

Resolution Relating to

ANNUAL APPROPRIATION AND BUDGET
FOR FISCAL YEAR BEGINNING JULY 1, 2015

RESOLUTION _____

Sponsor(s): Bd. of Finance
Introduced: _____
Referred to: _____

Action: _____
Date: _____
Signed by Mayor: _____

CITY OF BURLINGTON

In the year Two Thousand Fifteen

Resolved by the City Council of the City of Burlington, as follows:

1 That WHEREAS, Section 157 of the City Charter requires that the Mayor on or before June 15 of each year,
2 provide to the City Council an estimate of the necessary appropriations to cover the expenses of each
3 department and branch of the City government for the next fiscal year to be known as the “budget;” and

4 WHEREAS, the Mayor provided on June 5, 2015, to the Board of Finance and on June 11, 2015, to the
5 City Council a Recommended Budget for the Fiscal Year beginning July 1, 2015, which is an estimate of the
6 necessary appropriations to cover the expenditures of each fund, department and branch of City government,
7 an estimate of the revenues from sources other than property taxation, including certain operating transfers,
8 and an estimate of the amount to be raised by taxation upon real and personal property within the City of
9 Burlington (“the Mayor’s Budget”); and

10 WHEREAS, on June 8, 2015, the Board of Finance reviewed the Mayor’s Budget and recommended
11 that the City Council approve it; and

12 WHEREAS, pursuant to Section 157 of the City Charter the City Council must adopt a budget and
13 make annual appropriations by June 30, 2015, for the Fiscal Year beginning July 1, 2015 (“Fiscal Year
14 2016”); and

15 WHEREAS, it is now appropriate to make cost of living compensation adjustments for Fiscal Year
16 2016 for City employees who are not covered by a collective bargaining agreement;

17 NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Burlington, that said
18 estimates of the revenues and expenditures shown, the schedules and accompanying narrative and tables of the
19 Mayor’s Budget, except for the Section titled “Regional Programs,” are hereby adopted as the annual
20 appropriation and budget of the City of Burlington for the Fiscal Year beginning July 1, 2015 (“FY16
21 Budget”); and

22 BE IT FURTHER RESOLVED that no General Fund department or program is authorized to make
23 any expenditure unless sufficient unexpended funds to cover the expenditure remain in the FY16 Budget line
24 item from which that expenditure is to be made; and

25 BE IT FURTHER RESOLVED that for all departments or programs other than the General Fund
26 departments or programs noted in the previous paragraph (“non-General-Fund departments”), including but
27 not limited to all Special Revenue Funds and all Enterprise Funds, the appropriations in the budget are not
28 available for expenditure until a corresponding revenue amount is received or unless additional revenues are
29 reasonably expected to be received within six months of the expenditure; and

30 BE IT FURTHER RESOLVED that at the close of Fiscal Year 16 no non-General-Fund department
31 shall have incurred any debt to the City’s Main Operating Sweep Account in addition to that owed at the close
32 of Fiscal Year 2016 without prior approval of the Mayor and City Council; and

33 BE IT FURTHER RESOLVED that the unexpended balances from prior year appropriations made for
34 any non-General-Fund departments, including but not limited to debt service reserves and insurance reserves,
35 shall be carried over to the FY16 Budget upon determination by the Chief Administrative Officer of the
36 availability of such unexpended balances; and

37 BE IT FURTHER RESOLVED that the employee positions and grade levels authorized for Fiscal
38 Year 2016 shall be as set forth in the section of the FY16 Budget titled Personnel Listing, except that because
39 the budgeted positions are based on attrition trends and anticipated staff efficiencies, any determination to
40 eliminate or reclassify any existing staff position is subject to appropriate approvals according to the City’s
41 Personnel Policies and any applicable union contract; and

42 BE IT FURTHER RESOLVED that the City Council hereby agrees that effective July 1, 2015, all
43 employees not covered by a collective bargaining agreement that provides otherwise shall receive a 1.5% cost
44 of living adjustment, with a continuation of step movement; and

45 BE IT FURTHER RESOLVED that effective July 1, 2015, all employees not covered by a collective
46 bargaining agreement that provides otherwise, except those employees who have legally opted out of the
47 City’s health insurance program, shall contribute 4.16% of their annual salary to the City’s Health Insurance
48 Fund to achieve the target of 16% of the total cost of the City’s providing health benefits; and

49 BE IT FURTHER RESOLVED that the City will no longer offer Medicomp health insurance benefits
50 to any individual who is not covered by a collective bargaining agreement that provides otherwise and who is
51 not receiving those benefits on or before September 1, 2015, unless covered under an approved formal prior
52 agreement; and

53 BE IT FURTHER RESOLVED that following the settlement of a collective bargaining agreement that
54 calls for a retroactive pay increase for the employee members of that union for FY15, the Chief Administrative
55 Officer may pay for (directly or by transfer) that FY15 increase out of the unassigned fund balance; and

56 BE IT FURTHER RESOLVED that no vacancy in any position shall be posted, advertised, or filled
57 without advance approval of the Chief Administrative Officer; and

58 BE IT FURTHER RESOLVED that within the General Fund Budget there is an account line noted as
59 “Contingency,” with an amount of \$500,000, none of which shall be expended without prior approval of the
60 Board of Finance and the City Council; and

61 BE IT FURTHER RESOLVED that within the General Fund Budget there is an account line noted as
62 “Total Compensation Contingency,” with an amount of \$300,000, which the Chief Administrative Officer
63 may move in to the operating budgets as needed to cover contingencies related to compensation/benefits of
64 staff; and

65 BE IT FURTHER RESOLVED that within the Community and Economic Development Office
66 (CEDO) the areas of General Administration, Economic Development, Neighborhood Services, and
67 Sustainability are now part of the General Fund Budget, while the remaining grant- and special revenue-
68 funded appropriations are divided into three Special Revenue funds entitled Community Development (301),
69 Housing (305), and Community Justice (315); and

70 BE IT FURTHER RESOLVED that the Fiscal Year 17 General Fund budget presentation will
71 highlight an analysis of the CEDO budget within the General Fund and will indicate any proposed change in
72 the reliance on the property tax to fund CEDO, including the basis for any such change, so that the Board of
73 Finance may assess the level of General Fund support for CEDO to include in that budget; and

74 BE IT FURTHER RESOLVED that CEDO will be reorganized, as provided in the FY16 Budget,
75 from the current three divisions of Economic Development, Housing and Neighborhood Revitalization, and
76 Community Development into two consolidated divisions, Sustainable Housing and Economic Development
77 and Community, Housing & Opportunity Programs, as follows:

78 (A) The Sustainable Housing and Economic Development division (SHED) will include the following
79 regular, full-time, exempt, non-union positions:

- 80 (1) the reclassification of the Assistant Director of Economic Development, Grade 19, to the Assistant
81 Director for Sustainable Housing and Economic Development, Grade 21;
- 82 (2) the reclassification of the Special Projects Manager, Grade 17, to Senior Projects and Policy
83 Specialist, Grade 18;
- 84 (3) the reclassification of the Community Development Specialist – Economic, Grade 16, to Project
85 and Policy Specialist II – Business Development, Grade 17;
- 86 (4) the retitling of the Special Projects Manager, Grade 17, as Project and Policy Specialist II –
87 Housing, Grade 17;

88 (5) the creation of a new position of Project and Policy Specialist, Grade 16, contingent on the
89 development of funding sources for the position; and

90 (B) The Community, Housing, and Opportunity Programs division (CHOP) will include the following
91 regular, full-time, exempt, non-union positions:

92 (1) the elimination of the position of Executive Secretary, Grade 15;

93 (2) the elimination of the position of Assistant Director of Housing and Neighborhood Revitalization,
94 Grade 19;

95 (3) the reclassification of the position of Housing and Program Manager, Grade 18 to Housing
96 Program Manager, Grade 19;

97 (4) the creation of the position of Community Development Specialist I - Grants Management, Grade
98 16;

99 (5) the retitling of the position of Assistant Director for Community Development and Administration
100 to the Assistant Director for Community, Housing, and Opportunity Programs;

101 (6) the retitling of the Lead Program Coordinator as the Senior Lead Program Specialist;

102 (7) the retitling of the Lead Project Specialist as the Lead Program Specialist II;

103 (8) the retitling of the Lead Program assistant as the Lead Program Specialist I; and

104 (9) the retitling of the Lead Program Outreach Specialist as the Lead Program Outreach Specialist I;

105 and

106 BE IT FURTHER RESOLVED that the Chief Administrative Officer may, from time to time, make
107 expenditures, from the General Fund of the City, for the purposes of acquisition, construction and installation
108 of certain capital improvements or other obligations. The City may intend that such expenditures, including
109 but not limited to parking and terminal improvements at the Burlington International Airport, downtown
110 parking, and street capital improvements, be reimbursed through the issuance of tax-exempt bonds or other
111 obligations, and pursuant to Treasury Regulations Section 1.150-2, the City must declare an intent to
112 reimburse such expenditure with the proceeds of bonds or other obligations. The Chief Administrative Officer
113 is hereby authorized and designated as a representative of the City to adopt an *official* intent, on behalf of the
114 City, to determine, in each case, whether an approved expenditure for capital improvements will be
115 reimbursed with the proceeds of bonds or other form of obligation; and

116 BE IT FURTHER RESOLVED that the fees charged by Planning & Zoning shall be set as provided on
117 the attached FY 2016 Fee Schedule; and

Resolution Relating to ANNUAL APPROPRIATION AND BUDGET FOR FISCAL YEAR BEGINNING JULY 1, 2015

118 BE IT FURTHER RESOLVED that effective July 1, 2015, the monthly rates for water and wastewater
119 shall be increased from \$3.50 per 100 cubic feet to \$4.00 per 100 cubic feet for water and \$5.44 per 100 cubic
120 feet to \$5.55 per 100 cubic feet for wastewater; and

121 BE IT FURTHER RESOLVED that effective July 1, 2015, the monthly rate for water only shall be
122 increased from \$3.587 per 100 cubic feet to \$4.08 per 100 cubic feet; and

123 BE IT FURTHER RESOLVED that effective July 1, 2015, the monthly stormwater rates shall be
124 increased from \$1.69 per ISU (impervious surface unit or one thousand square feet) to \$1.95 per ISU; and

125 BE IT FURTHER RESOLVED that retirement employee wages, investment management fees, and
126 related expenditures of the Burlington Employees Retirement System shall be funded from the investment
127 returns of the Retirement Fund and that the investment management fees and related administrative
128 expenditures shall not exceed \$900,000 in the fiscal year ending June 30, 2016, but other operating expenses
129 shall be paid by contributions to the Fund; and

130 BE IT FURTHER RESOLVED that the Medcomp rate for those remaining eligible for it shall be
131 \$284.56 per month for a single, and \$865.06 for a single + one and the monthly COBRA premium equivalents
132 for health and dental insurance shall be as follows:

	Health	Dental
133 Single	\$580.50	\$28.60
134 Single +1	\$1,330.14	\$52.40
135 Family	\$1,735.12	\$88.09; and

136 BE IT FURTHER RESOLVED that pursuant to section 65 of the City’s Charter, a reserve fund is
137 hereby created, to be funded with \$100,000 from the current year’s FY15 Planning & Zoning Budget, and that
138 money shall be shown in the FY16 General Fund Non-Departmental Budget as Account Line 101-00-
139 4990_115 "Interfund Transfer Proceeds Reserve," shall be kept in a separate account and invested in the same
140 manner as other public funds, and shall be used only to pay for a study of the City’s planning and building
141 permits and permit systems; and

142 BE IT FURTHER RESOLVED that pursuant to section 65 of the City’s Charter, a reserve fund is
143 hereby created to be initially funded by \$47,500 from account line 101-19-153.7200_115 remaining in the
144 FY15 Public Works Budget, and that money shall be shown in the same budget account line in the FY17
145 budget, and until then shall be kept in a separate account, shall be invested in the same manner as other public
146 funds, and shall be used only to pay for a recycling truck; and

147 BE IT FURTHER RESOLVED that any amounts held in a reserve fund for more than one year shall
148 be identified in a separate section of the budget report entitled “Reserve Funds;” and
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150 BE IT FURTHER RESOLVED that up to \$100,000 remaining in the health insurance self-insured
151 fund, Fund 150, of the FY16 Budget shall be carried forward into the FY17 Budget; and

152 BE IT FURTHER RESOLVED that the \$50,000 in the FY16 Budget allocated for City Councilor-
153 Requested Initiatives, contingent on the development by the Board of Finance or City Council of a plan for
154 verifying requests, monitoring, and assessing the use of funds, shall be allocated as follows (as recommended
155 by the Board of Finance on June 1, 2015):

- 156 (1) \$7,500 to Local Motion for development of a Pop-up Protected Bike Lane Demonstration kit;
- 157 (2) \$19,000 to establish four Community Based Action Team events, one in each district of the City;
- 158 (3) \$11,000 to the Heineberg Senior Center for replacement of the upstairs floor; and
- 159 (4) \$12,500 to Safe Recovery, a program of the Howard Center, to provide for needle exchange and
160 retrieval.

Resolution Relating to

ANNUAL APPROPRIATION AND BUDGET
FOR REGIONAL PROGRAMS
FOR FISCAL YEAR BEGINNING JULY 1, 2015

RESOLUTION_____

Sponsor(s): Bd. of Finance
Introduced: _____
Referred to: _____

Action: _____
Date: _____
Signed by Mayor: _____

CITY OF BURLINGTON

In the year Two Thousand Fifteen

Resolved by the City Council of the City of Burlington, as follows:

- 1 That WHEREAS, Section 157 of the City Charter requires that the Mayor, on or before June 15 of each
- 2 year, provide to the City Council an estimate of the necessary appropriations to cover the expenses of each
- 3 department and branch of the City government for the next fiscal year, to be known as the “budget;” and
- 4 WHEREAS, the Mayor provided on June 5, 2015, to the Board of Finance and on June 11, 2015, to the
- 5 City Council a Recommended Budget for the Fiscal Year beginning July 1, 2015, which includes a section
- 6 titled “Regional Programs;” and
- 7 WHEREAS, Councilor Ayres has a conflict of interest with respect to the Regional Programs Budget
- 8 as a result of his position as Executive Director of First Night Burlington; and
- 9 WHEREAS, by voting separately on the “Regional Programs” section of the budget, the Council is
- 10 able to have all City Councilors vote on the rest of the budget; and
- 11 WHEREAS, on June 8, 2015, the Board of Finance reviewed the FY16 Regional Programs Budget and
- 12 recommended that the City Council approve it;
- 13 NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Burlington that said
- 14 Regional Programs Budget contained in the Mayor’s Recommended Budget is hereby adopted as the annual
- 15 appropriation and budget for Regional Programs of the City of Burlington for the Fiscal Year beginning July
- 16 1, 2015 (Fiscal Year 2016); and
- 17 BE IT FURTHER RESOLVED that the Mayor and other members of the Board of Finance will review
- 18 how the Regional Programs budget is developed with any changes in the process to be utilized in the
- 19 development of the FY17 Budget.

Resolution Relating to

ANNUAL APPROPRIATION AND BUDGET FOR CAPITAL
PROJECTS FOR FISCAL YEAR BEGINNING JULY 1, 2015

RESOLUTION _____

Sponsor(s): Bd. of Finance
Introduced: _____
Referred to: _____
Action: _____
Date: _____
Signed by Mayor: _____

CITY OF BURLINGTON

In the year Two Thousand Fifteen

Resolved by the City Council of the City of Burlington, as follows:

- 1 That WHEREAS, the Administration has created a 10-year capital plan for the City to enhance the City’s
- 2 ability to maintain and invest in its public infrastructure; and
- 3 WHEREAS, in a previous resolution, the City Council referred the preliminary document to the
- 4 Accessibility Committee and the City’s Commissions to give input on their respective areas for FY16; and
- 5 WHEREAS, that input has been received and incorporated into the FY16 capital projects budget; and
- 6 WHEREAS, the Council’s previous resolution also directs the Board of Finance to take certain steps to
- 7 implement and obtain public input concerning implementation of the 10-year capital plan after the FY16
- 8 capital projects budget has been approved by the City Council; and
- 9 WHEREAS, Section 157 of the City Charter requires that the Mayor, on or before June 15 of each
- 10 year, provide to the City Council an estimate of the necessary appropriations to cover the expenses of each
- 11 department and branch of the City government for the next fiscal year, to be known as the “budget;” and
- 12 WHEREAS, the Mayor provided on June 5, 2015, to the Board of Finance and on June 11, 2015, to the
- 13 City Council a Recommended Budget for the Fiscal Year beginning July 1, 2015, which includes a section
- 14 titled “Capital Projects;” and
- 15 WHEREAS, on June 8, 2015, the Board of Finance reviewed the FY16 Capital Projects Budget and
- 16 recommended that the City Council approve it;
- 17 NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Burlington that the
- 18 Capital Projects Budget contained in the Mayor’s Recommended Budget is hereby adopted as the annual
- 19 appropriation and budget for Capital Projects of the City of Burlington for the Fiscal Year beginning July 1,
- 20 2015 (Fiscal Year 2016); and
- 21 BE IT FURTHER RESOLVED that approval of this FY16 Capital Projects Budget includes capital
- 22 projects to be funded by - the remaining balance of the proceeds from the sale of the 82-90 S. Winooski
- 23 property to Onion River Cooperative that were not expended as part of the costs of the Burlington Telecom
- 24 settlement (estimated to be approximately \$350,000); and

25 BE IT FURTHER RESOLVED that approval of this FY16 Capital Projects Budget includes capital
26 projects to be funded by monies received from the resolution of billing errors by Burlington Electric
27 Department and outlined in an MOU between the City, the School, and BED in October 2014 (approximately
28 \$748,000); and

29 BE IT FURTHER RESOLVED that the Chief Administrative Officer will present a more specific plan
30 for expenditures out of the Capital Projects Budget for the spring of 2016, which shall be contingent on the
31 availability of revenue.

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Resolution Relating to

ANNUAL TAX ASSESSMENTS ON THE PROPERTY
GRAND LIST OF THE CITY FOR THE FISCAL YEAR
BEGINNING JULY 1, 2015

RESOLUTION_____

Sponsor(s): Bd. of Finance
Introduced: _____
Referred to: _____

Action: _____
Date: _____
Signed by Mayor: _____

CITY OF BURLINGTON

In the year Two Thousand Fifteen

Resolved by the City Council of the City of Burlington, as follows:

1 That the taxes on the Property Grand List of the City made up in 2015 (the “Grand List”) hereby are levied
2 and assessed for the fiscal year beginning July 1, 2015, and ending June 30, 2016 (“the Fiscal Year ending
3 June 30, 2016”), as follows:

4 FIRST: that a tax of twenty-six and four one-hundredths cents (\$.2604), one-half of one cent (\$.0050)
5 of which is dedicated to the Bike Path Maintenance and Improvement Fund, on the dollar of said Grand List is
6 levied and assessed for City purposes to meet the accrued and accruing liabilities of the City for the Fiscal
7 Year ending June 30, 2016;

8 SECOND: that a tax of six and seventeen one-hundredths cents (\$.0617), forty one-hundredths cents
9 (\$.0040) of which is dedicated to tree and green belt improvements, on the dollar of said Grand List is levied
10 and assessed to pay for keeping the streets of the City in repair during the Fiscal Year ending June 30, 2016;

11 THIRD: that a tax of eight and seven one-hundredths cents (\$.0807) on the dollar of said Grand List is
12 levied and assessed to meet the facility and other needs of the City Police Department and the City Fire
13 Department for the Fiscal Year ending June 30, 2016;

14 FOURTH: that a tax of fifty-four hundredths of one cent (\$.0054) on the dollar of said Grand List is
15 levied and assessed to provide funding for open space Land Conservation for the fiscal year ending June 30,
16 2016;

17 FIFTH: that a tax of fifty-four hundredths of one cent (\$.0054) on the dollar of said Grand List is
18 levied and assessed to provide funding for the Housing Trust Fund for the Fiscal Year ending June 30, 2016;

19 SIXTH: that a tax of two and fifty one-hundredths cents (\$.0250) on the dollar of said Grand List is
20 levied and assessed for the care and improvement of park property and expenses of the parks and recreation
21 department for the Fiscal Year ending June 30, 2016;

22 SEVENTH: that a tax of one cent (\$.0100) on the dollar of said Grand List is levied and assessed for
23 the funding of the “Penny for Parks” program administered by the Parks and Recreation Department for the
24 Fiscal Year ending June 30, 2016;

25 EIGHTH: that a tax of three and twelve one-hundredths cents (\$.0312) on the dollar of said Grand List
26 is levied and assessed to pay for keeping the highways of the City in repair during the Fiscal Year ending June
27 30, 2016;

28 NINTH: that a tax of one-half of one cent (\$.0050) on the dollar of said Grand List is levied and
29 assessed for the purchase of books and other media and other book acquisition related expenses for the library
30 for the Fiscal Year ending June 30, 2016;

31 TENTH: that a tax of four and twenty-nine one-hundredths cents (\$.0429) on the dollar of said Grand
32 List is levied and assessed to pay for transportation (C.C.T.A.) for the fiscal year ending June 30, 2016;

33 ELEVENTH: that a tax of fifty-two one-hundredths cents (\$.0052) on the dollar of said Grand List is
34 levied and assessed to pay the County tax against the City for the Fiscal Year ending June 30, 2016;

35 TWELFTH: that a tax of seventeen and ninety-seven one-hundredths cents (\$.1797) on the dollar of
36 said Grand list is levied and assessed to provide the funds required for the appropriations to be paid to the
37 Burlington Employees' Retirement system for the Fiscal Year ending June 30, 2016 under the provision of the
38 Ordinance relating thereto;

39 THIRTEENTH: that a tax up to eight cents (\$.08) on the dollar of said Grand List is levied and
40 assessed for payments of bonds due for general City purposes for the Fiscal Year ending June 30, 2016;

41 FOURTEENTH: that a tax of nine cents (\$.09) on the dollar of non-residential properties located in
42 the downtown improvement district of said Grand List is levied and assessed for the purposes of a downtown
43 parking program for the Fiscal Year ending June 30, 2016;

44 FIFTEENTH: that the total Municipal Tax Rate for the year ending June 30, 2016, which includes all
45 elements set forth above (except paragraph Fourteenth) is seventy-nine and twenty-six one-hundredths cents
46 (\$.7926) on the dollar of said Grand List;

47 AND BE IT FURTHER RESOLVED that the City Clerk-Treasurer's office is directed to include in
48 the preparation of tax bills the Local Agreement Tax Rate required by 32 V.S.A. §5404a (d), which shall be
49 thirty-eight hundredths cents on the dollar (\$.0038), and this tax rate shall be shown as a separate and distinct
50 tax rate;

51 AND BE IT FURTHER RESOLVED that the City Clerk-Treasurer's office is directed to include in
52 the preparation of tax bills the annual tax assessment for the Burlington School Department as directed by the
53 Board of School Commissioners in accordance with the City Charter and State law;

55 AND BE IT FURTHER RESOLVED that the Chief Administrative Officer is directed to make out tax
56 rate bills of all the foregoing taxes as soon as can be completed for the collection properly certified according
57 to law.

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lb/EBlackwood/Resolutions 2014/Annual Tax Assessments on the Property Grand List of the City for the Fiscal Year Beginning July 1, 2014
(Budget)
6/11/14

Resolution Relating to

RESOLUTION _____

ALLOCATION METHOD AND STANDARDS FOR
COMMON AREA FEE FORMULA AND ESTABLISHMENT
OF COMMON AREA FEES FOR THE CHURCH STREET
MARKETPLACE FOR FISCAL YEAR 2016

Sponsor(s): Bd. of Finance
Introduced: _____
Referred to: _____
Action: _____
Date: _____
Signed by Mayor: _____

CITY OF BURLINGTON

In the year Two Thousand Fifteen

Resolved by the City Council of the City of Burlington, as follows:

1 That WHEREAS, Sec. 326 of the City Charter provides that common area fees may be levied on taxable
2 properties located within the Church Street Marketplace District to defray the expenses of the Commission in
3 connection with the operation, maintenance and repair of the Marketplace; and

4 WHEREAS, Sec. 326(b) of the City Charter provides that the City Council, after public hearing and
5 after considering the advice of the Marketplace Commission, shall establish standards to aid in the
6 determination of individual common area fees; and

7 WHEREAS, on March 16, 1992 the City Council resolved that the common area fees for the Church
8 Street Marketplace shall be allocated on the basis of total ground floor square footage of buildings within the
9 Marketplace District and that this method of allocation shall be fixed in order to provide predictability,
10 stability and foster long term planning and investment by property owners in the Marketplace District; and

11 WHEREAS, pursuant to Sec. 326, the City Council is also obligated to set common area fees for the
12 Church Street Marketplace District for the ensuing fiscal year; and

13 WHEREAS, the Marketplace Commission, after holding a public hearing on May 27, 2015, proposed
14 a 1.5% increase for Marketplace properties --excluding 37-43 Church St. (Outdoor Gear Exchange) and 47-55
15 Church St. (Burlington Town Center) – from \$2.80 per square foot to \$2.84 per square foot or \$552,454.97;
16 and

17 WHEREAS, for these two anchor properties, 37-43 Church Street (owned by Bigger Boat, LLC, Marc
18 Sherman and Mike Donohue) and 47-55 Church Street (owned by Devonwood Investors, LLC), the Marketplace
19 Commission proposed that they pay 95% of the established common area fee, increasing from \$2.52 per
20 square foot to \$2.70 per square foot or \$132,723.05 in FY 16 (July 1, 2015 to June 30, 2016); and

21 WHEREAS, the Marketplace Commission has recommended that the City Council continue to
22 approve the methods and standards for the common area fee formula and adopt the recommended common
23 area fees for FY 16 in the total amount of \$685,178.02 set forth in Attachment A; and

ALLOCATION METHOD AND STANDARDS FOR COMMON AREA FEE FORMULA, AND ESTABLISHMENT OF COMMON AREA FEES FOR THE CHURCH STREET MARKETPLACE FOR FISCAL YEAR 2016

24 WHEREAS, City Charter Sec. 326(c) requires that the City Council finally set such common area
25 fees no later than June 15th of each year after a public hearing, about which all interested parties must receive
26 12 days' notice as to time and place; and

27 WHEREAS, such notice to the landowners of record in the Church Street Marketplace District was
28 given by letter dated May 19, 2015; and

29 WHEREAS, the City Council, in setting fees as set forth in Attachment A, has considered the extent to
30 which each property within the District has been or will be benefited, including the extent to which the fair
31 market value of the property has been or will be enhanced, by virtue of the construction and/or operation of
32 the Marketplace;

33 NOW, THEREFORE, BE IT RESOLVED that the City Council, pursuant to City Charter Sec.
34 326(b), hereby establishes standards and levies common area fees for FY 16 (July 1, 2015 to July 1, 2016) as
35 set forth in Attachment A and directs the Chief Administrative Officer to record this decision so that the
36 amount assessed remains as a lien in the nature of a tax upon the properties so assessed until paid or otherwise
37 discharged.

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City of Burlington, VT
Department of Planning and Zoning
FY2016 Fee Schedule

Development Applications and Permits	Fee
<u>Awning Permit:</u>	
A. Awning <u>with</u> a Sign: (per awning with signage)	1. \$10 filing fee; and , 2. \$80 per awning (less 50% if part of an approved Master Sign Plan)
B. Awning <u>without</u> Sign: (Treated as a Basic or COA Level 1)	\$80
<u>Fence Permit:</u>	\$50
<u>Sign Permit:</u> (<i>per sign</i>) (Awnings with signage subject to fee listed above)	1. \$10 filing fee; and , 2. \$80 per sign. (less 50% if part of an approved Master Sign Plan)
<u>Sketch Plan Review:</u>	
A. Initial Review (<i>per Board</i>)	\$300 per request
B. Subsequent Review (<i>per Board</i>)	\$250 per request
<u>Basic Zoning Permit:</u>	\$80
<u>Certificate of Appropriateness (COA) Level I:</u> (Estimated Construction Cost (ECC) of \$23,000 or less ^{F, H})	\$80
<u>Certificate of Appropriateness (COA) Level II:</u> (Estimated Construction Cost (ECC) greater than \$23,000 ^{F, H})	
A. <u>Application Fee</u>	1. \$110; and , 2. \$2 per \$1,000 of ECC;
B. <u>Development Review Fee</u> (due prior to release of the permit)	\$4.50 per \$1,000 of ECC;
<u>Certificate of Appropriateness (COA) Amendment:</u> (based upon original ECC of total project)	1. \$110; and , 2. \$0.50 per \$1,000 of ECC

Development Applications and Permits	Fee
<u>Certificate of Appropriateness (COA) Level III:</u>	
<i>(Planned Unit Development, Lot line Adjustment and Lot Merger, or Subdivision; includes Major Impact Review Fee where applicable):</i>	
A. Preliminary Plat	
1. <u>Application Fee</u>	1. \$200 and \$2 per \$1,000 of ECC; or \$300 per lot if subdivision only.
2. <u>Development Review Fee</u> <i>(due prior to release of the DRB Approval)</i>	\$3 per \$1,000 of ECC
B. Final Plat	
1. <u>Application Fee</u>	1. \$10 filing fee; and , 2. \$200 and \$2 per \$1,000 of ECC; or \$300 per lot if subdivision only.
2. <u>Development Review Fee</u> <i>(due prior to release of the permit)</i>	\$3 per \$1,000 of ECC
C. Preliminary/Final Combination	
1. <u>Application Fee</u>	1. \$10 filing fee; and , 2. \$200 and \$4 per \$1,000 of ECC; or \$300 per lot if subdivision only.
2. <u>Development Review Fee</u> <i>(due prior to release of the permit)</i>	\$3 per \$1,000 of ECC
D. Lot Line Adjustment/Lot Merger	1. \$10 filing fee; and , 2. \$100 per lot involved
<u>Conditional Use, Variance, Public Hearings and Appeals:</u>	
A. Conditional Use and Variance <i>(in addition to applicable COA application fee and paid at the time of application)</i>	\$150
B. Conditional Use - Major Impact <i>(in addition to applicable COA application fee and paid at the time of application)</i>	1. \$210; and , 2. \$1.10 per \$1,000 of ECC
C. Conditional Use - Major Impact Review Amendment <i>(based upon the ECC of the <u>total</u> project)</i>	1. \$210; and , 2. \$1 per \$1,000 of ECC
D. Other matters requiring a hearing before the DRB: Time extensions, Master Plan Review, etc.	\$150
E. Appeals to the DRB: Appeals of Administrative Officer decisions to the Development Review Board	\$250

Development Applications and Permits	Fee
F. Appeals to VSC-ED: Appeals of DRB decisions to the VT Superior Court – Environmental Division.	\$250 ¹

Other Fees	Fee
<u>Impact Fees</u> Visit: www.burlingtonvt.gov/PZ/Impact-Fees .	
<u>Zoning Certificate of Occupancy:</u> ² (by Code Enforcement Office)	
A. Final Certificate of Occupancy	1. \$30 ^E and , 2. 10% of all zoning and conditional use permit application fees.
B. Temporary Certificate of Occupancy	\$150 each
C. “After-The-Fact” Zoning Certificate of Occupancy	see attached schedule
<u>Zoning Determination</u>	\$160 for Functional Family \$80 for all others
<u>Zoning Compliance Report Request:</u> ² (by Code Enforcement Office)	\$35
<u>Documents, Copies, etc.</u>	
A. Audio Tapes	\$3.50 per tape
B. File Research	\$20.00 per hour
C. <u>Planning Documents:</u> Municipal Development Plan, Comprehensive Development Ordinance, etc.	actual cost of publication (hardcopy or CD)
D. Postage and Handling	\$4.00 (in state) \$5.00 (out of state)
E. Photocopies	\$0.10 per page (B&W) \$1.00 per page (Color)
F. Paper Zoning Map (24x36, color)	\$15.00 per map
G. Digital Maps (PDF format and emailed only)	no charge

Fee Schedule Notes:

- A. All revenue generated by this Fee Schedule, with the exception of Impact Fees, are deposited into the City’s General Fund. Therefore this Fee Schedule shall not apply when any fees would also be paid out of the City’s General Fund, with the exception of the payment of Impact Fees, in order to

¹ For information only: Fee assessed by, and paid to, the VT Superior Court – Environmental Division.

² For information only: Fee assessed by, and paid to, the Burlington Code Enforcement Office.

eliminate duplicative and unnecessary accounting for payments and deposits within the same City fund. The payment of Impact Fees out of the City’s General Fund shall continue to apply.

- B. All development review and permit fees are non-refundable.
- C. All development review and permit fees include a \$10 filing fee assessed by the Burlington Clerk and Treasurer’s Office as required by state statute unless otherwise noted.
- D. All development review and permit fees are **due at the time of application** unless otherwise noted and are non-refundable. Check should be made payable to the “City of Burlington.” Credit cards are not currently accepted.
- E. Permit applications resulting from a zoning Notice of Violation are subject to double or triple the application fee as specified under Sec. 2.7.8 of the *Burlington Comprehensive Development Ordinance*.
- F. “ECC” is the Estimated Construction Cost as specified under Sec. 3.2.4 (a) of the *Burlington Comprehensive Development Ordinance*. Fees are calculated for every \$1,000 of ECC.
- G. For permit applications submitted from July 1, 1998 to July 1, 2009, the Final Certification Occupancy fee is \$20 plus 10% of the zoning permit application fee. (From 7/1/1998 - 7/1/2009, the filing fee assessed by the Burlington Clerk Treasurer's Office was paid at the time of the original zoning permit application.)
- H. The ECC threshold between COA Level I and COA Level II applications is annually adjusted based on the Consumer Price Index pursuant to Sec. 3.2.4(a) of the *Burlington Comprehensive Development Ordinance*. For Fiscal Year 2016 this amount is \$ (TBD on 1 July 2015).

ZONING CERTIFICATE OF OCCUPANCY AFTER THE FACT (ATF) FEE SCHEDULE*

	<i>Exempt from ATF</i>	<i>Nominal ATF</i>	<i><u>Tier 1 ATF</u></i>	<i><u>Tier 2 ATF</u></i>	<i><u>Tier 3 ATF</u></i>	<i><u>Tier 4 ATF</u></i>
<i>Permit Type</i>	<ul style="list-style-type: none"> • Fence • Sign • Awning • Lot line adjustments • Satellite dishes • Handicap ramps • Demolition only • Permits approved before July 13, 1989 • Stormwater only 	Permits that fall within the following timeframe: approved on or after July 13, 1989 and expire before or on January 31, 2009.	All permits that are administratively reviewed with expiration dates after January 31, 2009 but before July 1, 2012.	All DRB reviewed permits including appeals with expiration dates after January 31, 2009 but before July 1, 2012.	All permits that are administratively reviewed with expiration dates on or after July 1, 2012.	All DRB reviewed permits including appeals with expiration dates on or after July 1, 2012.
<i>ATF Fee*</i>	ATF = \$0 No ATF fee applies.	ATF = \$75.00	ATF fee equals \$150.00 per TZCO required previously [#] but not obtained up to a maximum fee of \$450.00 or an amount equal to the permit application fee, WHICHEVER IS LESS.	ATF fee equals \$150.00 per TZCO required previously [#] but not obtained up to a maximum fee of \$1,500.00 or an amount equal to the permit application fee, WHICHEVER IS LESS.	ATF ≤ \$450.00 ATF fee equals \$150.00 per TZCO required previously [#] but not obtained up to a maximum fee of \$450.00.	ATF ≤ \$1,500.00 ATF fee equals \$150.00 per TZCO required previously [#] but not obtained up to a maximum fee of \$1,500.00.

231170-00002/Fees/CO After the Fact Table 4-20-12

* - *All other applicable fees, including but not limited to the Final Zoning Certificate of Occupancy fee still apply.*

- Number of TZCO's required calculated from the expiration date of the permit or the date of occupancy if that occurred first, based upon TZCO intervals of 180 days.

Resolution Relating to

APPROVING THE ISSUANCE OF
GRANT ANTICIPATION NOTES
FOR THE COSTS OF CERTAIN
AIRPORT IMPROVEMENT PROJECTS FOR FY 2016

RESOLUTION _____

Sponsor(s): Bd. of Finance
Introduced: _____
Referred to: _____

Action: _____
Date: _____
Signed by Mayor: _____

CITY OF BURLINGTON

In the year Two Thousand Fifteen

Resolved by the City Council of the City of Burlington, as follows:

- 1 That WHEREAS, the City of Burlington (the “City”) owns and operates the Burlington International
- 2 Airport (the “Airport”); and
- 3 WHEREAS, the City anticipates the receipt of federal grants from the Federal Aviation Administration
- 4 (“FAA”) for certain airport improvement projects in the amount of up to \$7,000,000 (the “Grants”); and
- 5 WHEREAS, the City will implement the airport improvement projects pending the receipt of the
- 6 Grants and will receive reimbursement from the FAA in the amount of the Grants; and
- 7 WHEREAS, the City Council, pursuant to 24 V.S.A. §1773(c), may undertake temporary loans in
- 8 anticipation of the receipt of grants-in aid;
- 9 NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Burlington,
- 10 Vermont, as follows:
- 11 The City shall issue grant anticipation notes, secured by the Grants and subject to final approval by the
- 12 Board of Finance, in one or more series, in an aggregate principal amount not to exceed \$7,000,000 (the
- 13 “Notes”), for the object and purpose of financing the costs of the Airport Improvement Projects that are the
- 14 subject of the Grants. The Notes shall be secured by a pledge of the Grants as payment therefor and shall
- 15 mature less than one year from the date of issuance thereof. The Notes may further be payable on a
- 16 subordinate basis, from net revenues of the Airport, to the extent legally permissible under the Airport General
- 17 Bond Resolution adopted May 6,1997 (as supplemented and amended to date). The Notes may be issued on a
- 18 draw-down line of credit basis.
- 19 The Mayor, the Chief Administrative Officer, and the Assistant Chief Administrative Officer for
- 20 Finance are, and each one of them is, hereby authorized and empowered to execute and deliver (i) the Notes
- 21 on behalf of the City, in such form and with such terms as they deem necessary and in the City's best interest,
- 22 (ii) one or more security, pledge and loan agreements as may be requested by the financial institution
- 23 purchasing the Notes, and (iii) all other documents and instruments necessary or convenient in connection
- 24 with the issuance of the Notes and/or the receipt of the Grants.

Resolution Relating to

TEMPORARY LOANS IN ANTICIPATION OF TAXES
FOR THE FISCAL YEAR 2016

RESOLUTION _____

Sponsor(s): Board of Finance
Introduced: _____
Referred to: _____

Action: _____
Date: _____
Signed by Mayor: _____

CITY OF BURLINGTON

In the year Two Thousand Fifteen

Resolved by the City Council of the City of Burlington, as follows:

1 That WHEREAS, Section 62 of the Burlington City Charter, as amended, authorizes the City Council
2 to pledge the credit of the City by temporary loans not exceeding, during any quarter of any fiscal year,
3 twenty-five (25%) percent of the taxes assessed upon the entire grand list for such fiscal year, such loans
4 to be repaid from and out of the receipts from the collection of the installment of property taxes or other
5 taxes next falling due after the making of the loans; and

6 WHEREAS, the City’s Assistant Chief Administrative Officer – Finance is soliciting proposals
7 from various financial institutions for such tax anticipation borrowing;

8 NOW, THEREFORE, BE IT RESOLVED that the Mayor, the Chief Administrative Officer, and
9 the Assistant Chief Administrative Officer for Finance (collectively, the “Authorized Officers”) are and
10 each of them hereby is authorized to pledge the credit of the City by temporary loans, in one or more
11 series, from the collection of taxes during the Fiscal Year ending June 30, 2016, in an aggregate amount
12 outstanding not to exceed \$5,000,000, such loan or loans to be (i) negotiated by the Authorized Officers at
13 the lowest possible rate of interest, (ii) repayable from the collection of the installment of property taxes
14 or other taxes next falling due after the making of such loans, and (iii) represented by one or more series
15 of notes (the “Notes”); and

16 BE IT FURTHER RESOLVED that the Mayor, the Chief Administrative Officer, and the
17 Assistant Chief Administrative Officer for Finance are, and each one of them is, hereby authorized and
18 empowered to execute and deliver (i) one or more loan agreements with the financial institution or
19 financial institutions purchasing the Notes, (ii) the Notes, (iii) such documents and instruments as each
20 such financial institution purchasing the Notes may require in connection therewith, in such form and
21 with such terms as they deem necessary and in the City’s best interest. Such loan(s) may be made
22 available to the City on a revolving basis, with advances thereunder to be made as and when the City
23 requests the same, subject to the aggregate dollar limit set forth above.