Payment of said fee shall be based upon a measurement by the Director of the Department of Public Works of the actual limits of the excavated area. The permittee shall pay to the City a fee based upon an estimated square yardage upon receipt of the permit and said fee shall be adjusted when the measurement as defined above is conducted.

(e) Fees collected by the City as defined in subsection (d) shall be used by the City to supplement City funds and expended for the resurfacing of streets in accordance with the Municipal Capital Improvement Program. Excavation Permit fees may be held by the City for an indefinite period of time or until such time as they may be needed for resurfacing projects.

Sec. 3-502.2. OBSTRUCTIONS.

The permit fee for the obstruction of a public street, road, place or way including sidewalks for construction or renovation related purposes as described in Sec. 3-502 shall be the amount established by resolution of the City Council for each day that the obstruction exists. The City Council, by resolution or ordinance, shall regulate the temporary use and occupancy of City sidewalks for all other non-construction related purposes.

Sec. 3-503. TYPE OF BARRIER AND LIGHTS.

Whenever a street or public place shall, under a permit granted as provided in the preceding section, be broken, dug up, obstructed, encumbered or otherwise thereby rendered unsafe or inconvenient for travel, the person so permitted shall put and at all times maintain a suitable railing, fence, or other sufficient guard or barrier around such section of the street or public place, so long as the same shall be unsafe or inconvenient as aforesaid; and shall also, throughout every night from one hour after sunset to one hour before sunrise, cause such railing, fence or other guard or barrier to be sufficiently illuminated so as to give warning of the presence thereof.

Sec. 3-504. DRAIN SPOUT OR PIPE OUTLET ONTO PUBLIC WAY.

No person shall place, construct, maintain or use any eaves-trough, spout, pipe, channel or conductor of water upon any building or upon any parcel of land in such manner that water flowing therefrom may flow or come or form ice on a street or public place.

Sec. 3-505. ICE OR SNOW FALLING ONTO PUBLIC WAY.

A person owning or having charge of a building or other structure from which snow, ice, or water falls, or is likely to fall, upon a street or public place, shall put and maintain thereon such guards or devices as will prevent snow, ice, or water from so falling therefrom impede or prevent public passage upon a City sidewalk.

Sec. 3-506. PLACING ICE OR SNOW ONTO PUBLIC WAY.

No person, partnership or corporation shall throw, shovel, propel, deposit or cause to be thrown, shoveled, propelled or deposited, snow or ice from private property into the streets or public sidewalks.

Sec. 3-507. REMOVAL OF ICE AND SNOW ON PUBLIC WAY PLACED THERE FROM PRIVATE PROPERTY.

If snow or ice is thrown, shoveled, propelled or deposited on the street or public sidewalk from private property, the Street Commissioner shall remove such snow and ice at the expense and charge of the abutting property owner or tenant, which expense and charge may be recovered with full costs, in an action of contract in the name and on behalf of the City, and the person, partnership, or corporation causing such snow or ice to be thrown, shoveled, propelled or deposited from private property onto the street or public sidewalk shall be fined not less than five dollars (\$5.00) nor more than fifty dollars (\$50.00).

Sec. 3-508. STREET COMMISSIONER NOTIFIED.

The Chief of Police shall promptly notify the Street Commissioner of any violation of the provisions of this ordinance.

Sec. 3-509. WETTING STREET.

No person shall wet down a street or public place, or use water in such a way that it shall come thereon, at any time when water is likely to freeze.

Sec. 3-510. DRAINAGE.

No person shall excavate, fill, divert, pipe, channel, or in any manner change, or obstruct existing drainage or any natural water course on public lands or private property without first obtaining permission from the public works director.

Sec. 3-511. METAL TIRES AND TRACKS.

No person shall operate any motorized vehicle or equipment upon a paved street, having metal wheels, cleats, or tracks; with the exception of municipal employees in the performance of official duties.

Sec. 3-512. VIOLATION

Any person violating Sec. 3-504, 3-505, 3-506, 3-508, 3-509, 3-510 or 3-511 shall be subject to the general penalty established in this Code of Ordinances.

CHAPTER 3
PUBLIC WORKS
ARTICLE VI. NUMBERING OF BUILDINGS

Sec. 3-600. NUMBERS AFFIXED TO DWELLINGS.

The Director of the Department of Planning, under the directions of the City Council, shall, from time to time as the public convenience may require, cause numbers to be affixed to or inscribed on all dwelling-houses and other buildings or parts of buildings on a street and vacant land. The Director of the Department of Planning shall, subject to the approval of the City Council, determine the form, size and material of such numbers, and the mode, place, succession and order of affixing or inscribing them as aforesaid.

Sec. 3-601. NUMBER SCHEME.

The numbering of buildings and open land shall conform to promulgated E-911 standards.



CITY COUNCIL Agenda Item #19-186

Date: June 12, 2019

Consent ☐ Discussion ☒

SUBJECT: Strategic Outcomes Work Plan

SUBMITTING DEPARTMENT: City Manager

RECOMMENDED ACTION: Approve Strategic Outcomes work plan

RELATED COUNCIL GOAL/PRIOR ACTION: Responsive and Responsible Government

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: None

BACKGROUND INFORMATION: The City Council and staff attended a Strategic Planning Retreat on April 15th and 16th. These sessions were led by Julia Novak from the Novak Consulting Group, Inc. The focus of the 2019 retreat was to further refine the eight adopted Strategic Outcome areas, as well as to identify priorities for the coming year. The Strategic Outcomes work plan lays out action items and tentative deadlines for staff and committees.

SUPPORTING DOCUMENTS: Strategic Outcomes work plan

INTERESTED PARTIES: Council, Staff, Residents

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over a horizontal line.

Strategic Outcome: Community Prosperity

Montpelier's robust local economy, strong job market that pays living wages, and rich quality of life draws and sustains a diverse community of all ages. We recognize that to be prosperous, our community must care for the physical and mental well-being of all residents.

Initiative: Articulate an economic development philosophy that is aligned with the values of the Governing Body

Person(s) Responsible: City Manager, Finance, MDC

Problem being solved/Opportunity being seized: Encouraging economic growth without abandoning our values

How do we measure success?
Business licenses, lot revenue, employment data, vacancy

Action Items**Deadlines****Person Responsible**

Revise tax stabilization policy

July 2019

City Manager, Finance

Restructure Revolving Loan Funds

Sept 2019

Community Development, Finance

Review intended outcomes of the Economic Development Strategic Plan (EDSP) and ensure Economic Development Outcomes are properly aligned with tools and strategies

Sept 2019

City Manager, Finance, MDC

Strategic Outcome: Environmental Stewardship

Montpelier ensures a healthy environment that supports long term public health and economic vitality using technology, resources, knowledge and skills to conserve, protect and nurture our community including air, water, soil and varied natural habitats.

Initiative: Develop resilient designs and standards for addressing stormwater issues.	Person(s) Responsible: DPW, Finance, Planning, Conservation Commission
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Problem being solved/Opportunity being seized: Resiliency, clean water	How do we measure success? Phosphorus reduction, erosion reduction, debris management, compliance	
Action Items	Deadlines	Person Responsible
Implement financial strategy to eliminate CSO	Oct 2019	DPW, Finance
Implement municipal facility best management practices	Ongoing	DPW
Implement SWMP recommendations	Ongoing	DPW
Public education outreach	Ongoing	Conservation Commission, DPW
Encourage private property initiatives per SWMP		Conservation Commission, Friends of Winooski, DPW
Develop strategies to eliminate roof drain connections	Oct 2019	DPW

Initiative: Develop a comprehensive plan and strategy for achieving Net Zero goals.	Person(s) Responsible: DPW, MEAC, Assessor, Finance, Parks/Trees
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Problem being solved/Opportunity being seized: Reduce carbon footprint	How do we measure success? Achieving Net	
Action Items	Deadlines	Person Responsible
Submit Planning Grant application for Net Zero Plan	Oct 2019	Planning
Ensure any new City facility or significant renovate meets Net Zero goals	Ongoing	Facilities
Upgrade remaining street lights to LED	Ongoing	DPW
Pursue energy efficiency and disclosure policy	Aug 2019	MEAC

Strategic Outcome: Environmental Stewardship

Initiative: Support Face the River efforts		Person(s) Responsible: Parks
Problem being solved/Opportunity being seized: Reversing historic neglect of riverfront properties.	How do we measure success? More river access points	
Action Items		
Complete a river front master plan	July 2019	Parks
Build Confluence Park	July 2019	Parks
Study possible dam removal	July 2019	Parks

Initiative: Prioritize non-fossil fuel based vehicles in equipment plan		Person(s) Responsible: DPW, MPD, FD, Rec., Parks
Problem being solved/Opportunity being seized: Reduce carbon footprint	How do we measure success? Number of non-fossil fuel based vehicles	
Action Items	Deadlines	Person Responsible
Provide report on alternate fuel options	June 2019	DPW, MPD, FD, Parks, Rec.
Budget for proposed changes	December 2019	Finance
Pilot program for biodiesel if available	July 2019	
Transition PD fleet HEV	Summer 2019	Police

Initiative: Improve/expand public transportation options		Person(s) Responsible: Planning & Community Development, City Manager, MTIC
Problem being solved/Opportunity being seized: Reduce vehicular traffic in downtown	How do we measure success?	
Action Items	Deadlines	Person Responsible
Determine feasibility of commuter rail options	June 2019	Planning/CD/MTIC
Support State's micro transit initiative	June 2019	City Manager, CD, MTIC, Finance
Make new transit center operational for bus service	June 2019	City Manager, DPW

Strategic Outcome: Inclusive, Equitable, and Welcoming Community

Montpelier is a community where all people experience positive connection and personal agency. We are intentional in our effort to create community by establishing policies, projects and events that ensure inclusive representation, accessibility for all, equity, and the expectation that people are treated with dignity and respect.

Initiative: Consider a Living Wage/Socially Responsible Contracting requirement in Montpelier.		Person(s) Responsible: City Manager, HR, Finance, SEJAC
Problem being solved/Opportunity being seized:	How do we measure success?	
Action Items	Deadlines	Person Responsible
Draft ordinance	August 2019	City Manager
Provide legal opinion	August 2019	City attorneys
Provide staff report	August 2019	DPW, Finance, HR, City Manager, SEJAC

Initiative: Consider Americans with Disabilities Act Transition Plan		Person(s) Responsible: City Manager, DPW, ADA Committee
Problem being solved/Opportunity being seized:	How do we measure success?	
Action Items	Deadlines	Person Responsible
Present proposed ADA transition plan	May 2019	DPW, ADA committee
Adopt proposed ADA transition plan	August 2019	DPW, ADA committee
Budget for necessary improvements	December 2019	City Manager

Strategic Outcome: Sustainable Infrastructure

The City consistently commits sufficient funds to provide and maintain a reliable, functional infrastructure that meets the diverse needs and demands of the public and optimizes the design life of city assets. This commitment includes employing and supporting dedicated and knowledgeable staff and supplying them with the tools and resources they need to adapt to a changing climate.

Initiative: Back to Basics		Person(s) Responsible: DPW, Manager, Finance
Problem being solved/Opportunity being seized: Substandard street PCI, undersized and outdated water mains, outdated and failing storm and sewer systems, CSO compliance	How do we measure success? Make steady progress with no further deferment, 70 PCI	
Action Items	Deadlines	Person Responsible
Complete annual projects based on water and sewer master plan		DPW
Fund and construct Wayfinding Project	October 2019	
Supplemental funding: grants, lobbying, rate adjustments, creative funding		Manager, Finance, DPW
Develop a comprehensive asset and infrastructure maintenance and financing plan that address capital and operating needs.	November 2019	DPW, Finance

Initiative: Complete Major Projects		Person(s) Responsible:
Problem being solved/Opportunity being seized:	How do we measure success?	
Action Items	Deadlines	Person Responsible
Complete One Taylor St/Taylor Street Projects	December 2019	
Complete Shared Use Path Project	December 2019	
Begin Construction of Parking Garage		
Make Decision on Recreation Center	Nov 2019	City Manager, Facilities, Rec

Strategic Outcome: Thoughtfully Planned Built Environment

Montpelier is the state capital and is an important commercial and residential hub in Central Vermont. Thoughtful planning incorporates human centered design that blends modern and historic elements and ensures the vitality of our downtown, residential neighborhoods, and parks. All modes of transportation are balanced to keep our community safely and efficiently in motion. Public spaces and private developments animate infrastructure and incorporate environmentally responsible features that contribute to our unique sense of place.

Initiative: Increase parkland and recreational play areas throughout the City.		Person(s) Responsible: Parks, Finance
Problem being solved/Opportunity being seized: Unequal access to parks throughout city.	How do we measure success? Parks within 10 minute walk from each neighborhood	
Action Items	Deadlines	Person Responsible
Complete Green Print	Nov 2019	Parks
Develop Coniff property	Nov 2019	Parks
Complete Parks master plan	Nov 2019	Parks

Initiative: Complete City Plan		Person(s) Responsible: Planning, DPW, MTIC
Problem being solved/Opportunity being seized: Comprehensively plan for projects and policies for the city's future	How do we measure success?	
Action Items:	Deadlines	
Complete required chapters for City Plan	June 2020	Planning
Coordinate all related plans (Barre/Main, Downtown, Riverfront, Montpelier in Motion, Complete Streets, Stormwater, etc)		Planning, DPW
Grant Fund Application for Barre/Main	June 2020	DPW, Planning, MTIC

Strategic Outcome: Thoughtfully Planned Built Environment

Initiative: Bold approach to Downtown Master Plan		Person(s) Responsible: Planning, DPW, Finance, City Manager
Problem being solved/Opportunity being seized: Optimize use of downtown space for future needs and demands.	How do we measure success?	
Action Items	Deadlines	Person Responsible
Complete Downtown Master Plan	March 2020	Planning
Create schedule for completing designed projects	June 2020	DPW
Identify funding source for projects	Ongoing	Planning, DPW, Finance

Strategic Outcome: More Housing

Montpelier has sufficient housing opportunities for people at all income levels who wish to live in our community. Housing is safe, healthy, accessible, energy efficient and fits a variety of lifestyles and housing choices. Critical community resources such as parks, schools and services are accessible to our vibrant neighborhoods.

Initiative: Develop a strategy to address housing shortage and ensure housing for all incomes and stages of life.		Person(s) Responsible: Planning, MDC, City Manager
Problem being solved/Opportunity being seized: Housing shortage/insecurity	How do we measure success? More housing for all	
Action Items	Deadlines	Person Responsible
Apply for ADU grant	May 2019	Community Development
Implement Accessory Dwelling Unit program	Fall/Winter 2019	Planning
Inventory/survey of rental properties	Sept 2019	City Manager, MDC
Fund Housing Trust Fund	Dec 2019	Finance

Initiative: Approve a Sabin's Pasture housing and development plan		Person(s) Responsible: City Manager, Planning, Finance
Problem being solved/Opportunity being seized:	How do we measure success?	
Action Items	Deadlines	Person Responsible
Draft plan with owners, conservation partners and developers	May 2020	City Manager, Planning, Finance
Consider purchasing Sabin's pasture for housing, mixed use and conservation	Ongoing	City Manager, Finance

Strategic Outcome: Public Health and Safety

Montpelier is a safe and healthy community. We compassionately address the needs of residents, visitors and businesses, and intentionally attend to the most vulnerable people. The City works in partnership with the community to create comprehensive systems for education, prevention and response.

Initiative: Proactively address drug issues.		Person(s) Responsible: PD, CJC, CS, Finance
Problem being solved/Opportunity being seized:	How do we measure success?	
Drug addiction, crime, domestic violence, negative community impact	Stats, overdoses, community engagement	
Action Items	Deadlines	Person Responsible
Outreach and support for opioid crisis including a PD Social worker	Oct 2019	PD, Finance, HR
Programs for participants and families	Ongoing	CS, Rec.

Initiative: Emergency Management		Person(s) Responsible: MPD, FD, Finance
Problem being solved/Opportunity being seized:	How do we measure success?	
Action Items	Deadlines	Person Responsible
Fund Emergency Management Ops.	Nov 2019	Finance
Adopt updated IRC building codes	Nov 2019	Planning
Update Hazard Mitigation Plan	Sept 2019	MPD, FD

Strategic Outcome: Responsive and Responsible Government

Montpelier operates with transparency, integrity and fiscal responsibility and is responsive to the needs of the public. The City is a model employer and our employees are trusted stewards of public resources. The City seeks and encourages public engagement and collaborative expression to accomplish the vision of the governing body.

Initiative: Update Personnel Plan		Person(s) Responsible: City Manager, HR, Finance, Personnel Plan Committee
Problem being solved/Opportunity being seized:	How do we measure success?	
Outdated plan	Agreed upon plan	
Action Items	Deadlines	Person Responsible
Re-establish Personnel Plan Committee	June 2019	ATCM
Work with PPC to identify areas of need/concern	June/July 2019	CM, HR
Incorporate changes in HR practices	August 2019	CM, HR, Finance, PP Committee
Consider paid family leave for City Employees	August 2019	Finance, HR
Obtain legal opinion	August 2019	City Attorneys
Adopt Personnel Plan	Oct 2019	CM, HR, Finance, PP Committee

Initiative: Shared Accountability for project implementation		Person(s) Responsible: City Manager, City Council, All staff
Problem being solved/Opportunity being seized:	How do we measure success?	
Action Items	Deadlines	Person Responsible
Hold bi-monthly meetings with Council		City Manager
Adopt process for adding new projects and planning funding in context		Dept. Heads, Finance, City Manager

Initiative: Update City ordinances to ensure enforceability and develop strategies to ensure compliance.		Person(s) Responsible: Everyone
Problem being solved/Opportunity being seized:	How do we measure success?	
Outdated ordinance, lack of resources to enforce, inequity of regulation	Updated, logical, enforceable ordinances	
Action Items	Deadlines	Person Responsible
Present recommendations to Council	On-going/ December 2019	City Manager, ATCM

Strategic Outcome: Responsive and Responsible Government

Initiative: Continue public engagement efforts	Deadline:	Person(s) Responsible: Everyone
Problem being solved/Opportunity being seized: Maintain transparency, inform public, provide good communication	How do we measure success?	
Action Items	Deadlines	Person Responsible
Continue current practices (FB, FPF, Bridge, weekly reports, etc)	Ongoing	City Manager, ACM, ATCM
Successfully transition website platform	July 2019	Tech
Explore logistics and cost to provide City wide Wi-Fi	November 2019	Finance