

CITY OF BARRE, VERMONT
CITY COUNCIL POLICY ON USE OF
THE CIVIC CENTER IMPROVEMENT FUND

Effective Date: June 4, 2025

Department Responsible: City Manager/Finance/Facilities & Grounds

Approved By: City Council (June 3, 2025)

1. Purpose

The purpose of this policy is to establish guidelines for the use of the Civic Center Improvement Fund (the "Fund"), which is designated solely for improvements and upgrades to Civic Center facilities within the City of Barre.

2. Scope

This policy applies to all expenditures from the Fund. "Civic Center facilities" shall refer to the Municipal Auditorium, B.O.R., Alumni Hall, and the surrounding properties (i.e. parking lots, sidewalks, and landscaped areas surrounding the properties).

3. Authorized Uses

Funds may only be used for:

- Improvements to existing Civic Center facilities, including but not limited to structural repairs, system upgrades, ADA compliance, health and safety investments.
- Capital upgrades, including but not limited to HVAC systems, lighting, technology.
- Enhancements that serve public, civic, recreational or cultural use of the facilities.
- Match funding for grants/non-Fund resources supporting an authorized use.

All expenditures must directly support the function, safety, accessibility, or long-term sustainability of Civic Center facilities and operations.

Authorized use requests must be approved by the City Manager and/or their designee.

4. Prohibited Uses

The Fund **shall not** be used for:

- Operational expenses (e.g., salaries, utilities), provided that the salary of the Civic Center marketing director shall be considered an authorized use.
 - Improvements to facilities not designated as part of the Civic Center complex.
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5. Procurement, Authorization, and Compliance

All expenditures from the Fund must comply with the City's established Procurement Policy, including with regard to approval thresholds by the City Manager and City Council.

6. Oversight and Reporting

- Requests for use of the Fund in excess of \$5,000 must be submitted in writing to the City Manager or their designee and include a detailed scope, budget, and justification.
 - Audits or reviews may be conducted to ensure ongoing compliance.
 - The Buildings & Facilities Committee, or its successor, shall be notified of expenditures in excess of \$5,000 made from the Fund.
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7. Amendments

This policy may be amended by action of the City Council.

8. References

Adopted by the Barre City Council on June 3, 2025.