

City of Burlington Proposed

Fiscal Year 2009 Budget

REVENUES FOR FISCAL YEAR 2009

GENERAL FUND

Property Taxes

Property taxes constitute just over half of the total General Fund revenue at \$23,720,247. This is an increase of \$187,636 over FY 2008 and reflects growth in the Grand List of approximately 8/10th of one percent. The non-education tax rate is unchanged at 67 cents per \$100 of assessed value. The City Grand List has taxable property of approximately \$3.54 billion with projected growth for FY 2009 of approximately \$30 million in appraised value.

Other Taxes

The two other major forms of taxes for the City are the gross receipts tax and local option sales tax. Both taxes increased significantly in FY 08 reflecting the strong local economy. The gross receipts tax is projected to be \$2,004,000 for Fiscal Year 2009, representing an 8% increase over the FY 08 budget. The local option sales tax is projected to generate \$1,750,000 of revenue in Fiscal Year 2009, an increase of 2.9% over last year's budget.

Payments In Lieu of Taxes

The other major form of revenue is the Payments In Lieu Of Taxes (PILOT) from certain tax exempt entities such as Burlington Electric. PILOT monies for Fiscal Year 2009 are projected to be \$1,428,615, representing just over 2.2% growth. This growth is entirely attributable to the Burlington Telecom project and build-out of the telecom network.

Clerk/Treasurer's Office Other Revenues

The Clerk/Treasurer's Office is projected to collect \$5,800,800 in other revenues, representing a \$617,193 increase over FY 2008. The major sources of revenue include the street franchise fee at \$1,860,000 and indirect cost charges of \$1,180,000. There are also a variety of fees and charges for services including \$375,000 from the Medical Center,

\$700,000 in fees for municipal services to UVM and an estimated \$8000,000 of a payment in lieu of taxes by the State of Vermont.

Other Administrative Departments

The City Attorney's Office, the Planning and Zoning Department and the Office of the City Assessor combined are projected to generate approximately \$652,191 in revenue for miscellaneous fees and charges in FY 2009. This represents a 19.2% increase over Fiscal Year 2008.

Senior Cable Assistance

The City has not budgeted this revenue item since Comcast is currently disputing this obligation to the City. Revenue in FY 08 was budgeted at \$56,000 This revenue from Comcast has been used assist the City to provide discounts for senior citizens.

Fire Department

The Fire Department is projected to generate approximately \$1.05 million revenue in Fiscal Year 2009 representing a 18.9% decrease or \$260,000 over Fiscal Year 2008. The decrease is from UVM fees for services being centralized into the Clerk/Treasurer Program Revenues. The Department is projected to receive \$210,000 in general alarm fees and \$840,000 in ambulance fees.

Police Department

It is projected that the Police Department will generate just over \$2.6 million in revenues for FY 2009. Approximately \$1.1 million will be generated in parking enforcement, fines and fees. An additional \$522,000 will be generated by a variety of other miscellaneous fines and fees. Finally, the Department will generate a fee for service of \$940,000 for airport security services at the Burlington International Airport.

DPW – Inspection Services

The Department of Public Works Division of Inspection Services provides inspections for the enforcement of electrical, plumbing and building construction codes. The user fees for such services are projected to generate \$379,000 in Fiscal Year 2009. This is \$60,000 less than projected in FY2008 and attributed to the downturn in residential construction permits.

DPW – Code Enforcement

The Code Enforcement Department is responsible for minimum housing inspections and zoning enforcement. It is projected that the Department will generate \$687,910 in FY 2009, a \$9,000 or 1.3% decrease over Fiscal Year 2008. The minimum housing inspection fee substantially covers the cost of this portion of the office. The General Fund subsidizes the zoning code enforcement component of the office.

Fletcher Free Library

It is projected that the Fletcher Free Library will generate \$182,500 for Fiscal Year 2009. This represents less than a 1% increase, or \$1,500, in comparison to Fiscal Year 2008. Approximately \$65,000 is desk revenues and fees. The remainder of Library revenues is based on grants and donations.

Parks and Recreation Department

The revenues of the Parks and Recreation Department are projected to be approximately \$3,127,000 for Fiscal Year 2009. This represents an increase in budgeted revenues of approximately 4.4% or about \$132,390. These revenues are derived from a variety of user fees and charges including approximately \$658,000 from the Leddy Arena and \$798,000 from various recreation programs. Other Parks operations including Perkins Pier and the Boathouse and revenues from Parks admissions provide approximately \$1.48 million.

City Arts

The City Arts Department is projected to generate approximately \$925,355 of revenues in Fiscal Year 2009. This represents a budget increase of 21.4% or \$163,000 for FY 08. The increase is due to an expansion of programs and events by City Arts. Just over 40% of these revenues are derived from donations, sponsorships and grants. The remaining revenue of just less than 60% is based on a variety of user fees and charges for City Arts programs

Department of Public Works Recycling Program

The Recycling Department of DPW is projected to generate \$486,702 revenues for FY 2009. This is a decrease of 1.2% from FY 2008. These revenues will cover the entire cost of the Recycling Program including both personnel benefits and indirect administrative charges.

Department of Public Works Street Maintenance Program

The Department of Public Works Street Maintenance Program will generate a projected \$337,500 for the Fiscal Year 2009. State aid for Streets will provide \$282,500 of this revenue. In addition, the Street Division provides more than \$700,000 of "force account" work for other projects to defray the net General Fund cost of this division.

Department of Public Works Equipment Maintenance

The Department of Public Works Vehicle and Equipment Maintenance Division will generate approximately \$26,193 in FY 09. This change is a result of new accounting

procedures for BED equipment maintenance. The revenue is a result of charges to the Town of Colchester for vehicle maintenance services. In addition, this facility provides maintenance and fuel for all other departments of the City. This work and materials is charged out to the various user departments and over the years has proven to be very cost effective.

General Fund Capital Improvements and Grants

Appropriated revenues for General Fund Capital Improvements for Fiscal Year 2009 will be \$1,613,957, an increase of \$192,000 or 13.5%. The primary source of revenue for this budget item is the \$1 million annual bond issue for General Fund capital improvements and \$225,000 in projected excavation fee revenues to support the Street Repaving program.

SPECIAL REVENUE FUNDS

Traffic Fund

The Traffic Fund provides the revenue to support the programs, services and activities of the Department of Public Works Traffic Division. The primary sources of revenues for this Fund are street meter and parking garage revenues. In addition, the Department receives a fee for operating and managing the Airport Garage. FY 2009 revenue is projected to rise by 9.6% to \$7,256,466, primarily due to increases in parking lot fees and year end carryover.

Church Street Marketplace

The Church Street Marketplace is an independent Special Revenue Fund. The revenues are primarily common area fees charged to merchants on Church Street and the general Marketplace. This is largely due to increases in revenue from common area fees.

Tax Increment District

This Special Revenue Fund pays for the cost of infrastructure improvements in the District. Revenues are derived from the “incremental” increase in property tax revenues generated from the new development within the District. It is projected that revenues will be \$1,447,435 in FY 09 and will cover the loss of State funding to the TIF of \$250,000.

Community and Economic Development Office

Virtually all of the activities of CEDO are funded by various federal and state grants. In FY 2009 projected revenues for this department was \$5,122,236. This represents a 21.1% increase of \$860,441 over FY 2008. Due to loss of VISTA funding,

the budget provides for an increase in the transfer from the General Fund of \$72,000 for a staff position to support the Neighborhood Planning Assemblies and several civic engagement programs.

ENTERPRISE FUNDS

Department of Public Works Division of Water Services

This Enterprise Fund encompasses the City water supply utility of the Department of Public Works. Revenues are primarily derived from the water rates charged to customers of the DPW Water Division based on water usage. Revenue for FY 09 are projected to be \$4,988,270. This is a 2.7% decline in revenue due in large part to a reduction in water usage fees collected.

Department of Public Works Wastewater Division

This Enterprise Fund accounts for the wastewater utility of the Department of Public Works. This Division maintains the sewer collection system and sewage treatment facilities of the City. Revenues are primarily derived from the wastewater rates charged to customers. While the revenue for this division has increased by .5%, the \$5,490,780 will not be enough to cover all projected costs and rates will have to be increased to cover the short fall.

Burlington International Airport

The Burlington International Airport is operated as an Enterprise Fund of the City. It is entirely self-sufficient from the various revenues and charges for the airlines and associated businesses at the Airport. In addition, the Department receives a substantial number of grants each year for Airport runway improvements. FY 2009 will see a modest increase in revenue of 1.4% bringing the total up to \$14,518,763. The increase is due to greater landing revenue and parking lot usage fees.

Burlington Telecom

The Burlington Telecom project represents a new Enterprise Fund of the City to account for the development and operation of the City's fiber optic network providing video, internet and telephone services. It is projected that the Department will be cash flow positive from user fees and charges for Telecom services by Fiscal Year 2010 and perhaps by the end of FY 2009. In Fiscal Year 2008 the Department is expected to generate approximately \$6.05 million in user fees, customer fees and miscellaneous services. In addition, the Department will require approximately a currently estimated \$8 million of debt financing to pay for the continued build out of the Phase II network.

TRUST FUND

Retirement Fund

The Retirement Fund of the City provides for the overall contributions to the City retirement investment fund to pay for the costs of accrued benefits for service by City employees for that fiscal year. Approximately 70% of the annual contributions are derived from property tax revenues. The remainder is derived from charges to the City's Special Revenue Funds and Enterprise Funds for the cost of retirement benefits for their employees. Finally, contributions are also made by City employees. Police and Fire Department safety services employees contribute 10.8% of their base salary and wages. The "civilian" employees of the City participate in the Federal Social Security System and also contribute 3% of base salary and wages to the City's fund.

EXPENDITURES FOR FISCAL YEAR 2009

The following narrative describes the various accounts and funds for expenditures under the Mayor's proposed budget for the City of Burlington for Fiscal year 2009.

GENERAL FUND

The General Fund includes the departments and programs of general municipal government. It is funded primarily through taxes and fees. The General Fund operating budget is organized into four functional areas: General Administration, Safety Services, Culture and Recreation and Public Works.

In addition, the General Fund provides for transfers of monies to other Funds of the City. The primary Transfers are to the Debt Service Fund to pay for City bonds and the Retirement Trust Fund for the Burlington Employees Retirement System.

GENERAL ADMINISTRATION

City Council

This budget provides for wages for each City Councilor of \$3,000 per year, an allowance of \$1,800 per year for costs associated with Council work, and \$100 per Councilor for dependent care for meeting attendance.

Mayor's Office

The Mayor's Office budget includes funding for the personnel costs and activities of the Mayor's Office. This account also provides for \$3,300 for Mayor's travel and \$4,640 for miscellaneous expenses of the Mayor on behalf of the City.

Voter Registration

The Voter Registration program provides funding for a part-time clerk and postage and telephone costs. Other operating costs, such as office supplies and photocopying are included in the Clerk & Treasurer's Office budget.

Office of the Chief Administrative Officer

The Chief Administrative Officer's budget is separated into three sections which include the Clerk/Treasurer's (C/T) Office, Payroll Services, and Central

Computer Management areas. The Clerk/Treasurer's Office maintains the traditional functions and activities of the finance, financial and administrative management, maintenance of records, administration of elections and support for the City Council and Council Committees.

The proposed budget for the C/T Office provides for the elimination of the position of the Director of Elections and the reassignment of the responsibilities and functions of this position to other personnel. The elimination of this position is offset by the addition of a half time Data Analyst/Programmer position and an increase from half time to full-time for the IT Director. The goal of this reorganization is to improve IT support for the records, elections and public access functions of the office.

The Payroll Services area continues with the installation of a front end time keeping system called Kronos. It has been implemented in the Police Department and will be employed in other departments in the FY 2009 budget year. This should save a considerable amount of time and effort in the production of the weekly payroll. In addition, it is anticipated that the current Pentamation payroll system will be replaced with a more functional system fully integrated with a human resources management system.

The budget for Central Computer Management currently funds a half time IT Director provided by Burlington Telecom and two full time employees and a part-time temporary help. The FY 09 budget proposes to increase staffing by expanding the IT Director position to full-time and creating a half time Data Analyst/Programmer position. This staffing initiative is intended to better support the City website consistent with the council goal to increase public information access. The majority of the other expenditures are fixed costs for service contracts for existing software applications of the various departments, as well as for lease payments for hardware and software financed over several years.

This past year IT staff led the conversion to the NIMRIC system to support the functions of the Assessor's Office and the property tax receivables accounts of the Clerk/Treasurer's Office. The IT Director and Assistant CAO have also led a 7 month long project to develop detailed specifications for a new payroll/personnel system.

City Attorney's Office

The City Attorney's Office handles the legal matters for the City. There are 4.9 FTE's included in the Department's budget. A significant amount of the work is also performed by the law firm of McNeil, Leddy & Sheahan, including litigation, labor negotiations, ongoing personnel issues, and zoning appeals. A budget of \$32,000 for legislative lobbyists on behalf of the City is also included in this budget to help represent and communicate with the City and elected officials on issues which affect Burlington.

Planning & Zoning

This account provides the personnel and support for the fiscal and administrative operations of the department in order to comply with city, state and federal guidelines and requirements, and to ensure the timely and efficient delivery of services to the public and the City Boards and Commissions served. Planning & Zoning includes seven areas: Zoning Administration & Development Review, Ordinance Implementation, Fees, Salaries, Comprehensive Planning and GIS.

City Assessor's Office

The mission of the City Assessor's Office is to establish equitable values for all taxable real estate and business personal property located in Burlington. These values provide the basis for the distribution of the City's annual tax levy and the statewide education tax. The value of the municipal Grand List in FY 2009 is projected to increase approximately \$30 million or 8/10th of one percent. The budget is consistent with the guideline of a maximum increase of 3% and includes three full-time staff with additional funding for a temporary employee in the spring when valuation changes are being finalized. The only other changes are small and reflect spending patterns for the past few years.

Human Resources

The Human Resources Department supports City employees and managers by providing assistance in the following areas: labor and employee relations, benefits administration, recruitment and hiring, workers compensation insurance claims and loss prevention, employee development, ADA and EEO compliance. The department also supports the City Council Institutions & Human Resources Policy Committee. The four major areas include: Recruiting and Hiring, Training and Development, Community Support and Health Insurance.

Current Employee Benefits

This account contains the gross cost of major City-wide benefits and also provides the net costs to the City's General Fund. The major items included here are the costs of health insurance, worker's compensation, dental benefits, life insurance and unemployment compensation. Also included are funds for payment of health insurance buyouts and health services, which include the funding for a wellness program. Finally, also included here is an allowance for wage adjustments which is largely used to fund cost of living adjustments and employee step increases. In past years, personnel benefits have been a major factor in the increase

of City expenses as the cost of benefits as costs have increased at a rate considerably greater than inflation. The projected 6% increase for FY 09 represents a significant reduction in previous rates of increase and is the result of a variety of initiatives of the C/T and Human Resources Offices over the past 20 months.

Insurance

This account fund the City's property and general liability insurance for all departments of the City. This coverage was moved from the Vermont League of Cities and Towns PACIF program into the St. Paul/Travelers Insurance provided via Hickok & Boardman in Burlington as of January 1, 2007. The increase in the budget reflects a revised cost allocation to more accurately reflect insurance cost centers.

Insurance Reserve

This account funds the deductible and self insured expenses which arise from general liability claims.

Property Tax Abatements

This account recognizes the expense of the abatement of taxes as approved by the City Council. The abatements granted are then charged back to the various tax rate items in the City tax rate.

County Government

This account funds the City's share of the expenses of the County Court System. These expenditures are funded by the "County" tax in the City tax rate. A small increase in the tax rate will be required to fund the increase in the County budget.

Sister City Programs

The City has provided funding in the amount of \$2,000 each for the Puerto Cabezas, Bethlehem/Arad, Moss Point Mississippi and Yaroslavl Sister Cities and \$485 for dues for Sister Cities International.

Chittenden County Transportation Authority (CCTA)

This account funds the Burlington share of the public transit operating expenses of the CCTA. Burlington's share of expenses for FY 2009 has been

increased by approx. \$170,800. This will result in a half a cent increase in the tax rate item to fund the CCTA

Winooski Valley Park District

This account pays for the City's contribution to support operations of the Park District. The amount proposed for the District this year is \$102,691, a 3% increase over last year's contribution.

Regional Programs

A number of smaller projects and activities that, in addition to serving the people of Burlington, contribute to the City's role as regional center and national leader are budgeted in this section. Among the larger items are funding for dues to the Chittenden County Regional Planning Commission, the Metropolitan Planning Organization, the Vermont and National Leagues of Cities and Towns, support for First Night, and Special Projects funding for consideration by the Board of Finance. This account includes funding for the Social Equity Program Director under the Legacy program. This year's budget proposes funding support of \$75,000 for programs for seniors.

Greater Burlington Industrial Corporation (GBIC)

This account funds the City's \$20,000 contribution to the Greater Burlington Industrial Corporation (GBIC) in consideration of GBIC's development activities on behalf of the City.

Senior Cable Television Assistance

This account provides assistance for qualified individuals of \$4/month for cable television for Comcast customers. It is funded via a contract between Comcast and the City.

SAFETY SERVICES

Visiting Nurse Association & Ambulance Billing

This account funds the Visiting Nurse Association by contracting with the VNA to administer the City's ambulance billing. The budget provides for a 3% increase to \$127,650.

Fire Department

The department is presenting a level funded request which is still a 4.5% increase. A reduction of \$94,000 would be required in order to comply with the 3% mandate. This could only be accomplished with a reduction in the number of firefighters. However, the Firefighter Union Contract requires a minimum number of firefighters. Therefore, a staff reduction would require firefighters to be hired and paid overtime rates to meet minimum staffing requirements. This would then increase the overtime and minimum staffing costs in the budget and therefore, we still would not make the 3% target budget.

Salary and Benefits includes in Extra Duty, Overtime and Holiday accounts that total \$173,000. This amount is a result of contractual obligations as a result of the recently completed Fire contract negotiations. These numbers alone will result in a negative impact of the growth of the operational budget. With the increases in fuel and utilities, the Department cannot meet the 3% target.

Fire Suppression:

This division is responsible for responding to reported fires and EMS calls as well as other incidents. The number of requests for service was 5,739 in 2007. There are 56 employees assigned to this division.

Emergency Medical Services:

This area is responsible for delivery of EMS to the citizens. There are twelve employees assigned to this division. The Department operates two front line ambulances, with a third in reserve. The two frontline units respond to a combined total approaching 5,000 calls for the year. These two units are by far the busiest units in the fleet and as such are experiencing the equivalent of 30,000 plus mile per year which is much higher than the rest of the fleet. The department needs to replace one of the frontline units as it is very near the end of its useful life.

Fire Marshal:

There are three employees assigned to this division. The Office is responsible for conducting inspections of all State licensed occupancies. In total, more than 1,100 of these inspections were conducted. In addition, the Office is responsible for conducting the origin and cause investigation for all significant fires occurring in the City. The Office also acts as an information clearinghouse for the more than 6,500 calls received by the staff this year. This office is also the contact point for the Municipal Fire Alarm system. The office collects fees for plan review and permitting. We are conducting a review of our fire alarm fee schedule as we have had great success in partnering with the School Department electricians for the first time. We have met and discussed the fee structure and will be adjusting the schedule as necessary under current ordinance language.

The next three items are updates on the progress of some of the recommendations forwarded by the Mayor's Budget Task Force:

1. Energy conservation – The Department has conducted an energy audit of Central Station on Winooski Avenue and will continue with additional audits of the other four fire stations. The Central Station audit reveals if all eight items identified are addressed at an estimated cost of \$9,665, it is anticipated that we could expect a 38% reduction in energy costs, as well as a 38% reduction in greenhouse gas emissions and a peak demand reduction of 14%. In addition, the Department has begun to replace electrical appliances with more efficient gas models. This has been accomplished in three of the five stations with an additional one being converted shortly.
2. Equipment Deployment - The Department began discussions with respect to deployment of specialized equipment for our expanded rescue mission. The Department had applied to DHS under the FIRE Act for a specialized rescue vehicle, which would have potentially eliminated the need for the City to purchase the vehicle. We recently were notified that that request was not funded. We are currently pursuing another avenue for funding under the State Homeland Security Program. We have been participating in a number of federal programs to increase our capacity in this area.
3. As presented last year, the possibility of fire station relocation/consolidation. There have been a number of meetings with the University to discuss a concept of co-locating a public safety facility that would house Fire and UVM police. There have been positive discussions with the operational people. While discussions at the next level have not been as positive, they are still ongoing. This process is expected to be a longer term project but has the potential of cost savings in the future. This involves Central Fire Station and Station 3 on Mansfield Avenue. In addition, Fire Station 5 has been added to the discussion. Substantial groundwork has been developed with respect to identifying the next steps once a location(s) has been identified.

Police Department

As the largest General Fund Department, the Police Department is the City's primary law enforcement arm and the largest municipal and single-location law enforcement organization in Vermont. Responsible for policing the City's full-time population of approximately 40,000 and a transient work, entertainment and student population of over 150,000, the Department fields approximately 200,000 phone calls, responds to over 40,000 calls for service, and investigates 6,000 criminal incidents. This is in addition to our community engagement and problem solving efforts.

For budgeting, the Department is organized into five primary categories. The FY09 budget represents the second year of a three year plan to ensure that core safety services are adequately funded without large swings in budget. The budget narratives for each primary category follow:

General Operating Budget

The Department's general operating budget is the largest section of our budget as it aggregates a large number of the Departments' core functions and units together. The sub-categories and budget detail are outlined here.

Uniformed Services – This Division provides day to day 24-hour response to all calls for service, traffic accidents, problem solving and other daily service requests, and assists to citizens and a host of other agencies. The uniformed division consists of 5 lieutenants who are shift commanders, 6 sergeants who are field supervisors, and approximately 50 police officers who provide direct service to the community and partner agencies.

Detectives – The Detective Division has responsibility for investigation of major crime and extended investigations, ranging from financial matters to homicide. Additionally, we maintain specialty assignment within the Detective Division for a juvenile detective, three detectives assigned to the Chittenden Unit for Special Investigations (the county sex crimes and major child-abuse task force – one of those detectives is a Sergeant who serves at the Unit Director), one detective assigned to the Drug Enforcement Administration Task Force (DEA), two assigned to our in-house drug unit, and four major crimes investigators. The unit is supervised by one sergeant and one lieutenant.

Records Unit – Our records unit provides clerical support and document management for all operational units and officers as well as maintaining the Chittenden County Arrest Warrant Holding Station (the tracking and maintenance of all arrest warrants issued by Chittenden District Court). This unit is currently staffed with three full-time records clerks.

Training & Recruitment – This unit is responsible for coordinating the recruitment and training for all employees, sworn and civilian. It is staffed by an Administrative Lieutenant, who also supervises the Communications Division, and a Training and Recruitment Officer. In FY08 this unit was cut back from one Training Officer and one Recruitment Officer to consolidate those functions.

Business Office – This area of our core administrative support includes funding for the Business Manager, Accountant Network Administrator and Supply Clerk. The Business Manager, Accountant and Network Administrator also provide the same services to the Fire Department. In addition to assisting with the payroll function, this staff handles all receivables and payables for the Police and Fire Departments, maintenance of a large, multi-facility computer network of over 100 computers, our core records management, computer aided dispatch, and mobile computing applications, maintenance of our network connection to the Vermont and National Crime Information Centers and the Vermont Department of Motor Vehicles, our parking tickets system, e-mail servers, active directory domain, storage area network, a digital video security system for police headquarters, access control system for all fire stations, and our digital voice recording system for investigations as well as telephone and radio traffic in the communications center. Beyond that, the supply of all critical equipment from office supplies to ammunition is handled by our supply office.

There are additions to the FY09 budget primarily in the area of recruitment and retention initiatives which are designed to ensure that the Department is as competitive as possible in the most challenging recruitment environment in the history of modern law enforcement.

Changes for FY09 include:

- The addition of funds for part-time employees to support re-creation of the Department's auxiliary police officer program to act as a "feeder" program for new police officers. This initiative was approved by the Board of Finance in November, 2007.
- Addition of funds to cover the second police canine unit. These funds were moved from our equitable sharing budget as part of our three year budget stabilization initiative.
- The addition of funds for sign-on bonuses which are a core component of our recruitment efforts. This initiative was approved by the Board of Finance in November, 2007.
- An increase in our recruitment budget which is another core component of our recruitment efforts. This initiative was outlined in the construction of the FY08 budget and represents the second phase of a planned expansion in this area.
- The doubling of our training budget (from \$25,000 to \$50,000) which is a function of several factors including:
 - A reduction of \$10,000 in FY08 which was offset by a one-time

contribution from equitable sharing to ensure that we were able to cap FY08 growth at 3%. The FY07 budget was \$35,000 and FY08 \$25,000.

- An increase in the cost of employee education (college) initiatives.
- Increases in transportation costs associated with fuel prices.
- The need to provide more frequent and substantial training as part of our retention efforts.
- An increase in our uniform budget to account for a temporary allocation of funds in FY07 from equitable sharing to assist us in capping growth at 3% for FY08.
- An adjustment in our ammunition budget to more accurately reflect the cost of ammunition which is increasing due to the cost of metal.
- An adjustment in our safety equipment, gear (gun belts, flashlights, etc), and communications equipment budgets which was offset by a one-time contribution from equitable sharing to ensure that we were able to cap FY08 growth at 3%.
- An increase in the School Department's contribution toward the School Resource Officer's salary from \$20,000 to \$30,000 in the second year of a three year phase-in of a contribution that will reach it's maximum in FY10 at \$40,000.
- A new line item in the amount of \$37,000 to cover a new achieved educational bonus initiative, which is a core component of a recruitment and retention package approved by the Board of Finance on February 4, 2008.
- An increase of \$5,000 in our public relations/outreach budget to cover the cost of new outreach materials.

Vehicle Maintenance

While split into its own category, our vehicle maintenance budget represents our fuel and basic fleet maintenance accounts. Each has grown slightly for FY09 in accordance with Department of Public Works projections related to rising fuel costs and projected maintenance needs of our fleet based on its age and current condition. It should be noted that the maintenance section of this budget has been steadily decreasing as the cruiser replacement plan, utilizing the City's master lease to replace the fleet on a five-year rotational plan, has come to fruition.

Airport Security

The Department provides primary emergency response and security services to the Burlington International Airport (BTV). This takes the form of a 24-hour, seven day per week Airport Division housed at BTV. Working in conjunction with the Director of Aviation, Airport Operations Staff, and the Transportation Security Administration, this Division is staffed by seven officers and one Sergeant with ½ of

a Lieutenant designated as the Division Supervisor. The majority of the cost of Airport Security operations is borne by BTV. For FY09 there are no significant changes to the structure and content of this Division's budget.

Dispatch & Communications

This program represents our emergency communications and dispatching functions for police, fire, and emergency medical services city-wide. The communications unit provides 24-hour incoming call and dispatching services to all police officers, fire apparatus, ambulances, and ticketing/towing units operating within the city. This is the unit that is responsible for the 24-hour intake, prioritization, and lifeline of the 40,000 police calls for service and another 7,000 fire and EMS calls for service. This unit is supervised by our Administrative Lieutenant and, when fully staffed, represents 12 full time Emergency Communications Specialists (ECS) and approximately 10 part-time ECSs – many of whom are firefighters and police officers who are cross-trained to cover the dispatch function. The only modifications to this budget for FY09 is a change in the part-time staff budget to more accurately reflect what we regularly spend on part-time coverage and a small adjustment to the uniform line item to cover added expenses for the coming year.

Motor Vehicle Violations (Parking Tickets)

This section of our budget covers revenue and costs associated with the Parking Enforcement operations city wide. Parking enforcement includes meter enforcement, prohibited areas (such as loading zones, handicapped zones, no parking here to corner, and other areas signed for restricted parking), and parking ban operations including snow bans and street sweeping. No significant changes were made to this section of the budget for FY09.

Other Changes for FY09

Beginning this year, in a transition that was initiated in FY08, our consolidation of maintenance and janitorial services will be taken to the next level. In FY08 the Parks Department took on additional responsibility to provide maintenance services for our facility, order cleaning supplies, and provide part-time janitorial staff to cover weekend cleaning shift for police headquarters. Also, Parks began providing day to day supervision of our full time custodian. The budget for each of these items, listed below, was transferred to Parks with a journal entry at the beginning of the fiscal year. For FY09 we are planning to take this partnership to the next level by removing these items from our budget and placing them directly into the Parks budget so that they may begin to show the overall cost of facility maintenance City-wide more clearly. The items of interest here include:

Janitorial Services	\$10,000
Custodian Salary	\$30,900 + \$1,030 longevity pay

Rubbish Removal	\$2,500
Janitorial Supplies	\$5,000

Department of Public Works - Inspection Services (Trades)

This program funds three trade inspectors responsible for plumbing, electrical and building construction inspections. Fees raised by this group are difficult to predict and since fiscal year 2004 have ranged from \$566,001 to a high of \$859,341.

Code Enforcement Office

The Code Enforcement Office provides for inspection programs to enforce the City's zoning and minimum safe housing standards. The Office has been reorganized this past year to consolidate zoning and housing code enforcement responsibilities. Funding for the office is provided primarily by Minimum Housing fees and zoning enforcement fines. Pursuant to City ordinance this account also funds services for rental property owners and tenants. The Board of Health expenses are also funded through the Code Enforcement Office.

CULTURE & RECREATION

Library

Administration

This Department plans, organizes and directs all operations and activities of the Library, directly and through supervisory staff. This section is responsible for developing an operating plan, budget, goals, and procedures to assure quality services, staffing, programs, community relations and optimum access to collections. Forecasts, trends and responds proactively to changes in technology as they relate to the delivery of public library services. Also, directs maintenance of building and grounds and set priorities that include the development of a five-year Capital Budget plan for the Library.

Building and Grounds

The Library has one full-time custodian who is responsible for maintaining a 44,000 square foot building that is open 7 days a week as well as the Library grounds. During FY'07, 251,258 people visited the Library. The custodian is helped during open hours by department of corrections personnel who are funded by the Friends of the Fletcher Free Library and a cleaning service three nights a week when the library is closed.

Circulation and Interlibrary Loan

This Department is responsible for staffing the Library's main public service desk seven days a week for a total of 65 hours. Circulation is the first point of contact for library patrons and is the primary source for directional information. Staff opens and closes the building and maintains the decorum for the library per policies and procedures. Other primary duties include: loaning and checking in library books and materials, registering people for library and computer center cards, processing interlibrary loan requests, collecting fines and payment for lost and damaged materials and reserving the Library's three meeting rooms for groups and organizations.

Youth Services

This Department serves Burlington children, parents and teachers and is responsible for selecting and managing the Library's youth collection, assisting children and teens with homework, scheduling and managing all in-house and outreach youth programming including the Summer Reading Program, managing the youth services computer center, and organizing bulletin boards and displays. Major emphasis is placed on the Summer Reading Program - a literacy initiative that is offered in the Library and at outreach sites in Burlington neighborhoods. Over 800 children were served last year alone. This program is funded primarily through grants and fundraising.

Acquisitions

This Department is responsible for oversight of the Library's General Fund book budget of approximately \$175,000 received from trust revenue, grants and donations. Staff functions include: ordering, receiving and processing print and non-print materials for the library's collections using fully integrated library software. The Acquisitions Manager maintains budget information on books and materials for selectors, produces reports, and traces missing orders.

Outreach

This Department delivers books and materials, special programs and other library services to City residents unable to physically visit the Library and to 20 senior residents and nursing homes within Burlington in the Library's special outreach van. This Department coordinates, promotes and schedules all adult special programs and art shows within and outside the Library. A VISTA worker coordinates ESL classes, computer workshops and citizenship classes. Additionally responsible for selecting special materials for refugees and immigrants, including finding volunteers to conduct foreign language discussion groups. The Library has purchased Rosetta Stone ESL software with grant money and loans a laptop computer for use with the software.

Cataloging

Cataloging staff select and load machine readable cataloging (MARC) records into the Library's cataloging database and perform all the tasks associated with maintaining the database such as removing records for lost materials, performing original and copy cataloging following national standards, and maintaining Library of Congress subject headings.

Reference

Professional librarians with a Master of Library Science Degree provide information ranging from simple facts to in-depth research in response to questions on a wide variety of topics. Questions relate to work, school, and personal life from inquirers of all ages and educational levels. In addition, Librarians staff and manage a very busy public access Computer Center.

Computer Center

This Center provides free public access to the Internet and other software productivity tools such as Microsoft Office. On average, the Computer Center serves 4,750 people a month. The Center is sustained largely through private grant giving organizations. In addition, the Library staff teaches beginning level computer classes to community members.

Parks and Recreation Department

Administration

This program covers the cost of the Director and three administrative staff, as well as Department-wide postage, phone, office supplies and copier leases. Funding for Department staff education and training has been increased in FY 09 to ensure adequate funding for required certifications. The Other Charges line item represents the City's contractual obligation to ECHO. There are no revenues associated with this budget.

Parks Maintenance

This budget covers the cost of the Grounds General Foreman and three Parks Maintenance Workers, and supports the general maintenance of the park system, including 32 park properties and traffic islands. Main functions include turf maintenance, athletic field and court maintenance, playground inspections and maintenance, snow plowing and rubbish removal.

Recreation

This budget covers the cost of the Recreation Superintendent, three Recreation Coordinators, four Site Coordinators, one Youth Program Administrator and the Bus Driver. Staffing, materials, contractual payments and expenses associated with all Recreation programs and events are included here as well as costs associated with the Community Gardens, 242 Main and operation and maintenance of the bus and van. Changes in the FY 09 budget include the transfer of the Events Budget from Park Operations back to Recreation and the sunset of two grants totaling \$30,000 in 242 Main. Increased funding for seasonal staffing is necessitated by additional one-on-one aides in the CityKids and Champ Camp programs. Additional funding is also provided in the FY 09 request for the increased cost of snacks and lunches in these programs due to expanded enrollment; additional expenses for the Independence Day event; increased fuel costs for the Department bus and an increase in the Department's scholarship fund.

Trees & Greenways

This budget covers the cost of the City Arborist and two Arborist Technicians, and supports the management of the city's urban forestry program, including 8,500 street trees, 3,500 park and cemetery trees, and 150 acres of forested parkland. In addition, this program is responsible for flower and landscape plant beds in the City's parks and cemeteries.

Leddy Arena

Included in this budget are salaries for the Arena Manager, Program Assistant, 3.5 Arena Maintenance staff, and a .6 FTE Recreation Coordinator as well as seasonal staffing for the Pro Shop, Snack Bar, skating program instructors and public skating staff. Increased funding is requested for seasonal salaries in FY 09 to provide additional maintenance support and backup during periods of heaviest business at the Arena.

Community Boathouse

This budget covers the cost of the Waterfront Manager and .5 Parks Maintenance Worker, and supports the maintenance and operation of the Burlington Community Boathouse, as well as the marina operation adjacent to the Boathouse and activities in Waterfront Park.

Parks Operations

This budget covers the cost of two Superintendents, one Buildings General Foreman, one Maintenance Specialist, two Maintenance Workers, and one Custodian. It includes General/Buildings, North Beach, Projects, Administration, Pease Operation, and General/Operations. These subprograms support the general administration of the Parks Division, park buildings and structures, and the operation of special facilities such as the Pease Parking lot and the North Beach Park Campground and Beach.

Memorial Auditorium

This budget covers the cost of the Auditorium Manager, Facilities Coordinator, and one Custodian, and supports the maintenance and operation of Memorial Auditorium. The Auditorium is available for civic and cultural events with a seating capacity of 2,500. It is also the location of the Parks & Recreation Department's 242 Main Street Teen Program and the Burlington City Arts Clay Studio.

Gosse Court Armory

This budget supports the interim maintenance and operation of the Gosse Court Armory Community Recreation Center. Current uses include the New North End Youth Center, Heineberg Senior Center – morning walking program, Parks & Recreation summer camps, and New North End Little League. Funding for Janitorial Supplies- 71120 was transferred to Park General/Buildings (23301) to consolidate this function. A revenue line item Rent & Lease- 44002 was created and \$4,750 was budgeted to reflect the lease agreement terms with the Sara Holbrook Community Center. Increasing use of the building may require additional appropriations beyond the 3% maximum, but would be offset by the increased revenue.

Conservation Legacy Program

This budget covers the cost of a .75 Land Steward, and support the management and administration of the Conservation Legacy Program. The program focuses on the protection and enhancement of significant natural areas, and other important conservation lands within the City. There are three programmatic elements: Planning and Acquisition of natural areas, Land Stewardship of existing natural areas, and Conservation Education.

Dedicated Tree Tax – Street Greenbelt

This budget covers the cost of one Arborist Technician and .25 FTE Land Steward, and supports the management of the City's urban forestry program, including 8,500 street trees, 3,500 park and cemetery trees, and 150 acres of forested parkland. This budget focuses on the planting of new street, park and cemetery trees to maintain and/or increase the population, and on preventative maintenance of existing trees.

Burlington City Arts

Burlington City Arts (BCA) has served the community as a department of the City of Burlington and as an independent not-for-profit organization for more than 25 years. Our vision is to fuse a dynamic relationship between the arts and community, to nurture creativity and imagination, and to ignite a passion for learning through the arts. We run a number of programs in both Memorial Auditorium and at the Firehouse Center for the Visual Arts, and have established the Firehouse Gallery as one of the few exhibition spaces in the state dedicated to showcasing contemporary art.

The Firehouse Center for the Visual Arts provides a venue for collaboration between BCA and our many partners, from educational institutions to businesses and social services. Through these collaborative relationships, we bring a variety of different groups together under the umbrella of the arts, including children from socially and economically diverse neighborhoods, social services clients, Head Start children and their families, refugees and recent immigrants, and senior citizens.

Like many arts organizations, our efforts are designed to make the arts all-inclusive, with a particular emphasis on underserved individuals. Coupled with our commitment to accessibility, the Firehouse Center for the Visual Arts enables us to present a variety of unique art experiences that set us apart from other art centers across the country and cement Burlington's reputation as one of America's most livable cities for the arts.

PUBLIC WORKS FUNCTION

Public Buildings – City Hall

This account funds the expenses for the maintenance and upkeep of City Hall, the payments for the equipment lease for the building's HVAC system, as well as for the lease of office space for Human Resources in the former Merchants Bank building on the 2nd floor of 131 Church Street. This account is under the management of the Parks and Recreation Department.

Public Buildings – Firehouse Center

This account funds the expenses for the maintenance and upkeep of the Firehouse Center for the Arts. This account is under the management of the Parks and Recreation Department.

City Public Facility

The facility that houses much of DPW, Parks, and Code Enforcement represents a decrease in expenditures for FY09 equal to 3.5%. This is due in part to the elimination of an expense for hazardous waste mitigation. When this facility was constructed green construction features were employed, including energy efficient variable speed drives in the mechanical systems, triple paned windows, added insulation in walls and roof, and occupancy sensors in public areas. The expenses of this facility are supported in part by Equipment Maintenance rates and then directly by revenue funds occupying space at this location. The balance is a General Fund expense.

Department of Public Works

DPW historically presents a roll up of all General Fund budgets to review as a whole if we can meet budget expectations. FY09 is shown in the same manner and we believe we have met the budget expectations based upon our understanding. In our following text summary we have highlighted either challenges or different approaches that could be considered if necessary. In all, DPW manages two Enterprise Funds, one Special Revenue Fund, one Capital Fund, and seven General Fund departments with 110 employees. For more information about DPW's past performance, you can view our FY07 Performance Report at www.dpw.ci.burlington.vt.us or request a copy.

DPW - Equipment Maintenance

This program repairs vehicles for 11 City departments including Parks, Police, Fire, Burlington Electric, and some outside clients such as Mallets Bay Fire Department. This budget includes the cost of annual lease payments for the entire Street Division program. In FY08 DPW replaced one plow truck, one holder sidewalk plow, and retrofitted the PRV truck that is used for street patching. Equipment Maintenance's budget is increasing largely due to lease payments for vehicles used by the Street Division. The 5-Year DPW Capital Equipment Plan called for replacement of a plow truck, holder sidewalk plow and a sweeper. In order to minimize the burden of additional lease payments for FY09 just the 1996 Elgin Sweeper is included.

DPW - Engineering

This staff provides technical support for major capital projects, development review, design and engineering services for Water and Wastewater, performs traffic studies, and manages traffic calming projects. Since FY07 this work group has taken on the task of plan review and project management in the City Capital Plan.

DPW - Street Division (Right of Way)

This program is responsible for maintaining the City right of way and continues to help mitigate General Fund support by doing work for other programs, such as the capital street repaving program. Work for the capital street program includes installing new sidewalks and catch basin cleaning and repair. The sixteen employees maintain the streets with routine patching, are the front line for snow removal on the streets and sidewalks, complete maintenance of the wastewater collection system, clean and videotape wastewater lines, and other special revenue generating projects such as traffic calming.

DPW - Administration

This program covers three salary positions and two hourly Customer Service Associates. The staff on this budget support many DPW programs and are cost allocated based on projected levels of support. The customer service staff historically was comprised of three employees and was reduced to two staff in FY07 due to a retirement at the end of the previous fiscal year. This was a significant strain on the remaining two staff and in FY08 Police transferred a staff person and that has helped enormously. Our FY09 proposed budget does not fund this person, but DPW would like this to be considered.

DPW - Capital Street Program

For five years beginning in FY07, the City has allocated an additional \$200,000 per year from its capital budget for repaving neighborhood streets. The \$200,000 capital is above and beyond the dedicated tax and allows DPW to include the neighborhood streets that would not have been targeted for many years, under the typical repaving ranking system. In FY07, ten neighborhood streets were repaved and by the end of FY08, fifteen neighborhood streets will be repaved. Neighborhood streets in consideration for FY09 include: Barrett St., Battery St. from Pearl to Main, Brierwood Lane, Charity St., Crescent Beach Road, Crowley St., Ethan Allen Parkway from Farrington to Gazo, Faith St., Glenwood Lane, Holt St., Howard St., Morrill Dr., Pennington Dr., Pine St. from Home to Queen City

Park, School St., St Louis St., Starr Farm Rd., from Pleasant to Curtis, Temple St., Van Patten Parkway. Additionally there are new opportunities from federal earmarks to expand the capital work within the capital street program in areas near Church Street and the Waterfront.

DPW –Recycling

This program last had an increase in rates in FY03 and was intended as a three-year rate at the time. This rate change extended much further than originally projected due to changes in recycling pick up leading to a reduction in staff from four to three, and reduced charges per ton due to a better recycling market. In FY09, we have included replacement of one of our Recycling trucks with a compressed natural gas vehicle. FY09 does require the use of \$15,000 of prior year's surpluses to balance. The carryover from FY07 to FY08 was equal to over \$67,000 leaving sufficient funds to utilize

Cemetery – Managed by Parks and Recreation

This budget covers the cost of the Cemetery Assistant, Maintenance Worker, and .5 FTE Administrative Assistant. The account provides funding for the maintenance, upkeep, and operation of the City's three cemeteries. This program is partially funded by income from the Cemetery Trust Fund.

SPECIAL REVENUE FUNDS

The Special Revenue Funds of the City are primarily self supporting from discrete revenue sources. These Funds include the Traffic Division of DPW, the Church Street Marketplace and the Community and Economic Development Office (CEDO).

DPW – Traffic Division

The Traffic budget represents two primary components; Parking and Signs/Meters. Parking includes the operation and management of the City parking garages, the airport garage and on street parking. FY09 is proposed to continue to use some of the cash reserves for capital operating expenses for the fund. In FY09, this budget continues to fund \$200,000 for the school crossing guard program. However, it is hoped that the administration of the Crossing Guard program can be transferred to either the School Department or the Police Department.

The Traffic Fund had an operating deficit in FY 07 and a projected deficit of \$400,000 in FY 08. The Department is currently developing recommendations for rate increases to provide adequate funding for the Division.

Church Street Marketplace

The Church Street Marketplace budget pays for the Administration, promotion and maintenance of the four-block business improvement district. The Marketplace currently has one full time position in Administration, a full time maintenance supervisor and two full time maintenance staff. Funds are also provided to the Street Outreach Program operated by the Howard Center and the Police Department.

Tax Increment Financing District

This fund accounts for the revenues and expenses of the Tax Increment Financing District (TIF) in Burlington. The TIF funded the infrastructure improvements, primarily parking garages, within the District which enabled the development projects within the District. The projected expenses in FY 09 are for debt service on financing of the capital improvements within the District.

Community and Economic Development Office (CEDO)

The CEDO is funded by a variety of grants, fees and special revenues. With the reductions in VISTA program funding, it is proposed that the City General Fund

provide support of \$72,000 for the staff supporting the Neighborhood Planning Assemblies (NPA's) and a variety of civic engagement initiatives. The following provides a description of CEDO's various programs and activities.

CDBG Entitlement Program

The Community Development Block Grant program (CDBG) program is a federal revenue source for local communities to address the roots and consequences of poverty. The U.S. Department of Housing & Urban Development (HUD) administers this program on a national basis and awards grants to entitlement communities - including the City of Burlington - each year on a formula basis. CDBG supports affordable housing; is the city's principal funding source for economic development and for social services delivered through city departments and local nonprofits; funds public facilities and infrastructure improvements; and supports three CEDO staff who administers this program and other programs together with other basic operating costs such as front desk reception, equipment and supplies. The city's annual CDBG allocation is now almost a quarter of a million dollars less than it was seven years ago as a result of national program funding cuts and the simultaneous addition of more entitlement communities to the program. The shrinking of this funding will affect CEDO's ability to function and deliver services.

Housing Programs

HOME - The HOME Investment Partnership Act program is designed to create affordable housing for low-income households through building, buying, and/or rehabilitating housing for rent or homeownership. As with CDBG, HUD administers the HOME program on a national basis and awards grants to entitlement communities - including the City of Burlington - each year on a formula basis. This funding supports nonprofit development of new affordable housing and rehab of existing affordable housing and provides some operational funding for the three CEDO staff that runs the program. The City's federal allocation under this program was cut this year as part of a national funding cut.

The Burlington Housing Trust Fund (BHTF) is designed to support the creation, preservation and retention of affordable housing for low-income resident. The funding comes from a dedicated tax that was approved by the voters in 1989. Grants are made to nonprofit housing organizations to fund both the development and operating costs associated with a variety of affordable housing programs and housing development.

Using HUD and EPA funding, CEDO operates the Burlington Lead Program to reduce lead hazards in the homes of low-income residents. Grants and loans are made for the costs of reducing lead-based paint hazards and funds are spent on

outreach and education to increase of lead poisoning and the most effective ways to prevent childhood lead poisoning.

HOPWA- HUD Special Projects grant to support the conversion of duplexes and triplexes to local ownership and occupancy by low- and moderate-income homebuyers. The funding created a revolving loan pool which provides low-interest loans to close the gap for income-eligible homebuyers.

VISTA Programs

The City of Burlington has been sponsoring AmeriCorps*VISTA members for fifteen years. During that time, CEDO has gone from coordinating five members in 1993 to the current program, which includes 41 members working on two distinct teams: Community and Refugee Services, and Education and Wellness. The VISTA program has one Director and two AmeriCorps*VISTA team leaders.

CEDO places members for one-year terms in non-profits, public agencies and faith-based organizations. The program aspires to develop sustainable initiatives that address poverty through four outcome areas:

Children and Families - Families at increased risk of poverty will have the capacity to provide safe environments, healthy lifestyles and developmental opportunities for their children and elders.

Economic Development and Asset Development - Community members at increased risk of poverty will be supported in their efforts to reach financial security.

Empowering Community Based Organizations - Community members at increased risk of poverty will be supported in their efforts to meet their basic health and safety needs.

Sustainable Community Development Initiatives - Empower residents, who are at increased risk of poverty, to lead efforts to improve the quality of life in their community.

AmeriCorps*VISTAs are able to make connections with the small and often forgotten fragments of our community that otherwise would not be reached. Complex social issues are addressed that no single organization can address; VISTAs play a unique role in the city, as they are not employees of any agency. They are dedicated to fighting poverty and building connections and are often the glue that connects the community on a variety of levels.

Neighborhood Services

Formerly the Burlington Neighborhood Project, Neighborhood Services is an initiative working to improve the quality of life in Burlington's low-income neighborhoods through project development and capacity building. Staffed by AmeriCorps*VISTAs and supported by professional Community Development staff, we work to support neighborhood associations, develop local leadership, educate on crime prevention, increase the capacity of non-profits and partnering organizations to support low-income Vermonters, and increase the capacity of non-profits and partnering organizations to support refugees and immigrants.

In our mission and in practice we address poverty by creating opportunity, venues and capacity for projects that meet residents where they are and connecting them to one another through service, support and engagement. In this manner, we see our role as instrumental in bringing to the surface the challenges that prevent residents from emerging from poverty. This is done through combining the mission of AmeriCorp*VISTA and the Community and Economic Development office, specifically around resource and volunteer coordination, refugee outreach and capacity building, financial literacy and economic opportunity, neighborhood technology, civic engagement, training and support.

Community Justice Center Programs

Restorative Justice Panels - 6 panels of volunteers meet weekly w/ offenders of low-level crimes to hold them accountable and guide their reparation.

Community Support Program - conflict and dispute mediation for community member disputes

Offender Re-entry - accountability and support for offenders reintegrating into the community and assistance with substance abuse, housing and employment

Parallel Justice for Victims of Crime - community and government engaged to support victims regardless of whether offender is caught or prosecuted

Brownfields

Burlington's Brownfields Program provides technical assistance and assessment funding to facilitate the re-development of "Brownfields" sites in Burlington. Brownfields are abandoned, idled or underused properties where expansion or redevelopment is complicated by the presence or potential presence of environmental contamination. The Burlington Brownfields Program focuses on resolving impediments to small/medium business growth, green space creation, affordable housing development, and the mitigation of aging petroleum infrastructure in Burlington Harbor and on the shoreline.

The Burlington Brownfields Program is implemented in partnership with non-profit and private developers and other units of local, state, and federal government, and is augmented with USEPA, the State Brownfields Program, philanthropic and other public and private funding sources. Through the use of Memoranda of Agreement and contracting, the program reaches well beyond the budget and personnel assigned to program goals. Over \$5.5 million has been leveraged in assessment, cleanup, and development funding, with a significant reduction in threats to human health and the environment achieved. This is largely due to CEDO's capacity to address logistical, financial, and community relations issues relevant to the redevelopment of these complex sites within the context of CEDO's broader mission to alleviate poverty and blight.

Smartgrowth

Under EPA rules, time spent on Superfund-related sites is not reimbursable by the Brownfields program. However, these sites require the expertise and support of the City in order to move into redevelopment. Thus, the City saw a need to both reimburse for staff time on Superfund properties and the collect solid data on all sites in the Pine Street/Flynn Avenue area.

As part of the settlement between the responsible parties in the Special Environmental Projects (SEP). funding was set aside. The City applied for these funds, and was successful. These funds cover salary time and consulting fees for the creation of a web-based guide.

Legacy

In recognition of the Legacy Project's upcoming 10th year anniversary, we have embarked upon a quest to "Recommit to the Vision" which was first drafted in 1999. The 5 main themes of the Common Vision are:

Maintain Burlington as a regional population, government, cultural, and economic center with livable-wage jobs, full employment, social supports, and housing that matches job growth and family incomes;

Improve quality of life in neighborhoods;

Increase participation in community decision-making;

Provide youth with high-quality education and social supports, and lifelong learning opportunities for all;

Preserve environmental health.

We stand committed around these themes, economic development, environmental health, equal opportunity and quality education for all. Thus, we invite all Burlington families to join in helping to celebrate and continue building a sustainable quality of life for all residents and future generations.

Welcome Baby

The Welcome Baby program is funded by the Vermont Agency of Human Services to provide information and resources to new parents. It identifies the roughly 400 babies born to/adopted by Burlington parents each year and work with community partners to contact those families to offer information and referrals.

AOT Designated Downtown Program

The State of Vermont's Designated Downtown Program provides various benefits for communities whose downtowns receive designation as Designated Downtown Districts, including income tax credits for rehabilitation of older historic buildings, reallocation of sales tax receipts for building materials and financial assistance from various programs specifically for Designated Downtown Districts.

ENTERPRISE FUNDS

The Enterprise Funds of the City are discrete programs of the City that are operated as a wholly self sufficient business like enterprise. These Funds include the Water and Wastewater Divisions of DPW, the Airport and Burlington Telecom. The Burlington electric Department is also an Enterprise Fund of the City. However, develops its budget independently of the Mayor and City Council.

These budgets are prepared on a “modified accrual” basis of accounting to properly reflect the method for accounting for Enterprise Funds,

DPW – Water Division

This budget covers all expenses related with water treatment, maintenance of the water distribution system, meter reading, billing and collection. The cost of meter reading and water/wastewater billing is shared between water and wastewater. No change to the current rate of \$2.68/100cf is proposed for FY09.

DPW has developed a draft 30-Year Capital Plan to begin reinvesting \$29 million in the entire water system over the 30 year period. In order to keep rates stable, some repair and/or replacement has been postponed until annual debt payments drop by \$1.38 million per year after FY12. We propose to ramp up the 30-Year Capital Plan beginning FY13. Since the last significant investment in the early 1980’s, capital has been comprised of debt payments and a modest operating capital of roughly \$200,000 per year.

The FY09 draft budget for Water shows expenses increasing overall by 4.6%. This is due to increases in wage and benefit costs, fuel driven costs and capital. No change to the current rate of \$2.68/100cf is proposed for FY09.

DPW – Wastewater Division

This program includes three wastewater plants, 23 pump stations and approximately 100 miles of sanitary and combined sanitary/stormwater piping. This division has had a substantial operating deficit for past few years. The budget for FY 09 projects a deficit based on current rates of approximately \$800,000. An estimated increase in the Wastewater rate from \$3.24/100cf to \$3.80/100cf or 56 cents FY09 will be required.

Both Water and Wastewater last increased rates in 2004, and prior to that in 1994. Although this is a significant increase, water rates are not increasing, and, therefore, a household using 60,000 gallons per year (8,021 cubic feet) will see an annual change of \$45 for water and wastewater combined.

In FY09 two loan payments begin for the Digester and Siphon Pipe Replacement projects. In FY11 and FY15 there are two balloon payments of \$4.6 and \$14.3 million respectively. Although rates will also have to increase to cover these expenses in the future, it is recommended that these two balloon payments be refinanced for payments over time versus one year.

Burlington International Airport

The Airport budget for FY09 reflects, in both revenues and expenditures, an approach to the coming year that responds to the operational needs of physical and business expansion. Our prior years of emphasis on air service development and expanded terminal and gate capacity has allowed BTV to grow while other northeastern airports were struggling to maintain previous levels of business. Business was up nearly 3% in 2007, driven primarily by Canadian traffic. Therefore, we are proposing to expend \$14,736,948 in FY2009 and here are the highlights.

Maintenance

A recent expansion of the terminal and the apron has resulted in more maintenance needs. There has also been an increase in terminal rents and charges to the air carriers and others to cover these costs. This budget proposes to add two maintenance positions to the staff to help maintain these new spaces. BTV operates under the regulations of the Federal Aviation Administration which sets guidelines for the amount of equipment and operators needed to maintain certain amounts of space on the airfield. Since we have also added paved surfaces and are accommodating more aircraft, especially overnight, this budget reflects additional equipment and presents the need for operators of that equipment. We propose to purchase an additional piece of snow removal equipment and add two Maintenance Worker II, grade 14 positions for use on this equipment and in the terminal.

South End (Industrial Park) Development

Plans are moving forward for continued development on the Airport. Heritage Flight has agreed to develop the former Army Guard Aviation Hangar as an expansion of their business. Pratt & Whitney is planning to expand next to their existing facility. Other businesses, some current as well as new tenants, will benefit from the development plans. The FY 2009 budget reflects the Airport's responsibilities to provide direct support to development and match federal funds used to improve this part of the operation.

Air Service Development

At this writing it is unclear whether further air service development will be an area of heavy emphasis. Although some level of activity is constant, it will be

adjusted when we know if we are still seeking an additional carrier or keeping our obligations in terms of the launch of a new carrier. At any rate, we have money in this budget designed to handle any eventuality and we must maintain the flexibility to respond to the business demands associated with either strategy.

The Green Airport Effort

The FY 2009 budget provides funds to replace gas vehicles with hybrids, assess and retrofit the HVAC system, explore localized renewable energy sources, and replace lighting with LED and other efficient options. A recent reorganization of our maintenance function to include Environmental Compliance has allowed us to continue the transformation of the Airport to one that has a significantly reduced carbon footprint.

Summary

Despite the sagging U.S. economy and devalued dollar, we can take solace in being so close to Canada. Canadians are coming here in record numbers and this budget allows us to respond to that phenomenon. Air service has improved with new daily non-stops to Orlando and additional frequencies to some of our traditional destinations. Boston service has been spotty but we are confident we will have Boston service soon in addition to more service into the Washington D.C. area. This budget allows us to continue the growth of the past year.