



MEMORANDUM

February 7, 2013

TO: Board of Finance
FROM: Megan Moir, Burlington Stormwater Program Manager
RE: **Agenda Item 1 of 2:** Request to accept two Stormwater grants and request to accept an amendment to a previously accepted Stormwater grant

The Stormwater Program requests the following actions from the Board of Finance:

1. Authorization for acceptance of a NEW \$35,000 grant from Vermont Department of Environmental Conservation for the Development of Stormwater Retrofit Plan for College Street Stormwater Outfall
 - This grant provides the funds necessary to hire a stormwater consultant, who will identify opportunities, develop conceptual engineering drawings and prepare cost estimates for stormwater retrofits in the College Street stormwater watershed. This plan will then enable us to proceed with a prioritized implementation of the retrofits in future fiscal years in order to improve the water quality of stormwater being discharged from the College Street stormwater outfall (at the base of College Street near Echo)
 - Total Budget: \$40K maximum contractual cost + in-kind personnel for project management
 - Anticipated revenue by Fiscal Year: FY 13: \$10,000; FY 14: \$25,000
2. Authorization for acceptance of a NEW \$7400 grant from the Lake Champlain Basin Program for creation of Stormwater Friendly Driveway Fact Sheets
 - This grant provides the funds necessary to hire a stormwater consultant (and possibly a graphic designer) to create a series of fact sheets on stormwater friendly driveway surfaces and designs (pervious pavers, strip driveways, use of non-coal tar sealants for asphalt etc.) These sheets will be made available on the web and at Planning and Zoning in the hopes that citizens will become better informed about how their driveway contributes to stormwater runoff in the City and will be made aware of potential solutions.
 - Total budget: \$7400 contractual + in-kind personnel costs for project management
 - Anticipated revenue by Fiscal Year: FY 13: \$4000; FY 14: \$3400
3. Authorization for acceptance of an amendment to a previously accepted grant for the Installation of a Silva Cell Tree and Stormwater Management System on Cherry Street
 - The State had more funds available than previously estimated and awarded the City an additional \$1022.50 for the project. The award amount has increased from \$25,193 to \$26,215.50.
 - This grant provides funds for the purchase and installation of a Silva Cell tree and stormwater management system on Cherry Street. The Silva Cell product supports the concrete and asphalt

surfaces so that the soil beneath the sidewalk and street can remain un-compacted and thus provide for better tree health and also for storage and filtration of stormwater.

- Amendment includes revised project budget (increase of \$4000 in total cost)
- Total Budget: \$43,715.50 + in kind personnel costs for project management)
- Anticipated revenue: FY 13: \$26,215.50



MEMORANDUM

February 7, 2013

TO: Board of Finance
FROM: Megan Moir, Burlington Stormwater Program Manager
RE: **Agenda Item 2 of 2:** Request for Budget Revenue and Expense Line Item Amendments

The Stormwater Program requests the following actions from the Board of Finance (please see attached budget table):

1. Approval of the following adjustments to the grant revenue line
 - o Increase to \$133,734.11 from \$67,000 (+66,734.11) – See below for additional detail

Total Corrected Revenue	\$ 118,711.61
Total Additional Grant Revenue from New/Amended Grants	\$ 15,022.50
Total Grant Revenue	\$ 133,734.11

- To account for grant revenue from previously approved grants above what was estimated for FY 13 at the time of budget approval

Corrected Grant Revenue			
Grant	Est. Revenue in FY 13 Budget	Corrected Revenue	Change in Revenue
SW0052 (GIS Mapping Update)	\$ -	\$ 38,121.51	\$38,121.51
Blanchard Beach (VTDEC)	\$ 7,000.00	\$ 16,480.43	\$ 9,480.43
Blanchard Beach (LCBP)	\$ 35,000.00	\$ 38,916.67	\$ 3,916.67
Silva Cell (Cherry street)	\$ 25,000.00	\$ 25,193.00	\$ 193.00
Total	\$ 67,000.00	\$ 118,711.61	\$51,711.61

- To account for anticipated FY 13 expenditures related to the grant/amendments presented in agenda Item 1 of 2

Additional Grant Revenue (from new/amended grants)	
Grant	FY 13 Additional Grant Revenue
College Street	\$ 10,000.00
Stormwater Driveway Fact Sheets	\$ 4,000.00
Silva Cell	\$ 1,022.50
Total	\$ 15,022.50

2. Approval of adjustment to Stormwater Fee Retail Revenue line
 - o Due to a mistake in the FY Budget Submission. The Billing Department has verified that \$762,500 is the correct retail revenue for Stormwater.
 - o Increase to \$762,500 from \$735,000 (+\$27,500)

	Est. Revenue in FY 13 Budget	Corrected Revenue	Change in Revenue
Stormwater Fee Retail Revenue	\$ 735,000.00	\$ 762,500.00	\$27,500.00

3. Approval of expense line adjustments:
 - o See attached budget table
 - o These adjustments reflect:
 - anticipated savings in some lines due to items/activities that are not planned to occur in the remainder of FY 13; and
 - anticipated expenditures for items/activities that are planned for the remainder of FY 13, including expenditures related to the new grant revenue (i.e. expenditure of contractual funds)



Budget Performance Report

Account	Account Description	Adopted Budget	YTD Encumbrances	YTD Transactions	Budget - YTD AMOUNT REMAIN	% used/ Rec'd	PROPOSED CHANGE	NEW BUDGET	NEW AMT REMAINING
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Fund 245 - Stormwater Department 19 - Public Works Division 000 - Admin

REVENUE										
4075	Penalties & Interest	1,000.00	.00	523.22	476.78	52	.00	1,000.00	476.78	
4525	Water/Wastewater and Stormwater Charges - Retail	735,000.00	.00	378,977.60	356,022.40	52	27,500.00	762,500.00	383,522.40	Due to mistake in FY 13 budget submission.
4700	Interest / Investment Income	500.00	.00	.00	500.00	0	.00	500.00	500.00	
4875_175	Grant Miscellaneous	67,000.00	.00	12,860.11	54,139.89	19	66,734.11	133,734.11	120,874.00	Due to new grants, revised funds from grants accepted in previous Fys
REVENUE TOTALS		\$803,500.00	\$0.00	\$392,360.93	\$411,139.07	49%	\$94,234.11	\$897,734.11	\$505,373.18	
EXPENSE										
6010	Computer Equipment	10,000.00	.00	.00	10,000.00	0	(9,000.00)	1,000.00	1,000.00	Not going to purchase the field inspection equipment this FY 13; postpone to FY 14
6015	Computer Software	2,000.00	.00	.00	2,000.00	0	(1,500.00)	500.00	500.00	Not going to purchase additional software in FY 13; postpone to FY 14
6017	Computer Licensing and Maint.	10,000.00	.00	.00	10,000.00	0	.00	10,000.00	10,000.00	
6212	Fuel	7,971.00	.00	3,151.83	4,819.17	40	.00	7,971.00	4,819.17	
6300_165	Repair & Maintenance Other Small Charges Not Capital	2,000.00	.00	.00	2,000.00	0	.00	2,000.00	2,000.00	
6500_106	Professional and Consultant Services City Attorney	5,000.00	.00	.00	5,000.00	0	.00	5,000.00	5,000.00	
6500_118	Professional and Consultant Services Contractual Services	110,000.00	31,149.46	62,193.79	16,656.75	85	70,000.00	180,000.00	86,656.75	To cover expenditures related to grants expenses in FY 13; program \$ from other lines to cover cost of Centennial Flow Restoration Plan (not grant funded - requirement of MS4 permit); allocate funds for maintenance on Waterfront Housing Sand Filter if necessary; reserve \$ for unanticipated design/planning needs;
6500_142	Professional and Consultant Services Marketing and Promotion	12,100.00	486.00	8,337.00	3,277.00	73	.00	12,100.00	3,277.00	
6615	Property Repairs	7,500.00	.00	.00	7,500.00	0	(7,500.00)	.00	.00	Postponing basement flooding pilot program (not enough staff time to implement)
6700_100	Travel & Training Education	2,500.00	79.00	260.00	2,161.00	14	(1,000.00)	1,500.00	1,161.00	Not going to attend any conferences in FY 13
6800_125	Fees for Services Fees & Permits	3,500.00	693.80	2,749.88	56.32	98	2,700.00	6,200.00	2,756.32	Increase line item due to increase in State operating permit fees (to \$80/acre) and additional permitted facilities; and MS4 permit application fee of \$1200 (once every 5 years)
7200_115	Rent/Lease Equipment	19,085.00	.00	9,542.39	9,542.61	50	.00	19,085.00	9,542.61	
7900_165	Interfund Transfer To General Fund - DPW - Admin	20,503.00	.00	.00	20,503.00	0	.00	20,503.00	20,503.00	
7900_170	Interfund Transfer To General Fund - DPW - Streets	340,000.00	.00	.00	340,000.00	0	.00	340,000.00	340,000.00	
7900_175	Interfund Transfer To General Fund - DPW - Engineer	170,120.00	.00	.00	170,120.00	0	.00	170,120.00	170,120.00	
7900_180	Interfund Transfer To Wastewater	5,001.00	.00	.00	5,001.00	0	.00	5,001.00	5,001.00	
8000	Billing Services	29,000.00	.00	12,083.35	16,916.65	42	.00	29,000.00	16,916.65	
8005	Vehicle/Equipment Repairs	5,650.00	.00	3,231.50	2,418.50	57	.00	5,650.00	2,418.50	
9500_110	Capital Outlay Capital Expenditures	99,000.00	695.77	89,750.42	8,553.81	91	40,534.11	139,534.11	49,087.92	Increase due to planned projects for Spring FY 13. Some \$ may shift to line 7900_170 for work to be performed by Street Dept if their schedule allows
EXPENSE TOTALS		\$860,930.00	\$33,104.03	\$191,300.16	\$636,525.81	26%	\$94,234.11	\$955,164.11	\$730,759.92	
Division 000 - Admin Totals		(\$57,430.00)	(\$33,104.03)	\$201,060.77	(\$225,386.74)	-292%				
Department 19 - Public Works Totals		(\$57,430.00)	(\$33,104.03)	\$201,060.77	(\$225,386.74)	-292%				

Fund 245 - Stormwater Totals					
REVENUE TOTALS	803,500.00	.00	392,360.93	411,139.07	49
EXPENSE TOTALS	860,930.00	33,104.03	191,300.16	636,525.81	26
Fund 245 - Stormwater Totals	(\$57,430.00)	(\$33,104.03)	\$201,060.77	(\$225,386.74)	

NOTE: Original FY 13 approval included a \$57,430 Carryover from SWs Fund Balance. This is continued.

Grand Totals					Proposed change
REVENUE TOTALS	803,500.00	.00	392,360.93	411,139.07	49
EXPENSE TOTALS	860,930.00	33,104.03	191,300.16	636,525.81	26
Grand Totals	(\$57,430.00)	(\$33,104.03)	\$201,060.77	(\$225,386.74)	\$0.00

Grand Total remains the same