
DELIBERATIVE AGENDA

ADJOURNED MEETING, CITY COUNCIL
CONTOIS AUDITORIUM, CITY HALL
MONDAY, DECEMBER 16, 2013
7:00 P.M.

1. AGENDA
2. PRESENTATION: Karen Vastine, CJC and Chief Schirling, BPD, re: Neighborhood Safety Initiative (25 mins.)(oral)
3. PUBLIC FORUM **(Time Certain: 7:30 p.m. – 8:00 p.m. unless extended by the Council President per Council Rules)**
4. CONSENT AGENDA
5. PRESENTATION: Nathan Wildfire, CEDO, re: PIAP Update (oral)(15 mins)
***material to be sent under separate cover**
6. COMMUNICATION: Doreen Kraft, Executive Director, BCA, re: City Hall Park Resolution
***Proposed action: waive the reading, accept the communication, place it on file and refer to the Parks, Arts and Culture Committee**
7. RESOLUTION: Addressing Burlington's Retirement System Challenges
(Councilor Shannon)
 - 7.01. COMMUNICATION: Mayor Miro Weinberger, re: Draft Process to Address Issues Raised at Pension Summit
8. ORDINANCE: BUILDINGS AND BUILDING CONSTRUCTION – Building Codes Adopted (Councilors Mason, Paul, Bushor: Ordinance Committee)
(2nd reading)
9. ORDINANCE: ANIMALS AND FOWL – Confinement of animals in vehicles (Councilors Mason, Bushor, Paul: Ordinance Committee; Councilors Blais, Shannon, Tracy, Knodell, Ayres, Worden & Siegel)(2nd reading)
10. RESOLUTION: March 4, 2014 Annual City Meeting—Proposed Charter Change Re Ward Boundaries (Councilors Siegel, Ayres, Blais: Charter Change Committee)
11. RESOLUTION: March 4, 2014 Annual City Meeting—Proposed Charter Change Re Ward Boundaries (Councilors Shannon, Knodell and Blais)
12. COMMITTEE REPORTS (5 mins.)
13. COMMUNICATION: City Councilors, re: General City Affairs (oral)(10 mins.)
14. COMMUNICATION: Mayor Weinberger, re: General City Affairs (oral)(5 mins.)
15. COMMUNICATION: Eileen Blackwood, City Attorney, re: BT Update (oral)

*** * * EXPECTED EXECUTIVE SESSION * * * ***

16. ADJOURNMENT

CONSENT AGENDA

ADJOURNED MEETING, CITY COUNCIL
MONDAY, DECEMBER 16, 2013

4.01. COMMUNICATION: Lori Olberg, Licensing, Voting & Records Coordinator, re:
Accountability List

*waive the reading, accept the communication and place it on file

4.02. RESOLUTION: Authorization to Grant Charter § 130 Hardship (Mayor Weinberger)

*waive the reading and refer to the Institution and Human Resources Committee for consideration

4.03. RESOLUTION: Approving Use of Contingency Funds for Sustainability Coordinator
(Councilors Shannon, Bushor, Aubin, Knodell: Board of Finance)

*waive the reading and adopt the resolution

4.03.01 . COMMUNICATION: Jennifer Green, Sustainability Coordinator, CEDO, re:
Sustainability, Cost Savings, and the General Fund

*waive the reading, accept the communication and place it on file

4.03.02. COMMUNICATION: Mayor Miro Weinberger, re: Contingency Funds for the
Sustainability Coordinator Position

*waive the reading, accept the communication and place it on file

4.03.03. COMMUNICATION: Mayor Miro Weinberger, re: Burlington Sustainability
Program Partnership Proposal

*waive the reading, accept the communication and place it on file

4.04. RESOLUTION: Recategorization of One Limited Service Full Time Exhibitions and
Sales Coordinator Position and One Limited Service Full Time Senior
Designer Position to Regular Full Time Positions at The Burlington
City Arts (Councilors Shannon, Bushor, Aubin, Knodell: Board of
Finance)

*waive the reading and adopt the resolution

4.04.01. COMMUNICATION: Doreen Kraft, Executive Director, BCA, re:
Classification of Exhibitions and Sales Coordinator

*waive the reading, accept the communication and place it on file

4.04.02. COMMUNICATION: Julie Hulburd, HR Generalist and Susan Leonard,
Director Human Resources, re: Re-categorization of the
Limited Service Full-Time Senior Designer and the
Limited Service Full-Time Exhibitions and Sales
Coordinator to Regular Full-Time

*waive the reading, accept the communication and place it on file

4.05. RESOLUTION: Reclassification and Title Change of Senior Programmer/Analyst
Position; Reclassification of Programmer/Analyst Position & Database
Administrator Position; Reclassification of Senior Network Analyst; and
Creation of Internet Programmer Analyst Position – Burlington Electric
Department (Councilors Shannon, Bushor, Aubin, Knodell: Board of

Finance)

*waive the reading and adopt the resolution

4.05.01. COMMUNICATION: Barbara Grimes, BED General Manager, re:
Reclassifications of IT Positions

*waive the reading, accept the communication and place it on file

4.05.02. COMMUNICATION: Susan Leonard, Human Resources Director and
Benjamin Pacy, Human Resources Generalist, re:
Reclassification and Title Change Senior
Programmer/Analyst Position; Reclassification
Programmer/Analyst & Database Administrator
Position; Reclassification Senior Network Analyst; and
Creation Internet Programmer Analyst – Burlington
Electric Department

*waive the reading, accept the communication and place it on file

4.06. RESOLUTION: Authorization for Lease of Certain Land at Burlington International
Airport (Councilors Shannon, Bushor, Aubin, Knodell: Board of
Finance)

*waive the reading and adopt the resolution

4.06.01. COMMUNICATION: Robert McEwing, Burlington International
Airport, re: City Council Approval Request –
Land Lease, SMS Realty Partnership

*waive the reading, accept the communication and place it on file

4.07. RESOLUTION: Authorization for Land Purchases Under AIP-98 (Councilors Shannon,
Bushor, Aubin, Knodell: Board of Finance)

*waive the reading and adopt the resolution

4.07.01. COMMUNICATION: Robert McEwing, Burlington International Airport, re:
City Council Approval Request – Purchase of 3
Properties – AIP-98

*waive the reading, accept the communication and place it on file

4.08. COMMUNICATION: Bob Rusten, Chief Administrative Officer, re: Report on Central
Purchasing as Specified in Resolution 14.0 adopted on June 24, 2013

*waive the reading, accept the communication and place it on file

4.09. COMMUNICATION: Douglas Johnston, President, Vermont Association of Chiefs of Police
and Springfield Police Chief, re: Luncheon

*waive the reading, accept the communication, place it on file and send to Mayor Weinberger and City
Council President Shannon for consideration

4.10. COMMUNICATION: Local Control Sub-committee/City Council License Committee
Members, re: Liquor license holder letter

*waive the reading, accept the communication and place it on file

4.11. COMMUNICATION: William Grubel, re: limiting gun ownership

*waive the reading, accept the communication and place it on file

4.12. COMMUNICATION: Amy Bovee, Executive Secretary, re: Board of Finance November 12,
2013 Minutes

*waive the reading, accept the communication and place it on file

4.13. COMMUNICATION: Amy Bovee, Executive Secretary, re: Board of Finance November 25, 2013 Minutes

*waive the reading, accept the communication and place it on file

4.14. COMMUNICATION: Hank Bradley, re: 2nd amendment

*waive the reading, accept the communication and place it on file

Members of the public may speak when recognized by the Chair, during the Public Forum (time certain: 7:30 p.m.) or during a Public Hearing. This agenda is available in alternative formats upon request. Persons with disabilities, who require assistance or special arrangements to participate in programs and activities of the Clerk/Treasurer's Office, are encouraged to contact us at 865-7000 (voice) or 865-7142 (TTY) at least 72 hours in advance so that proper arrangements can be made. This meeting will air live on the night of the meeting on Burlington Telecom, Channel 317. This meeting will also air on Channel 17 on December 18, 2013 at 8:00 p.m., repeating at 1 a.m., 7 a.m. and 1 p.m. the following day. For information on access, call Scott Schrader, Assistant CAO for Administration and Management (865-7140) or Lori Olberg, Licensing, Voting and Records Coordinator (865-7136) (TTY 865-7142).

Lori Olberg

From: Doreen Kraft
Sent: Wednesday, December 11, 2013 4:23 PM
To: Lori Olberg
Subject: City Hall Park Resolution
Attachments: CHP_Landscape Plan.pdf

Dear Councilors,

In this packet you'll find a resolution about City Hall Park - the jewel in the crown of our downtown.

A public engagement process called *Imagine City Hall Park* took place in Burlington for nine months from the summer 2011 until spring 2012 with over 950 community members including city councilors, department heads, maintenance crews, seniors, area businesses, social service agencies, New Americans, Burlington citizens, and visitors. The results of all engagement projects were analyzed and compiled into a report that was shared with the project's landscape architecture team, H. Keith Wagner and Jeff Hodgson Partnership, who transformed the information into a master plan. (Concept Final Drawing attached)

Burlington City Arts and Burlington Parks and Recreation Department are now ready to move to Phase 2 - engineering and design documents as funding becomes available. On Monday evening, we look forward to presenting an overview of the work we've done, with the assistance of the landscape architects, at which time we will review next steps. Thank you for your continued interest.

Best Doreen

Doreen Kraft
Executive Director
BURLINGTON CITY ARTS
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Burlington, VT 05401
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E dkraft@burlingtoncityarts.org



**BURLINGTON
CITY HALL
PARK**

LANDSCAPE PLAN

REVISIONS

© 1999 by The McGraw-Hill Companies, Inc.

OLMO 154

$$\text{CAL} \quad 1^{\circ} = 20^{\circ}\text{-}0''$$

DATE 05.15.12 017



Resolution Relating to

RESOLUTION

Sponsor(s): Councilor Paul

Introduced: _____

Referred to: _____

Action: _____

Date: _____

Signed by Mayor: _____

CITY HALL PARK MASTER PLAN

CITY OF BURLINGTON

In the year Two Thousand Thirteen.....

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

That WHEREAS, Burlington City Arts (BCA) received a \$10,000 contribution from the Merchants Bank to begin problem solving the safety challenges facing City Hall Park in 2010; and

WHEREAS, BCA assembled a committee of City Hall Park stakeholders at the Mayor's request to collaboratively approach the issues of infrastructure and programming that included the Departments of Parks and Recreation, Planning and Zoning, the Marketplace, BCA, as well as The Flynn, and the Burlington Business Association; and

WHEREAS, BCA applied for and received a \$50,000 matching grant from the National Endowment of the Arts to develop a master plan for the park that used the arts as an engagement tool and promised a high quality design as an outcome; and

WHEREAS, BCA raised the 1 to 1 match necessary to implement the outreach and complete the plan; and

WHEREAS, BCA spent 6 months on an outreach campaign asking the community to describe what they loved about the park and what they would like to see in the park in the future; and

WHEREAS, engagement participants included over 950 people and included extensive public outreach on many levels, including: artistic activities with youth, persons with disabilities, seniors and new Americans/ESL residents; with surveys that took place during activities in or near the park, in surrounding business lobbies and online; and in facilitated sessions with several adult groups, including parks department staff, city councilors and commissioners, surrounding business owners, and arts professionals; and

WHEREAS, the resulting master plan for City Hall Park integrates the highest priorities of the community into the design based on this public engagement process; and

WHEREAS, the Burlington Police Department supports consistent, positive activity in City Hall Park, including but not limited to vending, entertainment, and events that enhance public safety and help reduce crime and disorder; and

Resolution Relating to CITY HALL PARK MASTER PLAN

WHEREAS, the Mayor supported joint Burlington Police Department, Burlington City Arts , and the Parks and Recreation efforts to improve City Hall Park during the summers of 2012 and 2013 and the Mayor supports additional positive programming in the park immediately and the Mayor supports construction of the redesigned City Hall Park as early as 2015 and has placed the City Hall Park Master Plan on his list of priorities for the FY 15/16 budget; and

WHEREAS, a partnership between the Friends of City Hall Park and the City of Burlington, represented by BCA and the Department of Parks and Recreation, has formed and is now jointly seeking funding to complete construction drawings, in which the design of complex items such as storm water treatment, design of fountain area, kiosk and stage details will be determined with the appropriate City departments; and

WHEREAS, BCA with the support of Parks and Recreation continues to program City Hall Park with new lighting in the alleyway, annual art exhibits, noontime concerts in the spring/summer months, vending opportunities and lighting/public art initiatives in the winter; and

WHEREAS, this partnership is seeking funds to do a small feasibility study to identify potential local funders; and

WHEREAS, this partnership is also spearheading a city-wide effort to develop the capital funding sources for the approximate \$2.5 million renovation of the park based on the Master Plan including Downtown District Tax Increment Financing, Penny for Parks, grants, individual gifts; and

WHEREAS, the quality of our built environment is of utmost importance to the livability of our City, influencing how people relate to each other, providing the opportunity for community to form, and representing the depth of our social networks;

NOW, THEREFORE, BE IT RESOLVED that this City Council supports the progress which BCA, Parks and Recreation and the many other stakeholders in this effort have made thus far to improve one of our great assets in the Downtown District and make it welcoming to all; and

BE IT FURTHER RESOLVED that this Council encourages BCA and Parks and Recreation to continue their good work on City Hall Park and proceed forward with engineering and design documents as funding becomes available; and

BE IT FURTHER RESOLVED that this Council requests and looks forward to an update on progress to date to the City Council at the second meeting in May 2014.

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2 **Resolution Relating to**
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6 ADDRESSING BURLINGTON'S
7 RETIREMENT SYSTEM CHALLENGES
8

RESOLUTION
Sponsor(s): Councilor Shannon

Introduced: _____
Referred to: _____

Action: _____
Date: _____
Signed by Mayor: _____

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12 **CITY OF BURLINGTON**
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14 In the year Two Thousand Thirteen,.....
15 Resolved by the City Council of the City of Burlington, as follows:

16
17 That WHEREAS, on August 12, 2013, the City Council adopted a resolution to convene a summit to
18 discuss the underfunding of the City's pension plan; and

19 WHEREAS, pursuant to that resolution, a pension summit was held on November 5, 2013; and

20 WHEREAS, the August resolution asked the Administration, following the pension summit, to
21 submit a draft process for next steps to explore options to address that unfunded liability; and

22 WHEREAS, the Administration has submitted the attached draft plan, which reflects the
23 comments requested from the four bargaining units representing City employees, the Board of the
24 Burlington Employee Retirement System (BERS), two individuals owning commercial property in
25 Burlington, two non-union City employees, and the Board of Finance during its December 9, 2013
26 meeting; and

27 WHEREAS, the City wishes to involve employee and union representatives in the process with
28 the understanding that no such representative is engaging in collective bargaining or binding him or
29 herself or any group s/he may represent in any way by participating in the process;

30 NOW, THEREFORE, BE IT RESOLVED that the City Council adopts the Mayor's plan dated
31 December 11, 2013, and entitled "Addressing Burlington's Retirement System Challenges;"

32 AND BE IT FURTHER RESOLVED that the City Council approves the establishment of a
33 committee composed of 16 members (12 of whom would be voting members):

- 34 -a representative selected by each of the four bargaining units (4);
35 -one non-union, non-management employee selected by the City Council President (1);
36 -four City Council representatives selected by the City Council President with input from the
37 caucuses (4);
38 -two non-City-employee representatives of the BERS Board selected by the BERS Board (2);
39 -non-voting representatives from the Human Resources Department, City Attorney's Office,
40 Clerk/Treasurer's Office, and Mayor's Office selected by the Mayor (4); and
41 -Mayor Weinberger (1);
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43
44

Resolution Relating to

ADDRESSING BURLINGTON'S RETIREMENT SYSTEM CHALLENGES

AND BE IT FURTHER RESOLVED that the purposes of the committee shall include to:

- Define the root cause challenge(s) facing our current pension system;
- Define specific, measurable goals that are consistent with the identified challenges and achievable within a defined time frame;
- Develop principles by which to guide the goals;
- Identify the value for all stakeholders impacted by the pension system of developing solution goals; and
- Develop proposals for meeting the specific, measurable goals with associated costs and implementation strategies;

AND BE IT FURTHER RESOLVED that the committee shall:

- Select a Committee facilitator or chairperson (a member of the Committee or a credible outsider);
- Select an outside consultant to evaluate the City's situation and potential options within a budget set by the Mayor;
- Create a meeting schedule that would aim to begin as soon as possible in January 2014 and complete its work by May 30, 2014;
- Hold public hearings to obtain input and inform stakeholders and the public about the issues being considered;
- Provide bi-monthly updates to the City Council on its discussions and progress;
- Seek consensus on decisions on Committee recommendations and identify majority / minority votes if consensus is not possible; and
- Submit proposals, recommendations, or a report by May 30, 2014, addressing the above purposes.



Office of Mayor Miro Weinberger

MEMORANDUM

To: City Councilors
From: Mayor Miro Weinberger
Date: December 11, 2013
Re: Draft Process to Address Issues Raised at Pension Summit

Attached for your review and approval, please find a draft process for future discussions about the City of Burlington's retirement system, written in accordance with the City Council Resolution "Convening of a Summit to Discuss the Underfunding of the City's Pension Plan and to Explore Options to Address Unfunded Liability" adopted August 12, 2013. The goal of this process is to identify solutions to the issues raised at the Pension Summit on November 5, 2013, which are described in the attached communication. The Resolution also is attached.

Consistent with the Resolution, the draft proposal includes input my staff has requested and received from the four bargaining units representing City employees, the Board of the Burlington Employee Retirement System (BERS), two individuals owning commercial property in Burlington, and two non-union City employees, and the Board of Finance during its December 9, 2013 meeting. The Resolution requires City Council approval no more than two months following the November 5, 2013 Pension Summit, or by January 5, 2014. I respectfully request that the City Council reviews and approves the draft process during its December 16, 2013 meeting.

Thank you.



Office of Mayor Miro Weinberger

MEMORANDUM

To: City Councilors
From: Mayor Miro Weinberger
Date: December 11, 2013
Re: Addressing Burlington's Retirement System Challenges – Post-Summit Draft Process

The Pension Summit identified a number of issues about Burlington's Employee Retirement System (BERS) that warrant further discussion, such as an unfunded liability that has grown despite dramatically-increased City contributions. In addition, at least two of the unions raised the point that the current system is making it more difficult to retain and recruit employees. My Administration remains open-minded about the path forward and, while it has not yet reached any conclusions about the best way to address this challenge, there is widespread agreement that the challenge should be approached collaboratively with the involvement of all the different stakeholders in a jointly-designed process. Vermont Treasurer Beth Pearce spoke eloquently to this being the best and most effective process during the Summit.

To design such a process and ensure the long-term viability of BERS consistent with the parameters established by the August 12, 2013 City Council Resolution "Convening of a Summit to Discuss the Underfunding of the City's Pension Plan and to Explore Options to Address Unfunded Liability," one approach is to establish a Committee with representatives from each stakeholder group in the BERS system to facilitate discussion about the challenges our community faces and ultimately consensus on the path forward. Such an approach would require consultation with the different groups identified in the Resolution prior to presenting this proposal for a draft process to the City Council.¹ This Committee and its discussions would not be intended to replace the current collective bargaining process or impose any Committee recommended modifications about the City's retirement fund, but rather to inform the Mayor, the City Council, retirement system stakeholders, and the public at large. The Resolution allows two months from the November 5, 2013 Summit to submit a draft process to the City Council (a January 5, 2014 deadline), and my Administration plans to present the draft process to the City Council on December 16, 2013.

The composition of such a Committee should be subject to discussion with different stakeholders; therefore, the proposed composition below is preliminary and meant as a starting point for input:

- Each of the four bargaining units should have a representative selected by the union (4)
- A non-union, non-management employee who expresses interest by email or other means of communication by January 1, 2014 would be selected by the City Council President by January 10, 2014 (1)

¹ The list of groups includes the four bargaining units representing City employees, the Board of the Burlington Employee Retirement System (BERS), two individuals owning commercial property in Burlington, two non-union City employees, and the Board of Finance.

- The City Council should have four representative selected by the Council President with input from the caucuses (4)
- The BERS Board should have two non-City employee representatives selected by BERS (2)
- The Administration should have non-voting representatives from the Human Resources Department, City Attorney's Office, Clerk/Treasurer's Office, and Mayor's Office (4)
- I should be on the Committee in a voting capacity (1)

This proposal would result in a 16-person Committee with 12 voting members. Decisions on Committee recommendations would try to be reached first through consensus among voting members. If total consensus cannot be reached, then majority/minority votes will be identified.

With buy-in from the different stakeholders, the purpose of this Committee would be to:

- Define the root cause challenge(s) facing our current pension system
- Define goals consistent with the identified challenges
 - These goals should be specific, measurable and achievable within a defined time frame
 - Suggestions from the City Council on potential goals would be welcome at the outset of the process
- Develop principles by which to guide goals
- Identify the value for all stakeholders impacted by the pension system of developing solution goals
- Select a Committee facilitator or chairperson (a member of the Committee or a credible outsider)
- Select an outside consultant to evaluate the City's situation and potential options
- Create a meeting schedule consistent with the timeframe
- Develop proposals with associated costs and implementation strategies

The Committee would hold public meetings independent of any ongoing bargaining process, and the recommendations the Committee reaches would serve to inform the Mayor, City Council, retirement system stakeholders, and the public generally. The Committee would begin meeting as soon after January 10, 2014 as possible, and would be required to provide bi-monthly updates to the City Council on its discussions. Additionally, the Committee would be required to complete its work by May 30, 2014 if possible and June 30, 2014 at the latest. The Committee would be required to establish a meeting schedule reflective of its goals and that timeline during its first meeting.

CITY OF BURLINGTON

ORDINANCE
Sponsor: Councilors Mason,
Bushor, Paul: Ordinance Com.; Councilors Blais, Shannon, Tracy, Knodell, Ayres, Worden & Siegel
In the Year Two Thousand _____ Thirteen
Public Hearing Dates _____

An Ordinance in Relation to ANIMALS AND FOWL-- Confinement of animals in vehicles

First reading: _____
Referred to: _____
Rules suspended and placed in all
stages of passage: _____
Second reading: _____
Action: _____
Date: _____
Signed by Mayor: _____
Published: _____
Effective: _____

It is hereby Ordained by the City Council of the City of Burlington, as follows:

That Chapter 5, Animals & Fowl, of the Code of Ordinances of the City of Burlington be and hereby is amended by adding a new section, Sec. 5-28, "Confinement of animals in vehicles" thereto to read as follows:

Sec. 5-28. Confinement of animals in vehicles

(a) A person shall not leave an animal unattended in a standing or parked motor vehicle in a manner that would endanger the health or safety of the animal.

(b) Any humane officer, law enforcement officer, or member of a fire and rescue service may use reasonable force to remove any such animal from a motor vehicle. The officer so removing an animal shall deliver the animal to a humane society, veterinarian or town or municipal pound. If the owner of the animal cannot be found, the officer shall place a written notice in the vehicle, bearing the name of the officer and the department and address where the animal may be claimed. The owner shall be liable for reasonable expenses associated with the removal, delivery, boarding and disposition of the animal and a lien may be placed on the animal for these expenses. The officer may not be held liable for criminal or civil liability for any damage resulting from actions taken under subsection (a) of this section.

(c) A violation of this section shall be a civil violation subject to the penalties imposed by section 5-24 of this chapter.

* Material underlined added.

CITY OF BURLINGTON

ORDINANCE

Sponsor: Councilors Mason,
Paul, Bushor: Ordinance Committee
Public Hearing Dates _____
First reading: _____
Referred to: _____
Rules suspended and placed in all
stages of passage: _____
Second reading: _____
Action: _____
Date: _____
Signed by Mayor: _____
Published: _____
Effective: _____

In the Year Two Thousand _____ Thirteen

An Ordinance in Relation to

BUILDINGS AND BUILDING CONSTRUCTION –
Building Codes Adopted

It is hereby Ordained by the City Council of the City of Burlington, as follows:

That Chapter 8, Buildings and Building Construction, of the Code of Ordinances of the City of Burlington be and hereby is amended by amending Sec. 8-2(b) thereof to read as follows:

Sec. 8-2. Building codes adopted.

(b) *Conflicts*. In the event there is a conflict between the provisions of the codes adopted by reference in section 8-2(a) and the other provisions of this Code or ordinances of the city, the other provisions of this Code or ordinances of the city shall prevail.

~~—All building and heating, ventilating, and mechanical work shall comply with the Vermont Fire and Building Safety Code as currently adopted by the State of Vermont except that the following exceptions or changes from that Code are made in order to address the unique needs of the City of Burlington:~~

- ~~(1) —The chapter on Interior Environment of the 2003 International Building Code shall apply within the city~~
- ~~(2) —Chapter 30 of the 2003 International Building Code (elevators and conveyances pertaining to shaft construction) shall apply within the city.~~

* Material stricken out deleted.

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2 **Resolution Relating to**
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6 MARCH 4, 2014 ANNUAL CITY MEETING--PROPOSED
7 CHARTER CHANGE RE WARD BOUNDARIES
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RESOLUTION
Sponsor(s): Councilors Siegel,
Ayres, Blais: Charter Change Com.
Introduced: _____
Referred to: _____
Action: _____
Date: _____
Signed by Mayor: _____

11
12 **CITY OF BURLINGTON**
13

14 In the year Two Thousand Thirteen

15 Resolved by the City Council of the City of Burlington, as follows:
16

17 That the following question be placed on the ballot of the Annual City Meeting to be held on
18 March 4, 2014:

19 "Shall the Charter of the City of Burlington, Acts of 1949, No. 298 as amended be further
20 amended to amend Article 2, Wards and Boundaries, Article 4, Qualifications of Voters, Article
21 5, Penalties for Illegal voting, Article 6, Ward Officers, Article 7, Checklist, Article 8, Method of
22 Conducting Elections, Article 9, Special City Meetings, Article 13, Administration, Article 16,
23 Board of Civil Authority, Article 37, Boards Established, Article 41, Terms of Office, Article 43,
24 Removal from Office and Filling Vacancies, Article 49, Appointive Officers and Their Trusts;
25 City Clerk, and Article 57, School Commissioners by amending Sections 2, 3, 7, 8, 9, 10, 14, 18,
26 19, 20, 22, 23, 26, 36, 43, 120, 125, 128, 130, 138, 163, and 164, thereof and by the addition of
27 Sec. 2a thereto to read as follows:

28 **ARTICLE 1. BOUNDARIES OF CITY, INCORPORATION. As written**

29 **ARTICLE 2. WARDS AND BOUNDARIES CITY ELECTION AREAS DEFINED**

30 **Transition Provision.** The City of Burlington shall maintain its division into the seven wards as
31 constituted as of the first Tuesday in March 2014, until the annual meeting on the first Tuesday
32 in March 2015, and until newly elected officers begin the term on the first Monday in April
33 2015, after which the division of the city into seven wards as set forth in section 2 below shall be
34 abolished and replaced by the division into city districts and wards as set forth in section 2a
35 below to be effective for the annual meeting on the first Tuesday in March 2015, and the terms
36 of officers beginning on the first Monday in April 2015.

37 **§ 2. Division into Seven Wards described.**

38 The City of Burlington is hereby divided into seven wards constituted as follows:

39 Ward One. Ward one shall include all that part of said city lying easterly and northerly of the
40 following described line:

Resolution Relating to

Beginning at the centerline of the Winooski River under the Central Vermont Railway bridge below the Winooski Lower Falls; thence westerly in the centerline of said railroad to a point where the centerline of Hyde Street extended northerly intersects the same; thence southerly along the centerline of Hyde Street so extended and the centerline of Hyde Street to the intersection of the centerline of North Willard Street; thence southerly along the centerline of North Willard Street to the centerline of Pearl Street; thence easterly along the centerline of Pearl Street to the intersection of Pearl Street and South Williams Street; thence southerly along the centerline of South Williams Street to the intersection of South Williams and College Streets; thence westerly along the centerline of College Street to the intersection of College Street and So. Willard Street; thence southerly along the centerline of So. Willard Street to the intersection of So. Willard to the intersection of So. Willard and Main Streets; thence easterly in the south line of Main Street to a point in the south line of Main Street said point being one hundred and sixteen (116) feet east of the intersection of the south line of Main Street and the east line of South Prospect Street; thence south twenty-five (25) degrees, thirty (30) minutes east a distance of eight hundred and sixty-five (865) feet to a point in the east boundary of the Burlington Water Works reservoir property located south of Main Street, said point being six hundred and sixty (660) feet southerly of the south line of Main Street; thence south sixty-one (61) degrees, thirty (30) minutes east a distance of three hundred and sixty-three (363) feet to monument number fourteen (14) of the University of Vermont property markers also known as the southeast corner of the University Terrace subdivision; thence from the above-named point south nineteen (19) degrees, zero (0) minutes east a distance of one thousand, six hundred and thirty (1,630) feet to the northwest corner of the Gutterson Field House; thence along the north line of the Gutterson Field House, north eighty-three (83) degrees, fifteen (15) minutes east extended easterly to the common line between Burlington and South Burlington, a distance of six hundred and sixty (660) feet; thence north seven (7) degrees, forty-six (46) minutes west a distance of one thousand, six hundred and ten (1,610) feet along the common boundary between Burlington and South Burlington to the south line of Main Street; thence easterly along the south line of Main Street to the east line of the city.

Ward Two. Ward two shall include all that part of the city bounded as follows:

On the east by ward one and the Winooski River; on the south by the centerline of Main Street; on [the] west by a line running from the centerline of Main Street northerly along the centerline of South and North Union Streets to the centerline of Grant Street, thence westerly along the centerline of Grant Street to the centerline of North Winooski Avenue, thence northerly along the centerline of North Winooski Avenue to the centerline of North Street, thence westerly along the centerline of North Street to the centerline of Elmwood Avenue, thence northerly along the centerline of Elmwood Avenue to the centerline of Spring Street, thence northwesterly along the centerline of Spring Street and said centerline extended, to a point where the same intersects the centerline of Institute Road extended easterly; and on the north by the centerline of Institute Road extended easterly.

Ward Three. Ward three shall include all that part of the city bounded easterly by wards two and six, southerly by the centerline of King Street between South Union and St. Paul Streets and, westerly thereof by the centerline of Main Street and said centerline extended westerly to the west line of the city, westerly by the west line of the city north to the intersection with the

extension of the back property lines of property fronting on Haswell Street, the centerline of Depot Street to its intersection with North Avenue and by the centerline of North Avenue northerly thereof, and northerly by the northern boundary of the Central Vermont Railroad right-of-way.

Ward Four. Ward four shall include all that part of the city ~~laying~~ lying northerly of the centerline of Institute Road and westerly of the centerline of North Avenue to the intersection of the centerline of Fairfield Drive thence continuing westerly along the centerline of Fairfield Drive to the intersection of the property line between those properties fronting on Westward Drive and the eastern boundary of the Village at Northshore, thence continuing northerly along the Village of Northshore Boundary, then westerly along the northerly boundary of the Village at Northshore to a point where said boundary extended intersects Lake Champlain.

Ward Five. Ward five shall include all that part of the city lying southerly of the centerline of Main Street and said centerline extended westerly to the west line of the city and westerly of a line running from the centerline of Main Street southerly along the centerline of St. Paul Street to the centerline of Adams Street, thence easterly along the centerline of Adams Street to the centerline of South Winooski Avenue, thence southerly along the centerline of South Winooski Avenue to the centerline of St. Paul Street, thence southerly along the centerline of St. Paul Street and Shelburne Street to the south line of the city.

Ward Six. Ward six shall include all that part of the city lying southerly of the centerline of King Street between St. Paul and South Union Streets, but otherwise southerly of the centerline of Main Street and the south line of ward one, and easterly of the east boundary of ward five.

Ward Seven. Ward seven shall include all that part of the city lying easterly of ward four, westerly of the Winooski River and northerly of the boundaries of wards two and three respectively.

Reference is also made to a map entitled "Proposed Ward Boundaries, Burlington, Vermont, Department of Zoning and Planning, GIS, Burlington, Vermont, Prepared September 11, 1992 and amended October 5, 1992" located in the Burlington chief administrative officer's Office in further aid of the above description.

§ 2a. Election Boundaries for the annual meeting of 2015 and all city elections thereafter.
(a) City Districts Described.

For the annual meeting of 2015 and all city elections thereafter, the City of Burlington is divided into four electoral districts, constituted as follows:

(1) EAST DISTRICT

The East District shall include all that part of said city lying easterly and northerly of the following described boundaries:

Resolution Relating to

Beginning at the common boundary between the cities of Burlington and Winooski in the Winooski River beneath the Central Vermont Railway bridge downstream of the Lower Winooski Falls and Salmon Hole; thence westerly in the center line of said railroad tracks, crossing Intervale Road, to a point where the center line of Hyde Street extended northeasterly intersects said railroad track center line (approximately -73.2045 longitude, 44.4912 latitude); thence southerly along the extension of the center line of Hyde Street, continuing on the center line of Hyde Street to the intersection of the center line of North Willard Street; thence southerly along the center line of North Willard Street to the intersection of the center line of Pearl Street; thence westerly along the centerline of Pearl Street to the intersection of the center line of South Winooski Avenue; thence southerly along the center line of South Winooski Avenue to the intersection of the centerline of Main Street; thence easterly along the center line of Main Street to the intersection of the western property line of 525 Main Street extended, containing the Main Street Water Reservoir (approximately -73.1992 longitude, 44.4763 latitude); thence southerly along the western property boundary of 525 Main Street to its southwestern corner (approximately -73.1991 longitude, 44.4746 latitude); thence easterly along the southern property boundary of 525 Main Street to its southeastern corner (approximately -73.1984 longitude, 44.4746 latitude); thence southwesterly along the western property boundaries of 49, 55, and 59 University Terrace to the southwestern corner of 59 University Terrace (approximately -73.1987 longitude, 44.4742 latitude); thence southeasterly along the southern property boundaries of 59 University Terrace and 60 University Terrace, extended to the center line of University Heights Road (approximately -73.1964 longitude, 44.4732 latitude); thence southerly along the centerline of University Heights Road 1314 feet to its intersection with the extended centerline of the walkway serving the University of Vermont Southwick Hall and the Music Building from the Redstone Campus loop road (approximately -73.1968 longitude, 44.4698 latitude); thence westerly along the extended walkway and walkway centerline, with the Music Building to the north and Southwick Hall to the south, 367 feet to its intersection with the centerline of the Redstone Campus loop road (approximately -73.1982 longitude, 44.4698 latitude); thence northerly and then westerly along the center line of the Redstone Campus loop road to its intersection with the center line of South Prospect Street; thence southerly along the center line of South Prospect Street to its intersection with the center line of the Davis Road; thence northeasterly along the center line of Davis Road to its intersection with University Heights Road, continuing easterly along the center line of Davis Road to its intersection with the common boundary between the cities of Burlington and South Burlington.

(2) CENTRAL DISTRICT

The Central District shall include all that part of the city bounded as follows:
On the east, beginning at the common boundary between the City of Burlington and Town of Colchester in the Winooski River at the intersection of the center line of Institute Road extended northeasterly (approximately -73.2139 longitude, 44.5077 latitude); thence southerly along the common boundary between the City of Burlington and Town of Colchester in the Winooski River to a point beneath the Central Vermont Railway bridge downstream of the Lower Winooski Falls and Salmon Hole; thence southerly along the East District eastern boundary to its intersection with the center line of Main Street; thence southerly along the center line of South Winooski Avenue to its intersection with the centerline of King Street; on the south along the centerline of King Street extended westerly to Lake Champlain; on the west by Lake Champlain;

Resolution Relating to

on the north, beginning at the intersection of the common property boundary between 87 North Avenue and 9 Lakeview Terrace extended westerly to Lake Champlain (approximately -73.2252 longitude, 44.4832 latitude); thence northeasterly along the extended property boundary between 87 North Avenue and 9 Lakeview Terrace to its intersection with the centerline of the Central Vermont Railway railroad track (approximately -73.2239 longitude, 44.4837 latitude); thence northerly and easterly along the centerline of the Central Vermont Railway railroad track, crossing North Avenue and the Burlington Beltline, to the intersection of the centerline of Spring Street extended northwesterly (approximately -73.2183 longitude, 44.4912 latitude); thence northwesterly along the extension of the centerline of Spring Street to the intersection of the centerline of Institute Road extended northeasterly (approximately -73.2281 longitude, 44.4995 latitude); thence northeasterly along the extension of the centerline of Institute Road extended to its intersection with the common boundary between the City of Burlington and Town of Colchester in the Winooski River (approximately -73.2139 longitude, 44.5077 latitude).

(3) SOUTH DISTRICT

The South District shall include all that part of the city south of the southern boundaries of the East and Central Districts.

(4) NORTH DISTRICT

The North District shall include all that part of the city north of the northern boundary of the Central District.

(b) Wards Described.

Each of the City of Burlington's four electoral districts is hereby comprised of two wards, each of which is constituted as follows:

(1) EAST DISTRICT - WARD 1 AND WARD 8

The East District is divided into two wards by the following boundary:

Beginning at the center of the intersection of Pearl Street and South Willard Street; thence southerly along the center line of South Willard Street to the intersection of the center line of College Street; thence easterly along the center line of College Street extended to the intersection of the center line of University Place; thence southerly along the center line of University Place to the intersection of the center line of Main Street; thence easterly along the center line of Main Street to the common boundary between the Cities of Burlington and South Burlington.

Ward 1 lies to the north and east of the described boundary, and Ward 8 lies to the south and west.

(2) CENTRAL DISTRICT - WARD 2 AND WARD 3

The Central District is divided into two wards by the following boundary:

Resolution Relating to

Beginning at the center line of the Central Vermont Railway railroad track at the intersection of the center line of Spring Street extended northwesterly (approximately -73.2183 longitude, 44.4912 latitude); thence southerly along the center line of Spring Street extended northwesterly, continuing along the center line of Spring Street to the intersection of the centerline of Elmwood Avenue; thence southerly along the center line of Elmwood Avenue to the intersection of the centerline of Pearl Street; thence easterly along the center line of Pearl Street to the intersection of the center lines of North and South Winooski Avenue.

Ward 2 lies to the east of the described boundary, and Ward 3 lies to the west and south.

(3) SOUTH DISTRICT - WARD 5 AND WARD 6

The South District is divided into two wards by the following boundary:
Beginning at the intersection of the center lines of King Street and Saint Paul Street; thence southerly along the centerline of Saint Paul Street to the intersection of the center line of Shelburne Street; thence southerly along the center line of Shelburne Street to the intersection of the center line of Flynn Avenue; thence easterly along the centerline of Flynn Avenue extended easterly to the common boundary between the Cities of Burlington and South Burlington.
Ward 5 lies to the west of the described boundary, and Ward 6 lies to the east.

(4) NORTH DISTRICT - WARD 4 AND WARD 7

The North District is divided into two wards by the following boundary:
Beginning at the intersection of the center lines of North Avenue and the Central Vermont Railway railroad track; thence northerly along the centerline of North Avenue to the intersection of the center line of Fairfield Drive; thence westerly along the center line of Fairfield Drive to the intersection of the western property boundary of 39 Westward Drive extended southerly; thence northerly along the western property boundaries of 39 and 40 Westward Drive, continuing northerly along the western property boundaries of properties fronting the west side of Hardy Avenue to the southern boundary of 35 Derway Drive; thence westerly along the southern boundary of 35 Derway Drive, extended to its intersection of the center line of Derway Drive (approximately -73.2690 longitude, 44.5249 latitude); thence northeasterly along the centerline of Derway Drive to the intersection of the center line of Claire Pointe Drive; thence northerly along the center line of Claire Pointe Drive approximately 44 feet to its intersection with the southern property boundary of the Claire Pointe condominium development; thence westerly along the southern property boundary of the Claire Pointe condominium development to the Waterfront Bike Path right-of-way approximately 537 feet (approximately -73.2707 longitude, 44.5253 latitude), and then extended to Lake Champlain.
Ward 4 lies to the west of the described boundary, and Ward 7 lies to the east.

Reference is also made to a map entitled "Ward Redistricting, 8 Wards – 4 Districts, 12 Councilors, Referred to City Council by CC Committee (v.3), Map Date: December 2, 2013" located in the Burlington chief administrative officer's office in further aid of the above description.

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TITLE II. ELECTIONS AND CITY MEETINGS—CITY ELECTIONS

§ 3. Election of mayor and city councilors.

(a) Election of mayor. On the first Tuesday in March 2003, and triennially thereafter, the legal voters of the city shall, from among the legal voters thereof, elect a mayor. Notwithstanding any provision of this Charter or the general statutes, no person shall be eligible to have his or her name printed on the ballot as a candidate for the office of mayor who has not submitted a nominating petition signed by at least one hundred fifty registered voters of the city within the time limits specified in chapter 55 of Title 17 of the Vermont Statutes Annotated, as the same may be amended from time to time. ~~On the first Tuesday in March, 1994, and biennially thereafter, the legal voters of wards one, two, three, five and six shall, from among the legal voters thereof, elect one city councilor and all ward officers hereinafter named; and on the first Tuesday in March, 1995, and biennially thereafter, the legal voters in wards one, two, three, five and six shall, from among the legal voters thereof, elect one city councilor and all ward officers hereinafter named.~~

~~(b) On the first Tuesday in March, 1994, the legal voters of wards four and seven shall, from among the legal voters thereof, elect two city councilors, one for a one-year term and one for a two-year term, as well as all ward officers hereinafter named. Annually thereafter, the legal voters of wards four and seven shall, from among the legal voters thereof, elect one city councilor and all ward officers hereinafter named.~~

(b) Election of city councilors.

Transitional Provision. The terms of city councilors elected on the first Tuesday in March 2014 shall be abolished on the first Monday of April 2015. The terms of city councilors elected on the first Tuesday in March 2013 shall expire as of the first Monday of April 2015. The new city council shall be elected at the annual city meeting on the first Tuesday in March 2015, with councilors' terms to begin on the first Monday of April 2015, as set forth below.

(1) On the first Tuesday in March 2015, and biennially thereafter, the legal voters of each of the south, central, east, and north city districts shall, from among the legal voters of their respective district, elect a city councilor for a two year term.

(2) On the first Tuesday in March 2015, the legal voters from each of wards one, two, three, four, five, six, seven and eight shall, from among the legal voters of their respective ward elect a city councilor for a one year term. On the first Tuesday in March, 2016, and biennially thereafter, the legal voters of each ward shall elect a city councilor for a two year term.

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§§ 4-5 As written

ARTICLE 3. WARNINGS As written

ARTICLE 4. QUALIFICATIONS OF VOTERS

§ 7. Age and residence requirements.

Every ~~male or female~~ citizen of this state not less than eighteen years of age who has taken the Freeman's (Voter's) Oath, who resides in said city and who has registered to vote with the board for registration of voters no later than the deadline established by Vermont law prior to any warned city or ward or city district election or any annual or special city meeting shall be a legal voter at said election or meeting, and no other person shall be allowed to vote at such election or meeting.

§ 8. Person to vote in ward or city district in which the person resides; residence requirement.

No such citizen shall vote except in the ward or city district of which he or she is at the time a resident.

ARTICLE 5. PENALTIES FOR ILLEGAL VOTING

§ 9. Adopted.

The penalties set forth in Vermont Statutes Annotated shall be applicable for illegal voting at any city or ward or city district election.

ARTICLE 6. WARD OFFICERS

Transitional Provision. The terms of ward officers elected prior to the annual city meeting on the first Tuesday in March 2015 shall be abolished on the first Monday of April 2015. The new ward officers shall be elected at the annual city meeting on the first Tuesday in March 2015, with their terms to begin on the first Monday of April 2015, as set forth below. The ward officers of the seven wards elected prior to the 2015 annual city meeting shall serve as the election officers for the 2015 annual meeting. The ward officers for Ward 8 in the election on the first Tuesday in March 2015 shall be appointed for that election by the Board of Civil Authority.

Resolution Relating to

§ 10. Specified; selection.

The ward officers shall be a clerk and three inspectors of election. All three inspectors of election may not be members of the same political party. In such event, the city council shall forthwith appoint an inspector who shall serve instead of the candidate who received the third largest number of votes. Ward clerks shall be chosen for two-year terms and inspectors of elections for three-year terms by the legal voters of each ward at the annual city election. The ward clerks elected March 3, 2015 shall take office April 7, 2015 ~~March 7, 2000 shall take office April 4, 2000~~. Three inspectors of election shall be elected in each ward on March 3, 2015 ~~March 7, 2000~~, one for a one-year term commencing April 4, 2015 ~~2000~~ and terminating March 31, 2016 ~~2001~~; one for a two-year term commencing April 4, 2015 ~~2000~~ and terminating March 31, 2017 ~~2002~~; and one for a three-year term commencing April 4, 2015 ~~2000~~ and terminating March 31, 2018 ~~2003~~. Thereafter, all inspectors of elections shall be elected for three-year terms.

§§ 11-13 As written

ARTICLE 7. CHECKLIST

§ 14. List of voters to be prepared; posting.

Preceding each annual or special city or ward or city district election to be held in said city, it shall be the duty of the board for registration of voters to prepare full and complete lists of the voters in the respective wards or city districts of said city, and to certify the same to the chief administrative officer. One copy of such lists shall be posted by or under the direction of the chief administrative officer in some public place in the wards or city districts to which the voters whose names are on such list respectively belong, at least twelve days previous to any such election.

§§ 15-17. As written

§ 18. Copies of list to be given inspectors.

After all such additions, alterations and corrections shall have been made by said board for registration of voters, a true copy of such checklist shall be made by the chief administrative officer, and delivered to the inspectors of election in the several wards, for use at such annual or special city election or ward or city district election ~~or ward section~~; and no person whose name is not on such lists shall be allowed to vote at any such election.

ARTICLE 8. METHOD OF CONDUCTING ELECTIONS

§ 19. Where elections held; early voter absentee ballots.

Annual and special elections shall be held in the several wards, ~~for use at such annual or special city or ward election~~. Notwithstanding 17 V.S.A. Chapter 51, the ballots of early or absentee voters may be returned to the ward clerks of the various wards within the city.

Resolution Relating to

§ 20. Ward clerk to keep records; certificates of election to be furnished successful candidates; election results to be published.

It shall be the duty of the clerk of each ward subject to supervision by the chief administrative officer as presiding officer for city and ward and city district elections to make a record of all elections held therein, and to furnish to each officer who shall have been elected for such ward or city district, including city councilors and school commissioners, a certificate of his or her election, and also immediately after any election in such ward to return and certify to the chief administrative officer a statement of the votes for all officers in his or her ward, which statement shall be recorded in the city records, and a certificate by the chief administrative officer of the result of such election in the whole city shall be forthwith published in the various newspapers of said city.

§ 21 As written

§ 22. Ballots.

For all city or ward or city district elections, and also for the election of justices of the peace in said city, the chief administrative officer shall prepare all official ballots, consistent with the requirements of any regulation adopted under section 5 of this chapter, and otherwise in the same manner and subject to all the provisions of the laws of this state providing for and regulating the preparation and distribution of official ballots in towns and cities; provided, however, that said chief administrative officer shall cause to be printed for every ward or city district in said city not less than 60 ballots for every 50 names or fractional part thereof on the voting list prepared and posted in such ward or city district for any such election; and further provided that said chief administrative officer shall deliver to the inspectors of election in each ward on the day of such election and before the hour for opening the polls in said ward, such number of blocks of ballots containing one hundred each as shall nearest represent two-thirds of the whole number required to be printed for such ward or city district, and shall retain the balance of the ballots for each ward or city district so prepared.

§ 23. Retained ballots to be delivered to inspectors on demand.

In case the inspectors of election in any ward for any cause shall require the ballots so belonging to such ward or city district and retained by said chief administrative officer, or any part thereof, they shall notify him or her in writing. Said chief administrative officer shall thereupon forthwith transmit to said inspectors of election such part or all of said ballots so retained in his or her possession as said inspectors of election shall specify.

§ 24. As written

ARTICLE 9. SPECIAL CITY MEETINGS

§ 25 As written

Resolution Relating to

§ 26. Questions at special meetings to be decided by ballot.

The questions at any such special meeting shall be determined by ballot and the checklist shall be used. There shall be at such meeting a separate polling place, or polling places, for each ward, and as many of the ward officers hereinbefore named as shall be necessary shall act at such meetings, in the same manner as at city or ward or city district elections. For all such meetings, it shall be the duty of the chief administrative officer to prepare suitable ballots in sufficient quantity.

ARTICLES 10 – 12 As written

ARTICLE 13. ADMINISTRATION

§ 36. Administration; vested in mayor and city council; selection and terms of same

The administration of all the fiscal, prudential and municipal affairs of the city and the government thereof, except as herein otherwise provided, shall be vested in a principal officer to be styled the mayor and a board of ~~fourteen~~ twelve members to be denominated the city council. The city council shall elect one of the members president thereof. The mayor and city council sitting in their joint capacity shall be called the city council with mayor presiding. ~~Except as herein otherwise provided, the mayor and the members of the city council shall hold office for the term of two years.~~

ARTICLES 14-15 As written

ARTICLE 16. BOARD OF CIVIL AUTHORITY

§ 43. Composition; board for registration of voters; duties; appointments; offices.

(a) The city council with mayor presiding shall constitute the board of civil authority for said city, except that all duties with respect to preparing checklists of voters and making additions thereto or alterations or corrections thereon imposed upon said council by this Charter or the provisions of the general statutes relating thereto shall be performed by a board of ~~nine (9)~~ ten (10) members, to be known as the board for registration of voters. Not more than five (5) members of said board shall at any one time be from the same political party.

(b) As written.

(c) As written.

ARTICLES 17 – 36 As written

Resolution Relating to

ARTICLE 37. BOARDS ESTABLISHED

§ 120. Enumerated.

There shall be maintained in said city a board of assessors consisting of the city assessor and two legal voters of said city; a board of tax appeals normally consisting of seven legal voters of said city; a board of public works commissioners consisting of seven legal voters of said city; a board of cemetery commissioners, a board of police commissioners, a board of light commissioners, a board of fire commissioners, and a board of health, each consisting of five legal voters of said city; a board of airport commissioners consisting of four legal voters of the City of Burlington and one legal voter of the City of South Burlington, a board of park and recreation commissioners, consisting of five legal voters of said city; a board of library commissioners consisting of ten members; a board of planning commissioners, the members of such boards to be appointed by the city council with mayor presiding; a board of school commissioners consisting of ~~fourteen~~ twelve legal voters of said city and of the respective wards in which they are elected; and a board of finance to be constituted as hereinafter provided.

§§ 120a – 121 As written

ARTICLES 38 – 40 As written

ARTICLE 41. TERMS OF OFFICE

§ 125. Mayor, city councilors, ward and precinct officers.

(a) ~~Except as herein otherwise provided, the mayor elected on the first Tuesday in March, 1993, shall hold office from the first Monday in April, 1993, to the first Monday in April, 1995, and those elected thereafter shall hold office for the term of two years from the first Monday in April next following such election. On the first Tuesday in March, 1994, the voters of ward one, two, three, five and six shall each elect, from among the legal voters thereof, one city councilor for a term of two years from the first Monday in April, 1994. On the first Tuesday in March, 1995, the voters of wards one, two, three, five and six shall each elect, from among the legal voters thereof, one city councilor for a term of two years from the first Monday in April, 1995. On the first Tuesday in March, 1994, the legal voters of wards four and seven shall each elect, from among the legal voters thereof, two city councilors, one for a one year term and one for a two year term. Notwithstanding any other provision hereof, the election of a city councilor in ward four in 1993 shall be for a one year term only. The various ward and precinct officers elected on the first Tuesday in March, 1994, and the various ward and precinct officers thereafter elected, shall hold office for the term of one year from the first Monday in April following such election. The provisions of this Section shall control the provisions of section 3 of this Charter.~~

On the first Tuesday in March 2003, and triennially thereafter, the legal voters of the city shall, from among the legal voters thereof, elect a mayor who shall hold office for the term of three years from the first Monday in April next following such election.

(b) Election of city councilors.

Transitional Provision. The terms of city councilors elected on the first Tuesday in March 2014 shall be abolished on the first Monday of April 2015. The terms of city councilors elected on the first Tuesday in March 2013 shall expire as of the first Monday of April 2015. The new city council shall be elected at the annual city meeting on the first Tuesday in March 2015, with councilors' terms to begin on the first Monday of April 2015, as set forth below.

(1) On the first Tuesday in March 2015, and biennially thereafter, the legal voters of each of the south, central, east, and north city districts shall, from among the legal voters of their respective district, elect a city councilor for a two year term.

(2) On the first Tuesday in March 2015, the legal voters from each of wards one, two, three, four, five, six, seven and eight shall, from among the legal voters of their respective ward elect a city councilor for a one year term. On the first Tuesday in March, 2016, and biennially thereafter, the legal voters of each ward shall elect a city councilor for a two year term.

§§ 126 – 127 As written

ARTICLE 42. As written

ARTICLE 43. REMOVAL FROM OFFICE AND FILLING VACANCIES.

§ 128. Manner of filling.

In case of a vacancy in the office of mayor, occasioned by death, resignation, removal from said city, permanent inability to serve, failure to elect or disqualification of the person chosen, the president of the city council shall act as mayor until such successor is elected and has qualified; and in case of any vacancy in the city council from any of the above mentioned causes, the same shall be filled by a new election in the proper ward or city district; and if any city councilor shall remove out of the ward or city district which he or she may have been elected or no longer reside in such ward or city district as a result of reapportionment, his or her office shall thereupon become vacant and the same shall be filled by a new election in the proper ward or city district; and in case there shall arise an occasion for any such new election as a result of a vacancy in the office of mayor or city councilor for any of the above mentioned causes, the same shall be held within 90 days of the date of such vacancy, provided such vacancy shall occur before the first

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581 day in October in any year, unless a citywide election has been prescheduled to occur between
582 the 90th and the 120th day of the date of such vacancy, in which case the same shall be held on
583 such prescheduled election date; otherwise it shall be filled at the next annual city election. In
584 every case, the person so elected shall serve for the remainder of the official term. In the case of
585 reapportionment, such election shall be held at the next ensuing annual city meeting and the term
586 of the city councilor who no longer resides in the ward or city district as a result of
587 reapportionment shall continue until the newly elected city councilor assumes office on the first
588 Monday in April.

589 **§ 129. As written**

590 **§ 130. Manner of filling vacancy and residency requirement.**

591 (a) As written

592 (b) Any individual elected to the position of mayor must be a legal voter of the city as of the
593 date the written consent required by 17 V.S.A. § 2681(a) is filed and at all times during his or her
594 term of office. Any individual elected to the position of city councilor or school commissioner
595 must be a legal voter of the city and of the ward or city district he or she proposes to represent as
596 of the date the written consent required by 17 V.S.A. § 2681(a) is filed and at all times during his
597 or her term of office. Any person appointed to serve as a member of any city commission must,
598 except as otherwise specifically provided for herein, be a legal voter of the city at all times
599 during his or her term of office.

600
601 (c) As written.

602
603 (d) As written

604
605 (e) As written

606 **ARTICLES 44 – 48 As written**

607 **ARTICLE 49. APPOINTIVE OFFICERS AND THEIR TRUSTS; CITY CLERK**

608 **§ 138. Duties of chief administrative officer generally.**

609 (a) The chief administrative officer shall, subject to the authority of the mayor as chief
610 executive officer, have direct responsibility for those administrative, financial and record
611 keeping responsibilities which are not assigned by this Charter to another city entity. The chief
612 administrative officer shall have supervisory responsibility for those functions, herein outlined,
613 which were formerly the responsibility of the city clerk and city treasurer.

614 (b) The chief administrative officer shall perform for the city the same duties devolving by the
615 law of the state upon town clerks, except insofar as those duties are changed or modified by the
616 provisions of this Charter and shall receive and collect for and on behalf of the city to be used for
617 city purposes all and the same fees to be paid to town clerks for the performance of those duties

Resolution Relating to

under the general laws of the state. The chief administrative officer shall keep a full and complete record and account of all fees as received and as paid to the chief administrative officer in a form and manner as the board of finance and the city auditor may prescribe, and shall give a proper receipt for every fee collected. The chief administrative officer shall receive only an annual salary or other compensation as shall be determined by the city council. The chief administrative officer shall be ex officio clerk of the city council with mayor presiding, city council, board of civil authority, board for the abatement of taxes and liquor control commissioners. The chief administrative officer shall have exclusive charge and custody of the public records of the city and of all records, papers and documents belonging to the Town of Burlington at the time the City of Burlington was organized. The chief administrative officer shall be the presiding officer for ward, city district, city and legislative district elections. An assistant within the chief administrator's office may be designated by the chief administrative officer to be the presiding officer for ward, city district, city and legislative district elections.

§§ 139 – 142 As written

ARTICLES 50 – 56 As written

ARTICLE 57. SCHOOL COMMISSIONERS

Transitional Provision. The terms of school commissioners elected on the first Tuesday in March 2014 shall be abolished on the first Monday of April, 2015. The terms of school commissioners elected on the first Tuesday in March 2013 shall expire as of the first Monday of April, 2015. The new school board shall be elected at the annual city meeting on the first Tuesday in March 2015 with commissioners' terms to begin on the first Monday of April 2015, as set forth below.

§ 163. Composition.

The board of school commissioners of said city shall be composed of ~~fourteen~~ twelve school commissioners, ~~two each~~ one from wards one through ~~seven~~ eight inclusive; and one from each of the four districts who shall be elected as hereinbefore and hereinafter provided. Anything contained herein or in the general statutes to the contrary notwithstanding, all candidates for the board of school commissioners shall be elected on a nonpartisan basis. No reference shall be made on an election ballot to a candidate's political affiliation or to the endorsement of any such candidate by political party or parties.

§ 164. Terms, elections.

On the first Tuesday in March, 1994, the voters of wards one, two, three, five and six shall each elect, from among the legal voters thereof, one school commissioner for a term of two years from the first Monday in April, 1994. On the first Tuesday in March, 1995, the voters of wards one, two, three, five and six shall each elect, from among the legal voters thereof, one school commissioner for a term of two years from the first Monday in April, 1995. On the first Tuesday in March, 1994, the legal voters of wards four and seven shall each elect, from among the legal

MARCH 4, 2014 ANNUAL CITY MEETING--
PROPOSED CHARTER CHANGE RE
WARD BOUNDARIES

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voters thereof, two school commissioners, one for a one-year term and one for a two-year term. Thereafter, the election of school commissioners in each ward shall be held on the first Tuesday in March in the year in which the term of office of the school commissioner therein shall expire, and each school commissioner shall be elected for a term of two years from the first Monday in April following such election. Notwithstanding any other provision hereof, the election of a school commissioner in ward four in 1993 shall be for a one year term only.

Transitional Provision. The terms of school commissioners elected on the first Tuesday in March 2014 shall be abolished on the first Monday of April 2015. The terms of school commissioners elected on the first Tuesday in March 2013 shall expire as of the first Monday of April 2015. The new school board shall be elected at the annual city meeting on the first Tuesday in March 2015, with commissioners' terms to begin on the first Monday of April 2015, as set forth below.

- (1) On the first Tuesday in March 2015, and biennially thereafter, the legal voters of each of the south, central, east, and north city districts shall, from among the legal voters of their respective district, elect a school commissioner for a two year term.
- (2) On the first Tuesday in March 2015, the legal voters from each of wards one, two, three, four, five, six, seven and eight shall, from among the legal voters of their respective ward elect a school commissioner for a one year term. On the first Tuesday in March, 2016, and biennially thereafter, the legal voters of each ward shall elect a school commissioner for a two year term.

§§ 165 – 170 As written

ARTICLES 58 – 98 As written ?”

AND, BE IT FURTHER RESOLVED that pursuant to 17 V.S.A. Sec. 2645(a)(7) the City Council hereby determines that the proposed charter amendment is too long or unwieldy to be shown in the amended form and determines that the printed ballot shall utilize a short form question to read: “Shall various sections of the City Charter, Acts of 1949, No. 298, as amended, related to city elections be further amended as follows:

1. To provide for the city to be divided into four city electoral districts and eight city electoral wards as depicted on the map on file in the chief administrator’s office, effective as of the annual meeting on March 3, 2015, and for all city elections thereafter;
2. To provide for the city council to be comprised of twelve (12) members with each of the four city districts and eight wards represented by one city councilor, with district councilors elected to two year terms beginning with the election on March 3, 2015, and with ward councilors elected for a one year term on March 3, 2015 and a two year term at the annual meeting on March 1, 2016, and biennially thereafter;

Resolution Relating to

MARCH 4, 2014 ANNUAL CITY MEETING--
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3. To provide for the school board to be comprised of twelve (12) members with each of the four city districts and eight wards represented by one school commissioner, with district commissioners elected to two year terms beginning with the election on March 3, 2015, and with ward commissioners elected for a one year term on March 3, 2015 and a two year term at the annual meeting on March 1, 2016, and biennially thereafter;
4. To provide for the ward election officers for each of the eight wards to be elected at the annual meeting on March 3, 2015, with three inspectors of election whose election is phased in so that each is elected for a staggered three year term ultimately, and that for the 2015 annual meeting only the ward officers of the seven wards elected prior to the 2015 annual city meeting shall serve as the election officers for those wards and the ward officers for Ward 8 shall be appointed for the 2015 election by the Board of Civil Authority; and
5. To provide for the addition of one member to the Board for the Registration of Voters so that the board is comprised of ten (10) members.?"

AND, BE IT FURTHER RESOLVED that in accordance with 17 V.S.A. Sec. 2645, public hearings on the above-proposed amendment of the Burlington City Charter shall be held on Friday, January 17, 2014 at 12:00 noon and on Monday, January 27, 2014 at 7:00 p.m. in Contois Auditorium, City Hall, Burlington, Vermont.

- * Material underlined added.
- ** Material stricken out deleted.

Resolution Relating to

RESOLUTION
Sponsor(s): ~~Councilors Shannon,~~
~~Knodell, Blais~~

Introduced: _____

Referred to: _____

Action: _____

Date: _____

Signed by Mayor: _____

MARCH 4, 2014 ANNUAL CITY MEETING--PROPOSED
CHARTER CHANGE RE WARD BOUNDARIES

CITY OF BURLINGTON

In the year Two Thousand Thirteen.....

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

That the following question be placed on the ballot of the Annual City Meeting to be held on March 4, 2014:

“Shall the Charter of the City of Burlington, Acts of 1949, No. 298 as amended be further amended to amend Article 2, Wards and Boundaries, Article 4, Qualifications of Voters, Article 6, Ward Officers, Article 8, Method of Conducting Elections, Article 13, Administration, Article 37, Boards Established, Article 41, Terms of Office, and Article 57, School Commissioners by amending Sections 2, 3, 7, 10, 19, 36, 120, 125, 163, and 164, thereof and by the addition of Sec. 2a thereto to read as follows:

ARTICLE 1. BOUNDARIES OF CITY, INCORPORATION. As written

ARTICLE 2. WARDS AND BOUNDARIES DEFINED

Transition Provision. The City of Burlington shall maintain its division into the seven wards as constituted as of the first Tuesday in March 2014, until the annual meeting on the first Tuesday in March 2015, and until newly elected officers begin the term on the first Monday in April 2015, after which the division of the city into seven wards as set forth in section 2 below shall be abolished and replaced by the division into four wards as set forth in section 2a below to be effective for the annual meeting on the first Tuesday in March 2015, and the terms of officers beginning on the first Monday in April 2015.

§ 2. Division into Seven Wards described.

The City of Burlington is hereby divided into seven wards constituted as follows:

Ward One. Ward one shall include all that part of said city lying easterly and northerly of the following described line:

Resolution Relating toMARCH 4, 2014 ANNUAL CITY MEETING--PROPOSED
CHARTER CHANGE RE WARD BOUNDARIES

Beginning at the centerline of the Winooski River under the Central Vermont Railway bridge below the Winooski Lower Falls; thence westerly in the centerline of said railroad to a point where the centerline of Hyde Street extended northerly intersects the same; thence southerly along the centerline of Hyde Street so extended and the centerline of Hyde Street to the intersection of the centerline of North Willard Street; thence southerly along the centerline of North Willard Street to the centerline of Pearl Street; thence easterly along the centerline of Pearl Street to the intersection of Pearl Street and South Williams Street; thence southerly along the centerline of South Williams Street to the intersection of South Williams and College Streets; thence westerly along the centerline of College Street to the intersection of College Street and So. Willard Street; thence southerly along the centerline of So. Willard Street to the intersection of So. Willard and Main Streets; thence easterly in the south line of Main Street to a point in the south line of Main Street said point being one hundred and sixteen (116) feet east of the intersection of the south line of Main Street and the east line of South Prospect Street; thence south twenty-five (25) degrees, thirty (30) minutes east a distance of eight hundred and sixty-five (865) feet to a point in the east boundary of the Burlington Water Works reservoir property located south of Main Street, said point being six hundred and sixty (660) feet southerly of the south line of Main Street; thence south sixty-one (61) degrees, thirty (30) minutes east a distance of three hundred and sixty-three (363) feet to monument number fourteen (14) of the University of Vermont property markers also known as the southeast corner of the University Terrace subdivision; thence from the above-named point south nineteen (19) degrees, zero (0) minutes east a distance of one thousand, six hundred and thirty (1,630) feet to the northwest corner of the Gutterson Field House; thence along the north line of the Gutterson Field House, north eighty-three (83) degrees, fifteen (15) minutes east extended easterly to the common line between Burlington and South Burlington, a distance of six hundred and sixty (660) feet; thence north seven (7) degrees, forty-six (46) minutes west a distance of one thousand, six hundred and ten (1,610) feet along the common boundary between Burlington and South Burlington to the south line of Main Street; thence easterly along the south line of Main Street to the east line of the city.

Ward Two. Ward two shall include all that part of the city bounded as follows:

On the east by ward one and the Winooski River; on the south by the centerline of Main Street; on {the} west by a line running from the centerline of Main Street northerly along the centerline of South and North Union Streets to the centerline of Grant Street, thence westerly along the centerline of Grant Street to the centerline of North Winooski Avenue, thence northerly along the centerline of North Winooski Avenue to the centerline of North Street, thence westerly along the centerline of North Street to the centerline of Elmwood Avenue, thence northerly along the centerline of Elmwood Avenue to the centerline of Spring Street, thence northwesterly along the centerline of Spring Street and said centerline extended, to a point where the same intersects the centerline of Institute Road extended easterly; and on the north by the centerline of Institute Road extended easterly.

Ward Three. Ward three shall include all that part of the city bounded easterly by wards two and six, southerly by the centerline of King Street between South Union and St. Paul Streets and, westerly thereof by the centerline of Main Street and said centerline extended westerly to the west line of the city, westerly by the west line of the city north to the intersection with the extension of the back property lines of property fronting on Haswell Street, the centerline of Depot Street to its intersection with North Avenue and by the centerline of North Avenue northerly thereof, and northerly by the northern boundary of the Central Vermont Railroad right-of-way.

Resolution Relating toMARCH 4, 2014 ANNUAL CITY MEETING--PROPOSED
CHARTER CHANGE RE WARD BOUNDARIES

Ward Four. Ward four shall include all that part of the city ~~laying~~ lying northerly of the centerline of Institute Road and westerly of the centerline of North Avenue to the intersection of the centerline of Fairfield Drive thence continuing westerly along the centerline of Fairfield Drive to the intersection of the property line between those properties fronting on Westward Drive and the eastern boundary of the Village at Northshore, thence continuing northerly along the Village of Northshore Boundary, then westerly along the northerly boundary of the Village at Northshore to a point where said boundary extended intersects Lake Champlain.

Ward Five. Ward five shall include all that part of the city lying southerly of the centerline of Main Street and said centerline extended westerly to the west line of the city and westerly of a line running from the centerline of Main Street southerly along the centerline of St. Paul Street to the centerline of Adams Street, thence easterly along the centerline of Adams Street to the centerline of South Winooski Avenue, thence southerly along the centerline of South Winooski Avenue to the centerline of St. Paul Street, thence southerly along the centerline of St. Paul Street and Shelburne Street to the south line of the city.

Ward Six. Ward six shall include all that part of the city lying southerly of the centerline of King Street between St. Paul and South Union Streets, but otherwise southerly of the centerline of Main Street and the south line of ward one, and easterly of the east boundary of ward five.

Ward Seven. Ward seven shall include all that part of the city lying easterly of ward four, westerly of the Winooski River and northerly of the boundaries of wards two and three respectively.

Reference is also made to a map entitled "Proposed Ward Boundaries, Burlington, Vermont, Department of Zoning and Planning, GIS, Burlington, Vermont, Prepared September 11, 1992 and amended October 5, 1992" located in the Burlington chief administrative officer's Office in further aid of the above description.

2a. Election Boundaries for the annual meeting of 2015 and all city elections thereafter.**(a) City Wards Described.**

For the annual meeting of 2015 and all city elections thereafter, the City of Burlington is divided into four electoral wards, constituted as follows:

(1) WARD ONE

Ward One shall include all that part of said city lying easterly and northerly of the following described boundaries:

Beginning at the common boundary between the cities of Burlington and Winooski in the Winooski River beneath the Central Vermont Railway bridge downstream of the Lower Winooski Falls and Salmon Hole; thence westerly in the center line of said railroad tracks, crossing Intervale Road, to a point where the center line of Hyde Street extended northeasterly intersects said railroad track center line (approximately - 73.2045 longitude, 44.4912 latitude); thence southerly along the extension of the center line of Hyde Street, continuing on the center line of Hyde Street to the intersection of the center line of North Willard Street; thence southerly along the center line of North Willard Street to the intersection of the center line of Pearl Street; thence westerly along the centerline of Pearl Street to the intersection of the center line of South Winooski Avenue; thence southerly along the center line of South Winooski Avenue to the intersection of the centerline of Main Street; thence easterly along the center line of Main Street to the

Resolution Relating toMARCH 4, 2014 ANNUAL CITY MEETING--PROPOSED
CHARTER CHANGE RE WARD BOUNDARIES

intersection of the western property line of 525 Main Street extended, containing the Main Street Water Reservoir (approximately -73.1992 longitude, 44.4763 latitude); thence southerly along the western property boundary of 525 Main Street to its southwestern corner (approximately -73.1991 longitude, 44.4746 latitude); thence easterly along the southern property boundary of 525 Main Street to its southeastern corner (approximately -73.1984 longitude, 44.4746 latitude); thence southwesterly along the western property boundaries of 49, 55, and 59 University Terrace to the southwestern corner of 59 University Terrace (approximately -73.1987 longitude, 44.4742 latitude); thence southeasterly along the southern property boundaries of 59 University Terrace and 60 University Terrace, extended to the center line of University Heights Road (approximately -73.1964 longitude, 44.4732 latitude); thence southerly along the centerline of University Heights Road 1314 feet to its intersection with the extended centerline of the walkway serving the University of Vermont Southwick Hall and the Music Building from the Redstone Campus loop road (approximately -73.1968 longitude, 44.4698 latitude); thence westerly along the extended walkway and walkway centerline, with the Music Building to the north and Southwick Hall to the south, 367 feet to its intersection with the centerline of the Redstone Campus loop road (approximately -73.1982 longitude, 44.4698 latitude); thence northerly and then westerly along the center line of the Redstone Campus loop road to its intersection with the center line of South Prospect Street; thence southerly along the center line of South Prospect Street to its intersection with the center line of the Davis Road; thence northeasterly along the center line of Davis Road to its intersection with University Heights Road, continuing easterly along the center line of Davis Road to its intersection with the common boundary between the cities of Burlington and South Burlington.

(2) WARD TWO

Ward Two shall include all that part of the city bounded as follows:

On the east, beginning at the common boundary between the City of Burlington and Town of Colchester in the Winooski River at the intersection of the center line of Institute Road extended northeasterly (approximately -73.2139 longitude, 44.5077 latitude); thence southerly along the common boundary between the City of Burlington and Town of Colchester in the Winooski River to a point beneath the Central Vermont Railway bridge downstream of the Lower Winooski Falls and Salmon Hole; thence southerly along the Ward One eastern boundary to its intersection with the center line of Main Street; thence southerly along the center line of South Winooski Avenue to its intersection with the centerline of King Street; on the south along the centerline of King Street extended westerly to Lake Champlain; on the west by Lake Champlain; on the north, beginning at the intersection of the common property boundary between 87 North Avenue and 9 Lakeview Terrace extended westerly to Lake Champlain (approximately -73.2252 longitude, 44.4832 latitude); thence northeasterly along the extended property boundary between 87 North Avenue and 9 Lakeview Terrace to its intersection with the centerline of the Central Vermont Railway railroad track (approximately -73.2239 longitude, 44.4837 latitude); thence northerly and easterly along the centerline of the Central Vermont Railway railroad track, crossing North Avenue and the Burlington Beltline, to the intersection of the centerline of Spring Street extended northwesterly (approximately -73.2183 longitude, 44.4912 latitude); thence northwesterly along the extension of the centerline of Spring Street to the intersection of the centerline of Institute Road extended northeasterly (approximately -73.2281 longitude, 44.4995 latitude); thence northeasterly along the extension of the centerline of Institute Road extended to its intersection with the common boundary between the City of Burlington and Town of Colchester in the Winooski River (approximately -73.2139 longitude, 44.5077 latitude).

Resolution Relating toMARCH 4, 2014 ANNUAL CITY MEETING--PROPOSED
CHARTER CHANGE RE WARD BOUNDARIES**(3) WARD THREE**

Ward Three shall include all that part of the city south of the southern boundaries of Wards One and Two.

(4) WARD FOUR

Ward Four shall include all that part of the city north of the northern boundary of Ward Two.

Reference is also made to a map entitled "Ward Redistricting -4 Wards 12 Councilors v.5" Map Date December 12, 2013 located in the Burlington Chief Administrative Officer's office in further aid of the above description.

TITLE II. ELECTIONS AND CITY MEETINGS ----CITY ELECITIONS**§ 3. Election of mayor and city councilors.**

(a) Election of mayor. On the first Tuesday in March 2003, and triennially thereafter, the legal voters of the city shall, from among the legal voters thereof, elect a mayor. Notwithstanding any provision of this Charter or the general statutes, no person shall be eligible to have his or her name printed on the ballot as a candidate for the office of mayor who has not submitted a nominating petition signed by at least one hundred fifty registered voters of the city within the time limits specified in chapter 55 of Title 17 of the Vermont Statutes Annotated, as the same may be amended from time to time. ~~On the first Tuesday in March, 1994, and biennially thereafter, the legal voters of wards one, two, three, five and six shall, from among the legal voters thereof, elect one city councilor and all ward officers hereinafter named; and on the first Tuesday in March, 1995, and biennially thereafter, the legal voters in wards one, two, three, five and six shall, from among the legal voters thereof, elect one city councilor and all ward officers hereinafter named.~~

~~(b) On the first Tuesday in March, 1994, the legal voters of wards four and seven shall, from among the legal voters thereof, elect two city councilors, one for a one year term and one for a two year term, as well as all ward officers hereinafter named. Annually thereafter, the legal voters of wards four and seven shall, from among the legal voters thereof, elect one city councilor and all ward officers hereinafter named.~~

(b) Election of city councilors

Transitional Provision. The terms of city councilors elected on the first Tuesday in March 2014 shall be abolished on the first Monday of April 2015. The terms of city councilors elected on the first Tuesday in March 2013 shall expire as of the first Monday of April 2015, with councilors' terms to begin on the first Monday of April 2015, as set forth below.

- (1) On the first Tuesday in March 2015, the legal voters of each city ward shall, from among the legal voters of their respective ward, elect a city councilor for a one year term, a city councilor for a two year term, and a city councilor for a three year term.
- (2) On the first Tuesday of March 2016, and annually thereafter, the legal voters of each city ward shall, from among the legal voters of their respective ward, elect a city councilor for a three year term.

Resolution Relating to

§§ 4-5 As written

ARTICLE 3. WARNINGS As written

ARTICLE 4. QUALIFICATIONS OF VOTERS

§ 7. Age and residence requirements.

Every ~~male or female~~ citizen of this state not less than eighteen years of age who has taken the Freeman's (Voter's) Oath, who resides in said city and who has registered to vote with the board for registration of voters no later than the deadline established by Vermont law prior to any warned city or ward election or any annual or special city meeting shall be a legal voter at said election or meeting, and no other person shall be allowed to vote at such election or meeting.

§ 8. Person to vote in ward in which the person resides; residence requirement. As written

ARTICLE 5. PENALTIES FOR ILLEGAL VOTING As written

ARTICLE 6. WARD OFFICERS

Transitional Provision. The terms of ward officers elected prior to the annual city meeting on the first Tuesday in March 2015 shall be abolished on the first Monday of April 2015. The new ward officers shall be elected at the annual city meeting on the first Tuesday in March 2015, with their terms to begin on the first Monday of April 2015, as set forth below. The ward officers of the seven wards elected prior to the 2015 annual meeting, shall be appointed to new ward officer positions in the four wards, by the Board of Civil Authority, and shall serve as the election officers for the 2015 annual meeting.

§ 10. Specified; selection.

The ward officers shall be a clerk and ~~three~~ six inspectors of election. All ~~three~~ six inspectors of election may not be members of the same political party. In such event, the city council shall forthwith appoint an inspector who shall serve instead of the candidate who received the third largest number of votes. Ward clerks shall be chosen for ~~two-year terms~~ three-year terms and inspectors of elections shall be chosen for three-year terms by the legal voters of each ward at the annual city election. The ward clerks elected March 3, 2015 shall take office April 7, 2015 ~~March 7, 2000 shall take office April 4, 2000~~. Three ~~Three~~ Six inspectors of election shall be elected in each ward on March 3, 2015 ~~March 7, 2000~~, one ~~one~~ two for a one-year term commencing April 4, 2015 ~~2000~~ and terminating March 31, 2016 ~~2001~~; two for a two-year term commencing April 4, 2015 ~~2000~~ and terminating March 31, 2017 ~~2002~~; and two for a three-year term commencing April 4, 2015 ~~2000~~ and terminating March 31, 2018 ~~2003~~. Thereafter, all inspectors of elections shall be elected for three-year terms.

§§ 11-13 As written

Resolution Relating toMARCH 4, 2014 ANNUAL CITY MEETING--PROPOSED
CHARTER CHANGE RE WARD BOUNDARIES**ARTICLE 7. CHECKLIST As Written****ARTICLE 8. METHOD OF CONDUCTING ELECTIONS****§ 19. Where elections held; early voter absentee ballots.**

Annual and special elections shall be held in the several wards, ~~for use at such annual or special city or ward election.~~ Notwithstanding 17 V.S.A. Chapter 51, the ballots of early or absentee voters may be returned to the ward clerks of the various wards within the city.

§ 20-24 As written**ARTICLES 9 – 12 As written****ARTICLE 13. ADMINISTRATION****§ 36. Administration; vested in mayor and city council; selection and terms of same**

The administration of all the fiscal, prudential and municipal affairs of the city and the government thereof, except as herein otherwise provided, shall be vested in a principal officer to be styled the mayor and a board of ~~fourteen~~ twelve members to be denominated the city council. The city council shall elect one of the members president thereof. The mayor and city council sitting in their joint capacity shall be called the city council with mayor presiding. ~~Except as herein otherwise provided, the mayor and the members of the city council shall hold office for the term of two years.~~

ARTICLES 14-36 As written**ARTICLE 37. BOARDS ESTABLISHED****§ 120. Enumerated.**

There shall be maintained in said city a board of assessors consisting of the city assessor and two legal voters of said city; a board of tax appeals normally consisting of seven legal voters of said city; a board of public works commissioners consisting of seven legal voters of said city; a board of cemetery commissioners, a board of police commissioners, a board of light commissioners, a board of fire commissioners, and a board of health, each consisting of five legal voters of said city; a board of airport commissioners consisting of four legal voters of the City of Burlington and one legal voter of the City of South Burlington, a board of park and recreation commissioners, consisting of five legal voters of said city; a board of library commissioners consisting of ten members; a board of planning commissioners, the members of such boards to be appointed by the city council with mayor presiding; a board of school commissioners consisting of ~~fourteen~~ twelve legal voters of said city and of the respective wards in which they are elected; and a board of finance to be constituted as hereinafter provided.

Resolution Relating toMARCH 4, 2014 ANNUAL CITY MEETING--PROPOSED
CHARTER CHANGE RE WARD BOUNDARIES

§§ 120a – 121 As written

ARTICLES 38-40 As written

ARTICLE 41. TERMS OF OFFICE**§ 125. Mayor, city councilors, ward and precinct officers.**

(a) ~~Except as herein otherwise provided, the mayor elected on the first Tuesday in March, 1993, shall hold office from the first Monday in April, 1993, to the first Monday in April, 1995, and those elected thereafter shall hold office for the term of two years from the first Monday in April next following such election. On the first Tuesday in March, 1994, the voters of ward one, two, three, five and six shall each elect, from among the legal voters thereof, one city councilor for a term of two years from the first Monday in April, 1994. On the first Tuesday in March, 1995, the voters of wards one, two, three, five and six shall each elect, from among the legal voters thereof, one city councilor for a term of two years from the first Monday in April, 1995. On the first Tuesday in March, 1994, the legal voters of wards four and seven shall each elect, from among the legal voters thereof, two city councilors, one for a one-year term and one for a two-year term. Notwithstanding any other provision hereof, the election of a city councilor in ward four in 1993 shall be for a one-year term only. The various ward and precinct officers elected on the first Tuesday in March, 1994, and the various ward and precinct officers thereafter elected, shall hold office for the term of one year from the first Monday in April following such election. The provisions of this Section shall control the provisions of section 3 of this Charter.~~

On the first Tuesday in March 2003, and triennially thereafter, the legal voters of the city shall, from among the legal voters thereof, elect a mayor who shall hold office for the term of three years from the first Monday in April next following such election.

(b) Election of city councilors

Transitional Provision. The terms of city councilors elected on the first Tuesday in March 2014 shall be abolished on the first Monday of April 2015. The terms of city councilors elected on the first Tuesday in March 2013 shall expire as of the first Monday of April 2015, with councilors' terms to begin on the first Monday of April 2015, as set forth below.

- (1) On the first Tuesday in March 2015 the legal voters of each city ward shall, from among the legal voters of their respective ward, elect a city councilor for a one year term, a city councilor for a two year term, and a city councilor for a three year term.
- (2) On the first Tuesday of March 2016, and annually thereafter, the legal voters of each city ward shall, from among the legal voters of their respective ward, elect a city councilor for a three year term.

§§126 – 127 As written

§§ 139 – 142 As written

Resolution Relating toMARCH 4, 2014 ANNUAL CITY MEETING--PROPOSED
CHARTER CHANGE RE WARD BOUNDARIES**ARTICLES 42 – 56 As written****ARTICLE 57. SCHOOL COMMISSIONERS**

Transitional Provision. The terms of school commissioners elected on the first Tuesday in March 2014 shall be abolished on the first Monday of April, 2015. The terms of school commissioners elected on the first Tuesday in March 2013 shall expire as of the first Monday of April, 2015. The new school board shall be elected at the annual city meeting on the first Tuesday in March 2015 with commissioners' terms to begin on the first Monday of April 2015, as set forth below.

- (1) On the first Tuesday in March 2015 the legal voters of each city ward shall, from among the legal voters of their respective ward, elect a school commissioner for a one year term, a school commissioner for a two year term, and a school commissioner for a three year term.
- (2) On the first Tuesday of March 2016, and annually thereafter, the legal voters of each city ward shall, from among the legal voters of their respective ward, elect a school commissioner for a three year term.

§ 163. Composition.

The board of school commissioners of said city shall be composed of ~~fourteen~~ twelve school commissioners, ~~two each three~~ from each ward who shall be elected as hereinbefore and hereinafter provided. Anything contained herein or in the general statutes to the contrary notwithstanding, all candidates for the board of school commissioners shall be elected on a nonpartisan basis. No reference shall be made on an election ballot to a candidate's political affiliation or to the endorsement of any such candidate by political party or parties.

§ 164. Terms, elections.

On the first Tuesday in March, 1994, the voters of wards one, two, three, five and six shall each elect, from among the legal voters thereof, one school commissioner for a term of two years from the first Monday in April, 1994. On the first Tuesday in March, 1995, the voters of wards one, two, three, five and six shall each elect, from among the legal voters thereof, one school commissioner for a term of two years from the first Monday in April, 1995. On the first Tuesday in March, 1994, the legal voters of wards four and seven shall each elect, from among the legal voters thereof, two school commissioners, one for a one-year term and one for a two-year term. Thereafter, the election of school commissioners in each ward shall be held on the first Tuesday in March in the year in which the term of office of the school commissioner therein shall expire, and each school commissioner shall be elected for a term of two years from the first Monday in April following such election. Notwithstanding any other provision hereof, the election of a school commissioner in ward four in 1993 shall be for a one year term only.

Transitional Provision. The terms of school commissioners elected on the first Tuesday in March 2014 shall be abolished on the first Monday of April, 2015. The terms of school commissioners elected on the first Tuesday in March 2013 shall expire as of the first Monday of April, 2015. The new school board

Resolution Relating toMARCH 4, 2014 ANNUAL CITY MEETING--PROPOSED
CHARTER CHANGE RE WARD BOUNDARIES

shall be elected at the annual city meeting on the first Tuesday in March 2015 with commissioners' terms to begin on the first Monday of April 2015, as set forth below.

- (1) On the first Tuesday in March 2015 the legal voters of each city ward shall, from among the legal voters of their respective ward, elect a school commissioner for a one year term, a school commissioner for a two year term, and a school commissioner for a three year term.
- (2) On the first Tuesday of March 2016, and annually thereafter, the legal voters of each city ward shall, from among the legal voters of their respective ward, elect a school commissioner for a three year term.

ARTICLES 58 – 98 As written ?”

AND, BE IT FURTHER RESOLVED that pursuant to 17 V.S.A. Sec. 2645(a)(7) the City Council hereby determines that the proposed charter amendment is too long or unwieldy to be shown in the amended form and determines that the printed ballot shall utilize a short form question to read: “Shall various sections of the City Charter, Acts of 1949, No. 298, as amended, related to city elections be further amended as follows:

1. To provide for the city to be divided into four city wards as depicted on the map on file in the chief administrator's office, effective as of the annual meeting on March 3, 2015, and for all city elections thereafter;
2. To provide for the city council to be comprised of twelve (12) members with each of the four wards represented by three city councilors elected to staggered three year terms, phased in from the annual meeting in March 2015 to the annual meeting in March 2018;
3. To provide for the school board to be comprised of twelve (12) members with each of the four wards represented by three school commissioners elected to staggered three year terms, phased in from the annual meeting in March 2015 to the annual meeting in March 2018; and
4. To provide for a ward clerk and six inspectors of election to be elected for three year terms as the ward election officers for each ward at the annual meeting on March 3, 2015, with the inspectors' elections phased in from the annual meeting in March 2015 to the annual meeting in March 2018. ?”

AND, BE IT FURTHER RESOLVED that in accordance with 17 V.S.A. Sec. 2645, public hearings on the above-proposed amendment of the Burlington City Charter shall be held on Friday, January 17, 2014 at 12:00 noon and on Monday, January 27, 2014 at 7:00 p.m. in Contois Auditorium, City Hall, Burlington, Vermont.

* Material underlined added.

** Material stricken out deleted.

Vermont Superior Court
Chittenden Civil Division

ENTRY REGARDING MOTION

Beliveau vs. Code Enforcement Office
[Bergman]

923-8-13 Cncv

Title: Motion to Dismiss for Lack of Subject Matter Ju, No. 1
Filed on: October 3, 2013
Filed By: Bergman, Eugene, Attorney for:
Interested Person City of Burlington

Response filed on 11/06/13 by Attorney Pro Se
Appellant's Opposition to Motion to Dismiss

Vermont Superior Court

DEC 12 2013

☒ Granted Compliance by _____
☐ Denied

Chittenden Unit

☐ Scheduled for hearing on: _____ at _____; Time Allotted _____

☐ Other

- ① The case is moot; there is no remaining dispute, and no legally cognizable case or controversy, with respect to Burlington HARB's actual decision & order on August 6, 2013, which simply ordered Appellant to schedule a housing inspection, which did occur during the defined time period.
- ② For court to address & rule on multiple questions presented by Appellant's


Judge

12/12/13
Date

Date copies sent to: 12/12/13
Copies sent to:

Clerk's Initials DS

Appellant Leon Beliveau
Appellee Code Enforcement Office City of Burlington
Attorney Eugene Bergman for Interested Person City of Burlington

Statement of Question, when there is no longer any actual controversy between the parties over the limited substance of the 8/6/13 HARB order, would constitute an impermissible "advisory opinion" which the court is not permitted.

③ No exceptions urged, or shown to mootness doctrine.

STATE OF VERMONT

VERMONT SUPERIOR COURT
CHITTENDEN UNIT

CIVIL DIVISION
DOCKET NO. 923-8-13Cncv

LEON BELIVEAU

v.

CITY OF BURLINGTON, HOUSING REVIEW
BOARD, and/or CODE ENFORCEMENT OFFICE

Vermont Superior Court

DEC 12 2013


FINAL JUDGMENT

Chittenden Unit

The appeal herein is **DISMISSED**, for lack of subject matter jurisdiction because the specific action required by the order appealed from has occurred, and therefore this action is moot. There is no continuing case or controversy between the parties with respect to the August 6, 2013 decision and order appealed from.

This action is concluded.

IT IS SO ORDERED, at Burlington, Vermont, this 12th day of December,
2013.


Dennis R. Pearson, Superior Judge

Ward Redistricting 4 Wards 12 Councilors v.5

Ward (Deviation)

1 (4.7%)

2 (-0.9%)

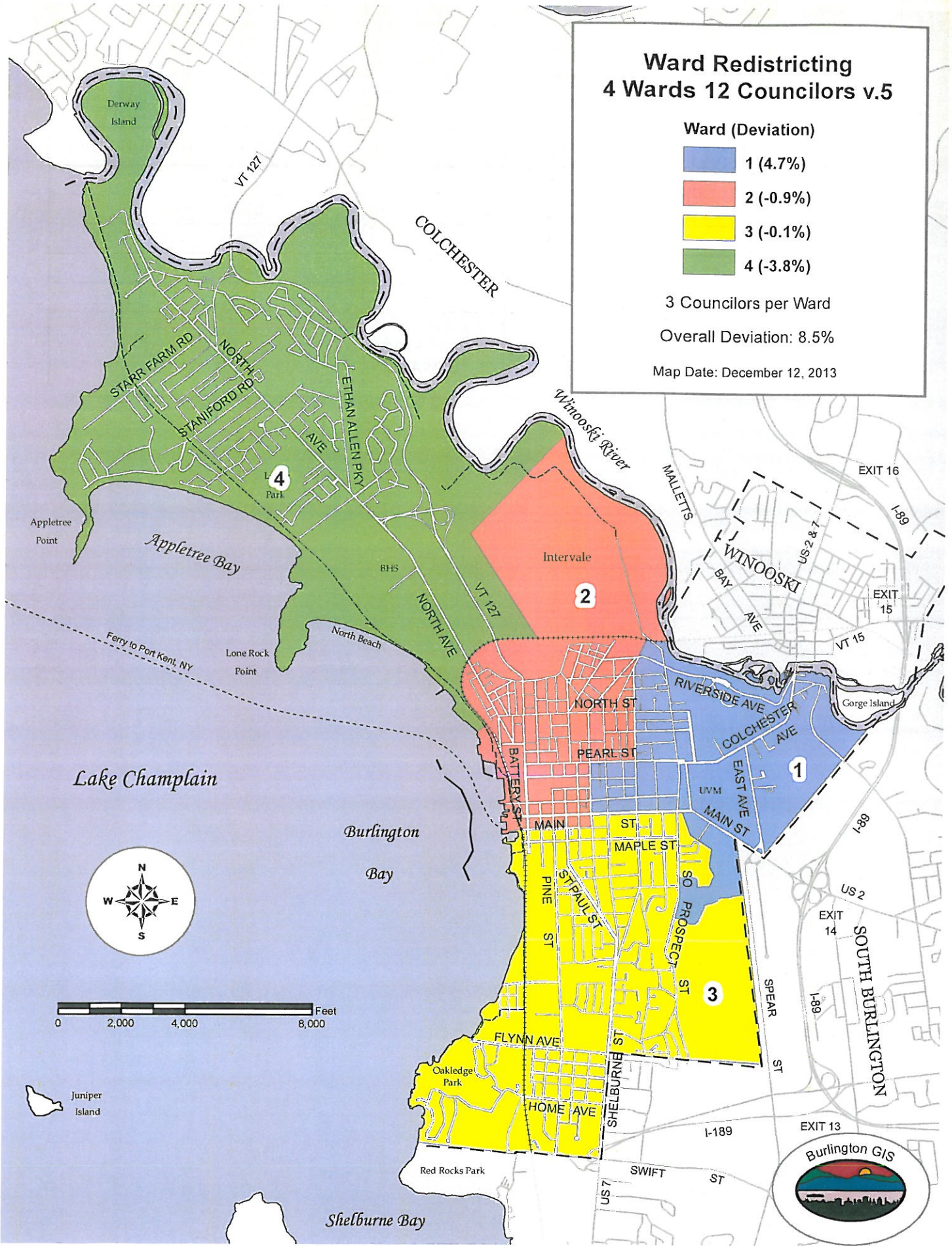
3 (-0.1%)

4 (-3.8%)

3 Councilors per Ward

Overall Deviation: 8.5%

Map Date: December 12, 2013



	12/12/2013		
Prepared by: Lori Olberg, Licensing, Voting & Records Coordinator			
Meeting Date	Type of Document	Action Requested	Return to Council
1/9/2012	Resolution: Creation of a Financial Literacy Web Page	progress report to the Council by the Interim CAO	2/13/2012
2/13/2012	Resolution: Ongoing and Future Relationship Between the City of Burlington and the University of Vermont	report due back to the Council by the Community Development and Neighborhood Revitalization Committee	3/26/2012
8/13/2012	Resolution: Strategic Plan Re Fiscal Health of the City	Board of Finance and the C/T Office will work to produce a strategic plan and present said plan to the Council in a worksession	1/7/13; 1/28/13
8/13/2012	Resolution: Landlord Accountability	report due back to CD & NR Committee from the Code Enforcement Office	not-specified
11/26/2012	Resolution: Moving Urban Agriculture Issues Forward	Board of Health to report back to the Council; Planning Commission to report back to the Council	6/24/2013
3/11/2013	Resolution: Commission and Board Appointment Process	report due back from the Charter Change Committee to the Council	first meeting in November 2013
3/11/2013	Resolution: Survey to Determine if Commissions and Boards are Functioning Optimally	report due back from the Charter Change Committee to the Council	first meeting in November 2013
3/18/2013	Communication: Burlington Committee on Accessibility Strategy and Plan	future action to be taken	not-specified
4/15/2013	Resolution: Proposed Amendments to Appendix B Rules and Regulations of The City Council	postpone action for now	post City Council Retreat
6/10/2013	Resolution: City Attorney Constitutional Analysis of No Trespass Ordinance for Church Street Marketplace June 12, 2012	have the Ordinance Committee review Attorney John Franco's issues	not-specified
6/24/2013	Communication: John L. Franco, Jr., re: CSM Trespass Authority Ordinance Opinion	referred to the Ordinance Committee	not-specified
	Supplement		
7/15/2013	Communication: UVM Housing Master Plan	referred to the Institution/Human Resources Committee	not-specified
7/15/2013	Communication: Richard Cate, UVM, re: COB and UVM MOU re: Zoning Amendments	referred to the Institution/Human Resources Committee	not-specified
8/12/2013	Ordinance: CDO Historic Building Materials ZA 13-12	referred to the Ordinance Committee	not-specified
8/12/2013	Communication: P & Z Director White, re: Proposed Zoning Amendment 13-12	referred to the Ordinance Committee	not-specified
8/12/2013	Resolution: Adoption of Council Priorities for 2013 - 2014 Council Year	report back from the "Priorities Committee"	9/23/2013
9/23/2013	Resolution: Finalize A Strategic Plan for Diversity, Equity and Inclusion for the City of Burlington	final plan and adoption by the City Council	1/27/2014
10/21/2013	Ordinance: ZA 14-06 CDO--Removal of Café Parking Requirements in Shared Use Districts	referred to the Ordinance Committee	not-specified
11/4/2013	Ordinance: CDO--RCO-Recreation Greenspace Lot Coverage ZA 14-02	referred to the Ordinance Committee	not-specified
11/4/2013	Communication: Corey Mallon, RN, re: St. Joseph's School	"wtrapf" and referred to the Board of Finance	not-specified
11/4/2013	Communication: Hunter Rieseberg, VLCT, re: VLCT Board Sets DY15 Dues	send a copy to the Board of Finance	n/a
11/18/2013	Resolution: Launching The Downtown Parking Improvement Initiative	tasked to complete the downtown parking facilities assessment	no later than the end of 2014
11/18/2013	Resolution: Launching The Downtown Parking Improvement Initiative	Downtown Parking Management Plan will be presented to the City Council for adoption	no later than March, 2015
11/18/2013	Resolution: March 4, 2014 Annual City Meeting--Proposed Charter Change Re Ban on Firearms in any Establishment With a Liquor License	two public hearings need to occur	1/17/14, at noon; 1/27/14, at 7:00 p.m.
11/18/2013	Resolution: March 4, 2014 Annual City Meeting--Proposed Charter Change Re Safe Storage of Firearms	two public hearings need to occur	1/17/14, at noon; 1/27/14, at 7:00 p.m.
11/18/2013	Communication: Thomas Gustafson, VP for University Relations & Administration, Re; City of Burlington and University of Vermont Memorandum of Agreement Re: 2009 Zoning Amendments	referred to the Institution/Human Resources Committee with a report due back as to whether UVM is meeting the goals of the agreement and an assessment as to whether UVM is holding students accountable for off-campus behavior, and trends in the neighborhoods as they relate to UVM housing issues	2/10/2014

1
2 **Resolution Relating to**
3
4

RESOLUTION
Sponsor(s): Mayor Weinberger

Introduced: _____
Referred to: _____

Action: _____
Date: _____
Signed by Mayor: _____

5
6 AUTHORIZATION TO GRANT CHARTER § 130
7 HARDSHIP
8

9
10
11
12 **CITY OF BURLINGTON**
13

14 In the year Two Thousand Thirteen.....

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

16
17 That WHEREAS, City Charter § 130(c) requires that listed department heads become legal voters of
18 the City within a year of becoming a department head; and

19 WHEREAS, § 130(c) allows a department head to be granted an extension of time in which to
20 become a legal voter beyond the one year if a “personal hardship” is found by the City Council with
21 Mayor presiding; and

22 WHEREAS, by resolution adopted on October 23, 2006, rules were established to provide
23 guidelines for determining personal hardship; and

24 WHEREAS, these rules state that the City Council shall find a personal hardship if the appointee
25 has children in grades K-12 currently attending a Vermont school other than Burlington; and

26 WHEREAS, Community and Economic Development Office Director Peter Owens was residing
27 in Hanover, New Hampshire, at the time he was hired and has minor children, currently in grades 9 and
28 11, who attend school across the Connecticut river in New Hampshire in the Dresden School District; and

29 WHEREAS, upon hiring, Director Owens initially established his residence in Burlington and
30 traveled to see his children at their home in Hanover, New Hampshire; and

31 WHEREAS, the traveling back and forth has become disruptive to the family relationship, and
32 Director Owens would like to return to living at the family home in Hanover, New Hampshire; and
33
34

Resolution Relating to

**AUTHORIZATION TO GRANT
CHARTER § 130 HARDSHIP**

WHEREAS, if Director Owens's children attended a Vermont school, this request would fit squarely within the Council's 2006 rules; and

WHEREAS, the Dresden School District is an interstate school district that accepts children from both Vermont and New Hampshire and thus is similar to attending a Vermont school; and

WHEREAS, these rules further state that a hardship extension granted due to the school children circumstance shall be effective for as long as the condition exists; and

WHEREAS, these rules also require that all appointees granted an extension must annually sign a form prepared by the Human Resources Department certifying that the condition upon which the hardship was found continues to exist and place responsibility on the appointee to notify the Human Resources Department of a change in circumstances and make sure that the form is signed;

NOW, THEREFORE, BE IT RESOLVED that the City Council with Mayor presiding hereby finds a personal hardship for Director Owens and allows him an extension from the requirement to be a legal voter of the City for the time period that the condition described above continues to exist and signs the annual form certifying that condition.

RESOLUTION

Sponsor(s): Councilors Shannon,
Bushor, Aubin, Knodell; Bd. of Finance

Introduced: _____

Referred to: _____

Action: _____

Date: _____

Signed by Mayor: _____

CITY OF BURLINGTON

In the year Two Thousand Thirteen.....

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

That WHEREAS, the Community and Economic Development Office of the City of Burlington has employed a Sustainability Coordinator to coordinate the Burlington Sustainability Program (developed from the Legacy Program's environmental component) since 2007; and

WHEREAS, the City intends to re-invigorate its relationship with the Legacy Program's stakeholders through a one-year pilot partnership and will require a large portion of the Sustainability Coordinator's time; and

WHEREAS, in addition, the Sustainability Coordinator will be charged with developing a comprehensive energy savings plan for the City; and

WHEREAS, full funding for the Sustainability Coordinator position was not included in CEDO's approved FY 14 budget, but the Mayor and Chief Administrative Officer were to report back to the Council how this position could be funded because the funding has not been based on a clear strategy and has contributed to CEDO deficits over the past years; and

WHEREAS, the Mayor now proposes to fund a portion of that position out of the City's contingency fund; and

WHEREAS, the Board of Finance has recommended approval on December 9, 2013;

NOW THEREFORE, the City Council approves the request by Mayor Weinberger to use no more than \$39,603 from the City's contingency fund to contribute to the CEDO budget to help fund the Sustainability Coordinator position.

To: Mayor Miro Weinberger
City Council
From: Jennifer Green, Sustainability Coordinator, CEDO
Re: Sustainability, Cost Savings, and the General Fund
Date: December 6, 2013

cc: Peter Owens, Director, CEDO
Marcy Krumbine, Assistant Director of Community Development, CEDO

Introduction: Burlington has a long-history of embracing sustainability as a quality of life issue. The plan for a Burlington Sustainability Program, developed from the Legacy's environmental component will embrace shared projects among major program stakeholders, the City's effort to implement joint projects internally and grant/development projects which will incorporate sustainable principles. However, sustainability can also mean reduced public spending and sound fiscal management.

This memo outlines several ways, in this Plan, the City can save money while reducing our environmental footprint and suggests that by investing in sustainability now, cost savings programs can be developed and rolled-out over the coming years, to realize significant financial benefit for years to come.

The Sustainability Coordinator will partner with Burlington Electric Department to create a Comprehensive Collaborative Energy Efficiency Plan.

I. Energy Reduction in City Buildings and LED Street Lighting: Reducing energy use through efficiency in City buildings allows City government to not only lessen our environmental footprint and meet our Green House Gas reduction goals, but save money. For example, over FY 13-14, with initial assistance from an Energy Efficiency and Conservation Block Grant secured through the Sustainability Coordinator, the Fletcher Free Library will save thousands of dollars through efficient lighting and an improved HVAC system.

There is still much work to be done. For example, over FY 2012, the City spent approximately \$345,704.00 on electricity and gas in its 9 major buildings. *Creating a Comprehensive Collaborative Energy Efficiency Plan during the remainder of FY 14, and setting a goal of reducing energy by 5% over FY 15, the City will realize approximately \$17,285 in savings.* And of course, investments in energy efficiency can also yield strong equipment maintenance savings.

Also important are the savings associated with replacing the City's 4,400 streetlights with high efficiency LED fixtures. Approximately 500 have been switched out to date, with each bulb saving roughly \$50 in annually savings. (Because of the financial benefits, many cities are aggressively moving forward with LED street lighting work. For example, Asheville, NC replaced their 7,500 fixtures for \$401,476 in energy efficiency and maintenance savings per year).

Building on the existing partnership with Burlington Electric Department, the Sustainability Coordinator will partner with City Departments to create fuel reduction and waste consolidation/reduction plans for a more efficient use of valuable resources.

II. Vehicle Fleet: The City currently owns and operates 278 vehicles and budgeted \$739,411 for fuel (unleaded and bio-diesel) in FY13, or approximately 200,000 gallons. This reality, coupled with the City Council's request for the creation of a phase-out plan for our current fleet, presents an extraordinary opportunity to save money, plan for future and more efficient vehicle purchases, and maximize resources.¹

To start realizing the financial savings of reduced fuel use, the Sustainability Coordinator organized eco-driving training for BED, Code and DPW staff with assistance from the Transportation Research Center. To maximize this opportunity, the Sustainability Coordinator, with support from City leadership and colleagues, will develop *a fuel reduction program in FY15, including comprehensive eco-driving training for all city staff who drive for work, to realize financial savings over FY 16 and FY17.*

III. Waste Analysis and Consolidation: Waste collection among the City's 9 main buildings is currently contracted out to 3 private haulers and handled by Parks and Recreation, DPW and independently by each fire house. Consolidated information, including total financial cost of hauling City building waste, is not readily available. And although difficult to estimate the savings at this time, it is safe to assume that by quantifying and inventorying City waste streams, we will be able to ultimately centralize and manage rubbish budgets while potentially saving money and identifying new windows for further waste reduction. *Over FY 16, the Sustainability Coordinator proposes to oversee the development of a waste reduction strategy to capture savings in FY17 and beyond.*

Conclusion: Burlington prides itself on being a great place to live, work and visit, and embraces the principles of sustainability as one of its defining characteristics. Beyond this is the important role sustainability can play in financial savings through energy efficiency and operational efficiencies, and resource reduction. Through the development of a City-wide Comprehensive Collaborative Energy Efficiency Plan, as well as fuel and waste reduction/consolidation plans, these goals for the City can be realized.

¹ Other cities offer examples of how to do this, including Indianapolis: http://articles.washingtonpost.com/2012-12-12/business/35767422_1_plug-in-hybrid-vehicles-heavy-vehicles-new-vehicles)



Office of Mayor Miro Weinberger

MEMORANDUM

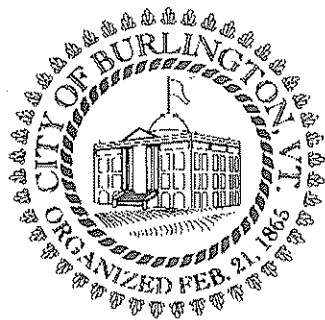
To: City Councilors
From: Mayor Miro Weinberger
Date: December 10, 2013
Re: Contingency Funds for the Sustainability Coordinator Position

This memo proposes City Council action to re-invigorate and fund the City of Burlington's sustainability program, which works toward community-wide environmental goals. The Sustainability Coordinator position has existed in different forms since August of 2007, but funding for it has never been based on a clear strategy and has contributed to Community and Economic Development Office (CEDO) deficits that have occurred almost every year since 2008. We are pursuing solutions to this that will make the position more meaningful and create a stable funding strategy. With this intent, my staff has had encouraging conversations with partners, including UVM and Fletcher Allen, about their participation in a re-invigorated the City of Burlington sustainability program.

The attached communication outlines the draft proposal for that partnership, and its connection with the City's additional sustainability work. In addition to the work outlined with the partnership, the Sustainability Coordinator would be charged with developing a comprehensive energy savings plan for the City during the second half of FY14, to be implemented beginning in FY15. To fund the Sustainability Coordinator position – essential to coordinate the partnership and to pursue cost-savings for the City through energy efficiency measures – it will be necessary to request no more than \$39,603 from the FY14 contingency fund. Partner contributions to the re-invigorated sustainability program may ultimately result a smaller ultimate use of contingency funds, but those discussions are not yet fully resolved.

I respectfully request that the City Council consider this request during its December 16, 2013 meeting. The request was unanimously approved by the Board of Finance on December 9, 2013.

Thank you.



Office of Mayor Miro Weinberger

MEMORANDUM

To: City Councilors
From: Mayor Miro Weinberger
Date: December 10, 2013
Re: Burlington Sustainability Program Partnership Proposal

Overview

This memo outlines a plan for a Burlington Sustainability Program, developed from the Legacy Program's environmental component. The City intends to re-invigorate its relationship with Legacy stakeholders through a one-year pilot partnership among the City of Burlington (the City), the University of Vermont (UVM), Fletcher Allen Health Care (FAHC), Champlain College (Champlain), and the United Way (UW).

The purpose of the Program would be to (i) effectively coordinate the work on shared projects among the major program stakeholders and (ii) lead the City's effort to implement the joint projects and find cost-savings through sustainability measures. Consistent with the recommendations outlined in the major stakeholders' various planning documents (i.e., the City's IBM Smarter Cities Challenge report and Climate Action Plan, UVM's Climate Action Plan, and Champlain's Sustainability Plan), the overarching goals of the Program would be to reduce our community's greenhouse gas emissions, improve lakeshore protection and water quality issues, and leverage the City's existing Smart-grid infrastructure.

The Program would require clear, jointly-devised metrics to measure progress in achieving these goals, and a clear reporting structure (described below). Given the City's position embedded in a larger community, success of the program will require the success of the broader partnership. For discussion, several topics for potential project collaboration during the pilot year include:

- **Transportation**, including electric vehicle (EV) charging station deployment and the shared EV concept proposal in the IBM Smarter Cities Challenge report, smart parking management, fuel reduction through eco-driving projects, commute to work initiatives and Neighborhood-focused efforts to enhance walkability and reduce single occupancy vehicle use in the City, and the coordination of land use and transportation policies;
- **Energy**, including bringing to conclusion the long-standing district heating conversation, efficiency in public and private sector buildings, and the formation and deployment of student and other volunteer teams to conduct walk-through energy audits;
- **Waste**, including jointly managed education and outreach efforts to bolster recycling and composting, and the possible co-deployment of interactive waste disposal units.

Structure and Funding

The Program would formally begin implementation in FY15 (July 1, 2014). Prior to its launch, stakeholders would name a Steering Committee potentially composed of representatives from the different stakeholders, the Chittenden County Regional Planning Commission's Environment – Community – Opportunity – Sustainability (ECOS) Plan Leadership Team (to ensure regional integration), and the Legacy Steering Committee. The responsibility of the Steering Committee from January 2014 – June 2014 would be to:

- Refine the pilot-year partnership goals
- Select the joint projects to be implemented in FY15
 - Identify working groups to lead each project
- Define the metrics to measure progress
- Establish the staff and financial commitments to the Program for FY15
- Define the Steering Committee's authorities and annual meeting schedule
- Decide whether to host a "Sustainability Summit" to engage the public and re-launch the program
- Identify the staff contacts for each stakeholder to ensure consistent communication
- Establish a regular reporting process on the project implementation progress
- Develop a shared sustainability message among all Program stakeholders

The City's Sustainability Coordinator will dedicate 35 percent of her time to staffing the Steering Committee and preparing to implement the selected projects in FY15. The City will seek investments from stakeholder partners to offset the time dedicated to partnership activities and staffing the Steering Committee across FY14 and FY15. In addition, the City will need to request no more than \$39,603 from the FY14 contingency fund.

Building on Legacy

The Sustainability Program would build on the success of the Legacy Program. Begun under Mayor Peter Clavelle, provided a blueprint for the City's future on the issues of education, equity, economics, and the environment. For more than ten years, the City and other stakeholders supported the Legacy Program and provided financial support, high-level participation on the Steering Committee, and institutional expertise.

The program was a success, and seeded successful initiatives around each E, including the Partnership for Change (education), BTV Ignite (economics), and the Diversity and Equity Strategic Plan (equity). The Legacy Program also helped foster the cross-sector initiatives related to the environment—such as the different Legacy stakeholders climate action plans—that would be well-served by a Burlington Sustainability Program able to effectively coordinate among different partners on shared goals as well as lead the City's implementation efforts. The City remains committed to working with other stakeholders to enhance Burlington's reputation for sustainability and build productively from the Legacy Program's successes related to the environment.

1
2 **Resolution Relating to**

RESOLUTION
Sponsor(s): Councilors Shannon,
Bushor, Aubin, Knodell: Bd. of Finance

Introduced: _____
Referred to: _____
Action: _____
Date: _____
Signed by Mayor: _____

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5
6 RECATEGORIZATION OF ONE LIMITED SERVICE FULL TIME
7 EXHIBITIONS AND SALES COORDINATOR POSITION AND ONE
8 LIMITED SERVICE FULL TIME SENIOR DESIGNER POSITION TO
9 REGULAR FULL TIME POSITIONS AT THE BURLINGTON
10 CITY ARTS DEPARTMENT

11
12
13 **CITY OF BURLINGTON**

14 In the year Two Thousand Thirteen.....

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

16
17 That WHEREAS, the Director of Burlington City Arts has requested the re-categorization of a Limited
18 Service Full-Time Exhibitions and Sales Coordinator Grade 17, and a Limited Service Senior Designer
19 Grade 15, each to full-time regular positions; and

20 WHEREAS, these positions were initially established under City of Burlington Personnel Policy
21 Manual Section 4.4 Limited Service Employee, which contemplates establishment of positions for a limited
22 time period of at least twelve (12) months but no longer than three (3) years” to accommodate funding from
23 an outside source or task- or time-limited needs; and

24 WHEREAS, the Director of Burlington City Arts, along with the City’s Human Resources
25 Department, have reviewed these positions and determined that the services offered by these positions are
26 essential to the mission and success of the BCA and thus should continue as regular positions; and

27 WHEREAS, the request has been reviewed and approved by the Board of Finance on December 9,
28 2013;

29 NOW, THEREFORE, BE IT RESOLVED that one Limited Service Full-Time Exhibitions and Sales
30 Coordinator Grade 17 and one Limited Service Senior Designer Grade 15 position within the Burlington City
31 Arts Department shall be re-categorized to full-time regular positions with the same title and grade level;
32 and

33 BE IT FURTHER RESOLVED that the changes shall be effective as of the date of City Council
34 approval.



100 STATE STREET
BURLINGTON, VT 05401
TEL: 802.255.1234
WWW.BURLINGTONCITYARTS.ORG

To: City Council
Re: Classification of Exhibitions and Sales Coordinator
and Senior Designer
Date: December 10, 2013

Dear Finance Board,

I am requesting that two BCA positions become a Regular Full Time position: Exhibitions and Sales Coordinator which has been a limited service position since October 26, 2010, and Senior Designer which has been limited service since August 17, 2010. We would like to bring both positions into compliance with the Personnel Policy directives.

Both positions are approved in BCA's FY 14 operating budget, so there will be no additional costs to our operating budget with this change. The effect on the general fund will be 14.77% of salaries for retirement benefits calculated as follows:

Exhibitions and Sales Coordinator- $46,924.80 \times 14.77\% = \6930.79
Senior Designer- $42949.71 \times 14.77\% = \6343.67
Total FY 14 Impact- \$13,274.46

BCA has been following the recommendations of former HR Director Kristin Lonerwright, who recommended in 2007 a staged approach to bringing BCA temporary employees into City Personnel policy compliance. These recommendations were discussed and accepted by council personnel and finance committees at the time as well as the city administration. It was also understood that BCA's organizational chart of 2006/2007 would likely change given our less than two-year experience with running a five-floor art center and the attendant programs and services. It was also noted that our strategic plan called for staged growth. As a department that raises nearly 80% of our budget, we had to build capacity to adequately fundraise for a fully programmed art center. This approach was approved by the finance and personnel committees as well as the administration at that time. We appreciate your support as we finalize our 2005 employee classification plan reviewed and approved by earlier Personnel and Finance Board committees.

Respectfully,

Doreen Kraft
Executive Director



**HUMAN RESOURCES
DEPARTMENT**
City of Burlington

179 South Winooski Avenue, Burlington, VT 05401

Voice (802) 865-7145
Fax (802) 864-1777
Vermont Relay: call 711
or 800-253-0191

To: City Council

From: Julie Hulburd, HR Generalist
Susan Leonard, Director of Human Resources

Date: December 10, 2013

Re: Re-categorization of the Limited Service Full-Time Senior Designer and the Limited Service Full-Time Exhibitions and Sales Coordinator to Regular Full-Time

We respectfully bring forward and recommend the re-categorization of the Limited Service Full-Time Senior Designer and the Limited Service Full-Time Art Sales and Exhibitions Coordinator to Regular Full-Time positions.

The Senior Designer position was created in August 2010 as a Grade 15, non-union position. The incumbent for this position is currently paid at Step 4 of this Grade. The Art Sales and Exhibitions Coordinator position is a Grade 17 and was reorganized in June of 2013 from Limited Service Part-Time to Limited Service Full-Time, however the position was originally created in 2010 and has existed since 2010. The incumbent for this position is currently paid at Step 1 of this Grade.

The Personnel Policy States Section 4.4 Limited Service Employee states that "A Limited Service Employee is an employee who is not a regular full or part-time employee, is employed in a classified or non-classified position which is scheduled to last at least twelve (12) months but not more than (3) years"

As Ms. Kraft states in her letter to the Board, these positions have been classified as Limited Service since their original creation in 2010. Review of these two positions, and the services offered to the City has been conducted and it has been determined that the services offered by these positions are essential to the mission and success of the Burlington City Arts department and its programming.

As Ms. Kraft notes, both positions are approved in the BCA's FY14 operating budgets, so there will be no additional impact to the approved City Arts budget as it relates to salaries. However, upon approval, these positions will become eligible for retirement, which is estimated at a 14.77% of base salary for each position. We estimate this change will impact the General Fund in the following way:

	Current Annual Salary	January 1, to June 30 2014	FY14 Impact to retirement (14.77% of salary)
Exhibitions and Sales Coordinator Grade 17, Step 1	\$47,395	\$23,697	\$3,500
Senior Designer Grade 15, Step 4	\$44,175	\$22,087	\$3,262
		Total FY 14 Impact to General Fund	\$6762

At this time, there are no changes to the job description which would require a review or change in the grade for either position. Additionally, this change does not represent an increase to the departments head count or change in reporting structure.

Attached please find supporting documentation for the above requests including; current organizational chart, updated organizational chart, position job descriptions, Director Kraft's memo and comment on FY14 budget impact. The Board Of Finance has reviewed these changes and moved to approve at the December 9, 2013 meeting. If approved, the above changes will be effective following City Council approval and upon Mayoral signature of the resolution.

Thank you for your consideration.

**City of Burlington
Job Description**

Position Title: Senior Designer

Department: Burlington City Arts

Reports to: Communication Director

Pay Grade: 15

Job Code: 1146

Exempt/Non-Exempt: Exempt

Union: Non-Union

General Purpose:

This position is responsible for designing all promotional/marketing materials for Burlington City Arts and its related events.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Design all materials related to BCA's events and the organization's brand and layout. This includes but is not limited to brochures, catalogs, signs, promotional postcards and posters, newspaper and magazine ads, annual reports, event related identity systems, etc.
- Formulate design concepts and conduct research to select and secure suitable illustrative material
- Conceives and assigns/commissions production of material and detail to/from artists and photographers.
- Review, approve, and present final layouts to department head or appropriate staff member for approval.
- Oversee print production of material from outside vendors.
- Design website and all interactive BCA projects.
- Oversee outside vendor for all database and PHP related website changes.
- Create email campaigns for exhibitions, events etc.
- Produce and direct photo shoots.
- Manage digital media and image files for Burlington City Arts.
- Oversee routine website updates and new website pages using HTML, CSS, and ACTIONSCRIPT

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- A Bachelors degree in Fine Arts or related degree, with a minimum of one year's experience in design.
- Demonstrated working knowledge of Design software including Adobe Suite, and Dreamweaver.
- Ability to create a cohesive vision in branding, advertising and all web and printed materials.
- Ability to professionally represent the City of Burlington and the City Arts Department in all dealings with artists, members of the general public, local officials, City Arts Board members, etc.
- Ability to work effectively with a wide variety of clients, public and vendors.
- Strong organization and communication skills required.
- Ability to work evenings, weekends and holidays as required.
- Ability to multi-task and work in a fast paced, pressurized environment.
- Strong interpersonal skills required.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

<input checked="" type="checkbox"/> seeing	<input checked="" type="checkbox"/> ability to move distances	<input checked="" type="checkbox"/> lifting (specify)
<input checked="" type="checkbox"/> color perception	within and between	20__ pounds
(red, green, amber)	warehouses/offices	<input checked="" type="checkbox"/> carrying (specify)
<input checked="" type="checkbox"/> hearing/listening	<input type="checkbox"/> climbing	20__ pounds
<input checked="" type="checkbox"/> clear speech	ability to mount and	<input type="checkbox"/> driving (local/over
<input checked="" type="checkbox"/> touching	dismount forklift/truck	the road)
<input checked="" type="checkbox"/> dexterity	<input type="checkbox"/> pushing/pulling	
<input checked="" type="checkbox"/> hand		
<input checked="" type="checkbox"/> finger		
<input type="checkbox"/> reading - basic	<input type="checkbox"/> math skills - basic	<input checked="" type="checkbox"/> analysis/comprehension
<input checked="" type="checkbox"/> reading - complex	<input checked="" type="checkbox"/> math skills - complex	<input checked="" type="checkbox"/> judgment/decision
<input type="checkbox"/> writing - basic	<input checked="" type="checkbox"/> clerical	making
<input checked="" type="checkbox"/> writing - complex		
<input type="checkbox"/> shift work	<input type="checkbox"/> outside	<input type="checkbox"/> pressurized equipment
<input checked="" type="checkbox"/> works alone	<input type="checkbox"/> extreme heat	<input type="checkbox"/> moving objects
<input checked="" type="checkbox"/> works with others	<input type="checkbox"/> extreme cold	<input type="checkbox"/> high places
<input checked="" type="checkbox"/> verbal contact w/others	<input type="checkbox"/> noise	<input type="checkbox"/> fumes/odors
<input checked="" type="checkbox"/> face-to-face contact	<input checked="" type="checkbox"/> mechanical equipment	<input type="checkbox"/> hazardous materials
<input checked="" type="checkbox"/> inside	<input checked="" type="checkbox"/> electrical equipment	<input type="checkbox"/> dirt/dust

Supervision:

Directly Supervises: _____

Indirectly Supervises: _____

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

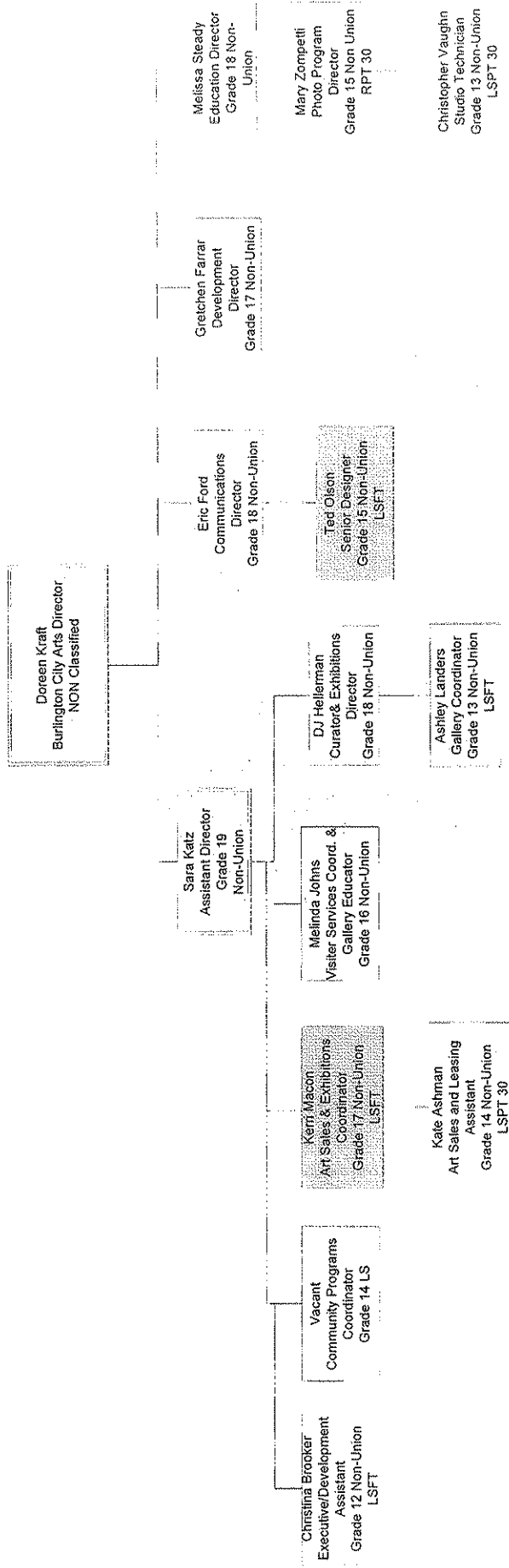
Department Head: _____ Date: _____

Human Resources: _____ Date: _____

(Revised Feb 2010)

DRAFT

Burlington City Arts
Organizational Chart
December 2013



**City of Burlington
Job Description**

Position Title: Art Sales and Exhibitions Coordinator

Department: Burlington City Arts

Reports to: Assistant Director

Pay Grade: 17

Job Code: 1126

Exempt/Non-Exempt: Non-Exempt

Union: Non-Union

General Purpose:

This position is responsible for professional development and management of art sales, leasing clients and artwork for BCA.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Develop client base and facilitate art sales and other art services to both corporate and private clients.
- Manage art purchases, rights and negotiate fair prices for both clients and artists.
- Acquire new clients through networking referrals, and relationship with development office.
- Maintain existing client relationships.
- Negotiate contracts with new and existing leasing clients.
- Co-ordinate transportation, handling and installation of new or existing artwork.
- Assess and document existing collections and inventories as needed.
- Oversee growth and management of artists' database from in and around Vermont.
- Curate and install artwork at different sites around the Burlington region.
- Evaluate use of space and design aesthetic of space in relationship to art placement.
- Manage the Art Sales and Leasing program budget; including annual and monthly projections; generate reports and monthly balance spreadsheets.
- Co-ordinate client invoicing and vendor negotiations and payments; artist commission payments.
- Manage yearly fundraising events.
- Support exhibitions for BCA as needed.
- Participate in BCA's strategic planning process and staff development

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

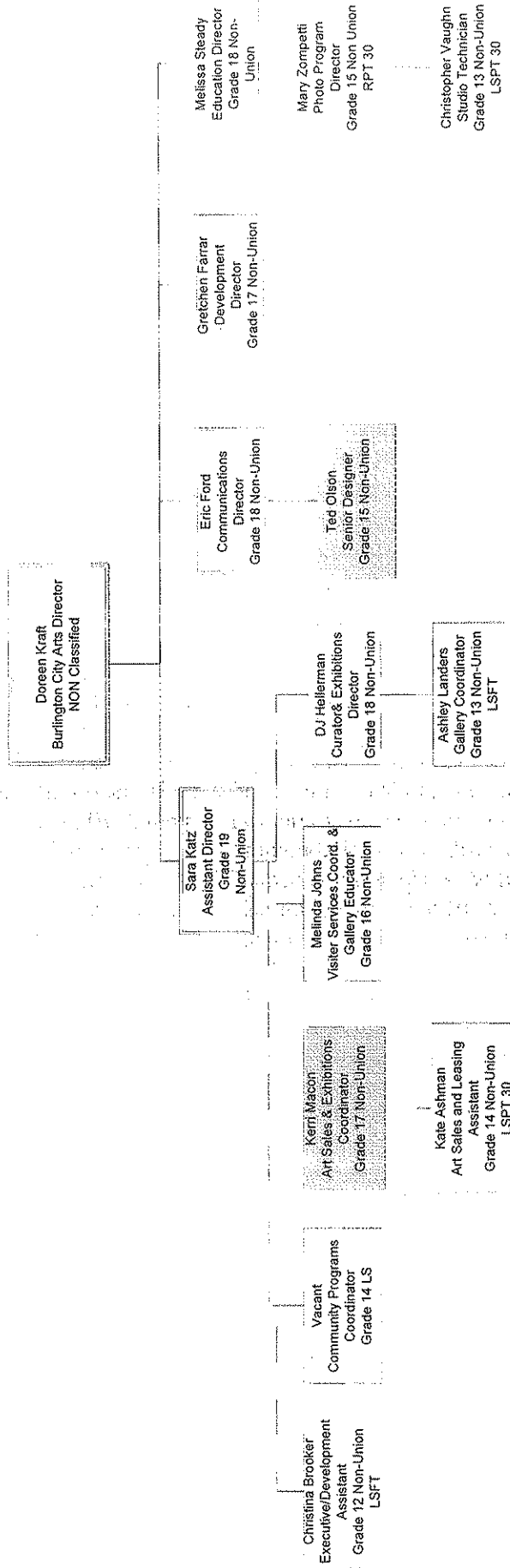
- A Bachelors degree in studio art, art history, or related field and one year of experience handling art in a museum or gallery required
- Strong interpersonal and communication skills, both oral and written, required.
- An advanced degree in Museum Studies preferred.
- Demonstrated experience with exhibition and or/architectural design preferred
- Demonstrated understanding of aesthetic concepts required
- Demonstrated knowledge of budget preparation and accounting methods required.
- Ability to professionally represent the City of Burlington and the City Arts Department in all dealings with artists, members of the general public, local officials, City Arts Board members, etc.
- Ability to complete installation of exhibited artwork, including, but not limited to lifting, use of a ladder, and use of a drill, other power and manual tools, etc.
- Ability to work effectively with a wide variety of clients, public and vendors.
- Familiarity working in a Windows-type OS, including knowledge of spreadsheet and word processing software preferred.
- Knowledge of art world and contemporary artists with a regional emphasis
- Experience with fundraising preferred.
- Ability to work evenings, weekends and holidays as required.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

<input checked="" type="checkbox"/> seeing	<input checked="" type="checkbox"/> ability to move distances	<input checked="" type="checkbox"/> lifting (specify)
<input checked="" type="checkbox"/> color perception	within and between	50__ pounds
(red, green, amber)	warehouses/offices	<input checked="" type="checkbox"/> carrying (specify)
<input checked="" type="checkbox"/> hearing/listening	<input checked="" type="checkbox"/> climbing	50__ pounds
<input checked="" type="checkbox"/> clear speech	___ ability to mount and	<input checked="" type="checkbox"/> driving (local/over
<input checked="" type="checkbox"/> touching	dismount forklift/truck	the road)
<input checked="" type="checkbox"/> dexterity	<input checked="" type="checkbox"/> pushing/pulling	
<input checked="" type="checkbox"/> hand		
<input checked="" type="checkbox"/> finger		
___ reading - basic	___ math skills - basic	<input checked="" type="checkbox"/> analysis/comprehension
<input checked="" type="checkbox"/> reading - complex	<input checked="" type="checkbox"/> math skills - complex	<input checked="" type="checkbox"/> judgment/decision
___ writing - basic	<input checked="" type="checkbox"/> clerical	making
<input checked="" type="checkbox"/> writing - complex		
___ shift work	<input checked="" type="checkbox"/> outside	___ pressurized equipment

Burlington City Arts
Organizational Chart
December 2013
Proposed



1
2 **Resolution Relating to**

RESOLUTION
Councilors Shannon,
Sponsor(s): Bushor, Aubin, Knodell: Bd. of Finance

Introduced: _____

Referred to: _____

Action: _____

Date: _____

Signed by Mayor: _____

3
4
5
6 RECLASSIFICATION AND TITLE CHANGE OF SENIOR PROGRAMMER/
7 ANALYST POSTION; RECLASSIFICATION OF PROGRAMMER/
8 ANALYST POSITION & DATABASE ADMINISTRATOR POSITION;
9 RECLASSIFICATION OF SENIOR NETWORK ANALYST; AND
10 CREATION OF INTERNET PROGRAMMER ANALYST POSITION –
11 BURLINGTON ELECTRIC DEPARTMENT

12 **CITY OF BURLINGTON**

13
14 In the year Two Thousand Thirteen.....

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

16
17 That WHEREAS, the General Manager of the Burlington Electric Department has requested the
18 reclassification and title change of the Senior Programmer/Analyst Position, reclassification of the
19 Programmer/Analyst & Database Administrator Position, reclassification of the Senior Network Analyst
20 Position, and creation of an Internet Programmer Analyst Position at Burlington Electric; and

21 WHEREAS, the changes to the job descriptions associated with these positions are due to
22 requirements of the implementation and ongoing operations of the Smart Grid infrastructure, hardware,
23 and software; and

24 WHEREAS, Burlington Electric requires these change and services as part of its operations; and

25 WHEREAS, the Human Resources Director has prepared new job descriptions and recommends
26 the reclassification and title change of the Senior Programmer/Analyst; reclassification of the
27 Programmer/Analyst & Database Administrator; reclassification of the Senior Network Analyst; and
28 creation of the Internet Programmer Analyst; and

29 WHEREAS, the Human Resources Director has used the modified Winters Classification Plan to
30 determine a recommended pay scale for these positions; and

31 WHEREAS, the Board of Finance recommended approval of these changes on December 9, 2013;

32 NOW, THEREFORE, BE IT RESOLVED that based on its new job description, the Senior
33 Programmer/Analyst at Burlington Electric shall have a new title of Senior Programmer Analyst/System
34 Administrator and shall be placed at a Union Exempt Level A06 within the Burlington Electric
35 Department's Salary Table Listing; and

Resolution Relating to

RECLASSIFICATION AND TITLE CHANGE OF SENIOR PROGRAMMER/ANALYST POSTION;
RECLASSIFICATION OF PROGRAMMER/
ANALYST POSITION & DATABASE
ADMINISTRATOR POSITION; RECLASSIFICATION OF
SENIOR NETWORK ANALYST; AND CREATION OF
INTERNET PROGRAMMER ANALYST POSITION –
BURLINGTON ELECTRIC DEPARTMENT

BE IT FURTHER RESOLVED that based on its new job description, the Programmer/Analyst &
Database Administrator shall be placed at a Union Exempt Level A06 within the Burlington Electric
Department's Salary Table Listing; and

BE IT FURTHER RESOLVED that based on its new job description, the Senior Network Analyst
shall be placed at a Union Exempt Level A65 within the Burlington Electric Department's Salary Table
Listing; and

BE IT FURTHER RESOLVED that the position of Internet Programmer Analyst in the Burlington
Electric Department is hereby created and shall be placed at a Union Exempt Level A05 within the
Burlington Electric Department's Salary Table Listing; and

BE IT FURTHER RESOLVED that these changes shall be effective as of date of City Council
approval and signature of the Mayor.



585 Pine Street • Burlington, VT 05401-4891
802/658-0300 • 802/865-7386 (TTY/Voice) • Fax: 802/865-7400

To: Board of Finance

From: Barbara Grimes, BED General Manager

Date: December 3, 2013

Re: Reclassifications of IT Positions

As most of you know, the Smart Grid project was a major project for BED and the IT Department in particular these past two plus years. The approximate \$14 million investment was for an extensive project that affected all of us. Simply put, it thoroughly changed the way they do things.

The new software and hardware, databases, phone system, and website/web interaction was comprehensive and business changing. We added a new VOIP phone system with Category 6 wiring, 21 new servers, a new backup facility at Lake St, new Linux and Oracle systems, and a new website interactive facility.

Given the project deadlines this is the first opportunity to revise and update job descriptions. In addition, we added the new "Internet Programmer Analyst", which was approved in the FY14 budget. The revisions to the job descriptions were significant.

The latitude of responsibility has increased exponentially in all of these positions. The potential impact on customers from systems being down is tremendous. The move to "smart meters", by using cell routers and other hardware/software systems replaces a system of manual meters. Prior to this technological move, the responsibility to get accurate and timely meter readings/billings relied heavily on other departments. This responsibility now relies heavily on IS. In addition, the new meters are now tracking much more data, more frequently and have brought with them concerns about privacy and security of customer information, which have been addressed. Finally, cyber security has become much more of an issue with these new changes.

Along with the expanded responsibility, the complexity of the systems has increased ten-fold and therefore the innovation and problem-solving aspects of the job as well. We are now working with numerous new systems, hardware, software and databases. Much of this has required and will continue to require new training and new programming languages to be learned.

The new position is long overdue. The current IS staff is working weekends on a regular basis to keep up with the new changes. In addition, the new smart grid required new programming language (Linux) and new database programming (Oracle) which current staff have limited experience with.

The cost of the new position was included in the FY14 budget at a full year cost of \$73,700. In that we will not be filling the position until late January, the cost of the reclassifications will be borne by the timing difference. We expect the cost of these changes, in total, to be approximately \$37,300. This will leave a budget surplus of \$36,400.

Thank you for your consideration.



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DEC 04 2013

HUMAN RESOURCES



**HUMAN RESOURCES
DEPARTMENT**
City of Burlington

179 South Winooski Avenue, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: call 7-1-1 or 800-253-0191

To: City Council

**From: Susan Leonard, Human Resources Director
Benjamin Pacy, Human Resources Generalist**

Date: December 10, 2013

**Re: Reclassification and Title Change Senior Programmer/Analyst Position;
Reclassification Programmer/Analyst & Database Administrator Position;
Reclassification Senior Network Analyst; and Creation Internet Programmer
Analyst - Burlington Electric Department**

The positions were reviewed at the request of the General Manager of Burlington Electric. The changes in the job descriptions warranting the reclassification are largely due to the impacts of the requirements of the Smart Grid Upgrades. There is more detail in the enclosed Memo from General Manager Grimes regarding the rationale and funding mechanism for the proposed changes to the existing positions and the creation of the Internet Programmer Analyst Position.

The positions were classified using a Modified Winters Exempt Classification Plan and Scale. The classification score sheets are attached as are the draft job descriptions, organizational chart and draft resolution.

For the Senior Network Analyst Position the changes in responsibilities resulted in a recommendation that the position be increased two levels, from a Union Exempt A05 (Range \$51,016 - \$83,633) to a Union Exempt A65 (Range \$55,581 - \$91,116). This change would be considered a promotion and placement in the new range is at the discretion of the General Manager but typically results in a 5% increase for the incumbent. In this case it will result in an increase to the FY14 budget of \$2,100.

For the Programmer/Analyst & Database Administrator Position the changes in responsibilities resulted in a recommendation that the position be increased one level, from a Union Exempt A05 (Range \$51,016 - \$83,633) to a Union Exempt A06 (Range \$54,003 - \$88,529). This change would be considered a promotion and placement in the new range is at the discretion of the General Manager but typically results in a 5% increase for the incumbent. In this case it will result in an increase to the FY14 budget of \$2,100.

For the Senior Programmer/Analyst Position the changes in responsibilities resulted in a recommendation that the position be increased one level, from a Union Exempt A05 (Range \$51,016 - \$83,633) to a Union Exempt A06 (54,003 - \$88,529). This change would be considered a promotion and placement in the new range is at the discretion of the General Manager but typically results in a 5% increase for the incumbent. In this case it will result in an increase to the FY14 budget of \$2100. The General Manager has requested a new title for this position: Senior Programmer Analyst/System Administrator.

Lastly, the Internet Programmer Analyst Position responsibilities resulted in a recommended classification of Union Exempt A05 (Range \$51,016 - \$83,633). The General Manager has discretion as to where to place a new hire in this range, typical placement is at 75% or \$62,724. This would result in an impact to the FY14 Budget of approximately \$31,000. This position was funded for the entire fiscal year in the FY14 BED Budget.

In summary, there are three reclassifications, one title change, and one creation being requested with an approximate total impact to the FY14 Budget of \$37,300.

We are recommending approval of these requests by the General Manager, and at their meeting on December 9th, 2013, the Board of Finance voted to recommend approval to the City Council. The changes shall be effective following City Council approval of the resolution and signature by the Mayor.

Thank you for your consideration.

City of Burlington Job Description

Position Title: Senior Network Analyst

Department: Burlington Electric Department

Reports to: Chief Financial Officer

Pay Grade: A-5

Job Code:

899

Exempt/Non-Exempt: Exempt

Union: IBEW

General Purpose:

This position is responsible for management of all aspects of Burlington Electric Department's servers and local and wide area networks, insuring the stability, integrity, and efficient operation of those in-house information systems. This responsibility includes developing, configuring, maintaining, supporting and optimizing all new and existing related hardware, software and peripherals. In addition, this position is responsible for internet connectivity, remote access, and communications to wireless devices.

Essential Job Functions:

- Develops and implements methodologies for monitoring and testing network performance.
- Prepares network performance statistics and reports.
- Develops, implements, and maintains initiatives to improve system availability, performance, design and support.
- Prepares annual operating and capital budgets for area of responsibility.
- Purchases and maintains licensing for all server operating systems and software and network license applications.
- Monitors bandwidth and assures a high level of availability, security, and quality of service.
- Installs, configures, and maintains all Microsoft Active Directory domain, DHCP, DNS, file, print, backup, email and communication servers and all applicable operating systems, licensing and support applications.
- Coordinates with Information Systems personnel to ensure all servers and LAN segments are configured to be accessible to the I5 midrange, Microsoft SQL, and desktop servers.
- Develops and implements preventative maintenance programs according to established standards and schedules.
- Manages all network infrastructures including, but not limited to, setup and configuration of switches, firewalls, routers and associated hardware.
- Maintains network administration, including but not limited to, user maintenance, OU Group and folder/file security and compliance with NERC and state and federal public information laws.
- Ensures anti-virus application for servers in area of responsibility.
- Manages remote access security including but not limited to VPN access and Web based access.
- Responsible for communications to wireless devices including but not limited to evaluating

- and recommending hardware and operating system software requirements, setting up access, security and availability.
- Develops, implements and enforces policies, procedures and standards for the server and LAN environment.
- Creates and maintains complete documentation and drawings for all domain and LAN infrastructure.
- Maintains reliable connectivity to an ISP for internet access including but not limited to maintaining contracts, quality of service and planning disaster recovery access.
- Maintains company website, including content, functionality, availability, and accessibility.
- Maintains registration and renewal of all public domain names.
- Creates and maintains backup and disaster recovery procedures for servers in area of responsibility.
- Maintains up-to-date knowledge of ISIT operating procedures and standards.
- Collaborates as a member of the ISIT team sharing information and documentation as necessary.
- Provides orientation and training to end-users for all modified and new systems.
- Provides "on-call" support for server and LAN system software and equipment.

New Job functions added as a result of Smart Grid Implementation-Jan 2012

- Responsible for installation and maintenance of Advanced Metering Infrastructure Headend system for Advanced Meter system.
- Maintains Smart Grid Cell Router network installed throughout the city via BED's own fiber backhaul system.
- Responsible for the maintenance, firmware upgrades and patches for the Smart Grid system.
- Installs and maintains Data --Storage Area Network specifically for Smart Grid Data Management system.
- Installs and maintains duplicate production, test/qa, and disaster recovery systems to run the Smart Grid Meter Data Management System.
- Responsible for backup and restoration of the Smart Grid Systems.
- Assists with the deployment and maintenance of the separate switched network and separate firewall systems that secure the Smart Grid network traffic on BED LAN environment.
- Responsible for the setting up the new alert system to monitor smart grid hardware components for offline and device malfunctions.
- Responsible for setup and maintenance of the Application Monitoring system to monitor Oracle database environments on both AMI and MDM systems.
- Assist with installation and maintenance of the Meter Department Field deployment tools to assist in the installation of the new Advanced Electronic meters in the field.

- Responsible for the installation and maintenance of the Field Deployment software servers to assist the Meter Department deploy new Advanced Electronic meters in the field using hand held tools and not using old paper system.
- Responsible for the install and maintenance of the new VOIP server system and IVR system to help with notifications of Power outage situations that BED as a power utility company experiences daily.
- Responsible for setup and maintenance Certicom security appliances for authentication with AMI headend collection system.
- Responsible for setup and maintenance of the various Certificates of Authority for use with new MDM, AMI and Energy Engage systems.
- Responsible for setting up the new Energy Engage server system, production, test to work for Customer Service Web Portal with new Energy IP system/MDM system.
- Responsible for setup and maintenance of the Energy Engage web site set up for secure communications from outside world to BED new Smart Grid System.

Non-Essential Functions:

- Provides backup to other ISIT personnel as needed.
- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor of Science in Computer Science, ISIT or related field and five years experience in ISIT LAN/Server environment.
- Professional certification preferred.
- Experience with Microsoft Exchange Server preferred.
- Experience with Microsoft Windows Operating Systems, including a minimum recent versions of Microsoft Server and Microsoft Active Directory preferred.
- Experience with setup, configuration and maintenance of DHCP and DNS.
- Prior knowledge and configuration of Cisco PIX, switches and LAN management preferred.
- Working technical knowledge of current software protocols and internet standards, including TCP/IP management.
- Experience using Web development tools such as FrontPage or Microsoft Expression Web, and WSFTP required.
- Experience with VPN technologies preferred.
- Ability to present technical presentations and to provide training as needed.
- Ability to establish and maintain positive working relationships with co-workers, customers and other personnel.
- Ability to multi-task, work with minimal supervision, and adapt quickly to changing priorities and deadlines.
- Ability to work effectively in a team oriented, collaborative environment.
- Ability to travel to and from various work sites within the City of Burlington.
- Ability to work nights, weekends and holidays required.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

<input checked="" type="checkbox"/> seeing		<input checked="" type="checkbox"/> ability to move distances
		<input checked="" type="checkbox"/> lifting (specify) within and between
<input type="checkbox"/> color perception		<input type="checkbox"/> 25 pounds warehouses/offices
(red, green, amber)		<input checked="" type="checkbox"/> carrying (specify)
<input checked="" type="checkbox"/> hearing/listening		<input type="checkbox"/> climbing 25 pounds
<input checked="" type="checkbox"/> clear speech		<input type="checkbox"/> ability to mount and driving (local/over
<input checked="" type="checkbox"/> touching		dismount forklift/truck the road)
<input checked="" type="checkbox"/> dexterity	<input type="checkbox"/> pushing/pulling	
<input checked="" type="checkbox"/> hand		
<input checked="" type="checkbox"/> finger		
<input type="checkbox"/> reading - basic	<input type="checkbox"/> math skills - basic	<input checked="" type="checkbox"/> analysis/comprehension
<input checked="" type="checkbox"/> reading - complex		<input checked="" type="checkbox"/> math skills - complex
		<input checked="" type="checkbox"/> judgment/decision
<input type="checkbox"/> writing - basic		<input checked="" type="checkbox"/> clerical making
<input checked="" type="checkbox"/> writing - complex		<input type="checkbox"/> outside
<input type="checkbox"/> shift work		pressurized equipment
<input checked="" type="checkbox"/> works alone		<input type="checkbox"/> extreme heat
		<input type="checkbox"/> moving objects
<input checked="" type="checkbox"/> works with others		<input type="checkbox"/> extreme cold
<input checked="" type="checkbox"/> verbal contact w/others		<input type="checkbox"/> high places
		<input type="checkbox"/> noise
		<input type="checkbox"/> fumes/odors

Senior Network Analyst

Page 5 of 5

☒ face-to-face contact

☒ inside

☐ mechanical equipment

☐ hazardous
materials

☒ electrical
equipment
dirt/dust

Supervision:

Directly Supervises: _____

Indirectly Supervises: _____

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

(original 2/27/2001; revised 2/7/2001; sent to union 2/9/2001; final 2/27/2001)

(Revised 06/27/07; reclass review 07/05/07; sent to union 07/12/07; final 07/27/07)

(original 07/27/07; revised 12/10/09; sent to Union 12/15/09; Revised 01/19/2010)

**BURLINGTON ELECTRIC DEPARTMENT
DESCRIPTION OF EXEMPT POSITION COMPENSATION FACTORS**

Exempt Position Classification Form

Position Title:

Senior Network Analyst

Supervisor/Manager:

Daryl Santerre

Person(s) Performing Classification:

Paul alexander & Ben Pacy

Date of Classification:

10-29-2013

Reason For Classification:

Revision to Existing Position ☒

New Position ☐

Other (Explain):

Instructions:

First, assign a numerical and alphabetical designation (1A, 3C, etc.) for each compensation factor to which the position description & requirements most closely matches. Then assign a point value to each degree from the Exempt Compensation Factor Point Value sheet. Total the points to determine the classification level.

Compensation Factor.....	Numeric & Alphabetic Value.....	Points
1. Knowledge & Skill.....	<u>3C</u>	<u>110</u>
2. Latitude & Position Impact.....	<u>3C</u>	<u>200</u>
3. Supervision & Leadership.....	<u>1A</u>	<u>0</u>
4. Complexity/Innovation.....	<u>D3</u>	<u>300</u>
5. Working Conditions.....	<u>1</u>	<u>10</u>
Total Points.....		<u>620</u>
Classification Level.....		<u>6.5</u>

Internal Equity Review:

☒ YES

☐ NO

1. Are there positions in BED with similar responsibilities and qualifications as this one? ☒

2. If yes, what are the positions (you need to list only one or two)? Cybersecurity & Compliance, Senior Program Analyst, Database/Program Analyst

3. Do the total points and classification for this position equal the classification for the positions listed above? ☒

4. If the answer to question #3 is "Yes", then the classification process is complete. If the answer is "No" then review the classification factors for this position in conjunction with factors for comparable positions and make changes where appropriate.

5. Is this position union ☒ or non-union ☐? If non-union, what criteria were used to determine its non-union status? ---->

Supervisory ☐; Confidential ☐; Professional ☐

Final Approvals:

Area Manager:

Daryl Santerre

Date: 11-12-13

General Manager:

Robert L. Gagne

Date: 11-13-13

Human Resources:

[Signature]

Date: 11/18/2013

City of Burlington Job Description

Position Title: Senior Programmer/Analyst/System Administrator

Department: Burlington Electric Department

Reports to: Chief Financial Officer

Pay Grade: A-5

Job Code: 813

Exempt/Non-Exempt: Exempt

Union: IBEW

General Purpose:

This position is responsible for managing all aspects of BED's mid-range computing system and related hardware, application software, data and peripherals. In addition this position is responsible for programming and analysis for all AS400 mid-range software applications.

Essential Job Functions:

- Designs program/applications, including but not limited to, preparing program code, testing, associated documentation etc., considering impact on overall system performance, integration and accepted Information Services (IS) standards.
- Responsible for the coordination and implementation of relevant applications and system software updates and/or releases.
- Develops and implements methodologies for monitoring and testing mid-range computing performance.
- Prepares mid-range performance statistics and reports.
- Develops, implements and maintains new initiatives to improve system availability, performance, design and support for the mid-range computing environment.
- Responsible for preparing annual operating and capital budgets for area of responsibility.
- Review and make recommendations on mid range hardware and software purchases.
- Develops and implements a mid-range hardware preventative maintenance programs according to established standards and schedules.
- Maintains up-to-date knowledge of programming, database design and application development techniques to ensure proper and efficient program application use.
- Develops, implements and enforces policies, procedures, and standards for the mid-range operating system and its application software.
- Creates and maintains complete documentation for the mid-range computing environment, including both hardware and software applications.
- Creates and maintains backup and disaster recovery procedures for the mid-range computing environment.
- ~~Interacts with application users to monitor needs and to provide adequate and timely responses to requests for related mid-range computer services.~~

- Responsible for all mid-range system security for operating systems and applications.
- Responsible for maintaining application authority groups and users for all functional and menu usage in Iseries applications..
- Responsible for peripheral hardware/software that interfaces with the mid-range environment including lockbox, smartmetering technology, document management, Naviline application program interfaces and data delivery services.
- Establishes and administers hardware and software maintenance contracts. Controls equipment maintenance costs and seeks to improve equipment reliability and response time to service calls.
- Provides orientation and training to end-users for all modified and new software
- Performs programming and systems analysis work for all system environments as required
- Provides "on call" support for mid-range computing system as required.
- Maintains up-to-date knowledge of IS operating procedures and standards.
- Collaborates as a member of the IS team sharing information and documentation as necessary.
- Provides orientation and training to end-users for all modified and new software or hardware

Non-Essential Functions:

- Provides backup to other IS personnel as needed.
- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor of Science in Computer Science, IS or related field and 5 years experience in customer support, business systems analysis, database design, programming and IBM mid-range computer environment technical support; or ten years or more of direct experience working in a IBM mid-range computer environment required.
- Demonstrated experience in RPG/400 required.
- Demonstrated experience in CL required.
- Must possess excellent oral, written and analytical skills.
- Experience in PC/LAN management and administration preferred.
- Must have leadership and excellent project management skills.
- Ability to adhere to established standards, policies and procedures and use good C/S practices and discipline.
- A strong desire to improve service to internal and external customers is required as is a high level of personal creativity, initiative and enthusiasm to work within a constantly changing organization.
- Ability to present technical presentations and to provide training as needed
- Ability to work effectively in a team oriented, collaborative environment.
- Ability to multi-task, work with minimal supervision, and adapt quickly to changing priorities and deadlines
- Ability to establish and maintain positive working relationships with co-workers, customers and other personnel.
- ~~Ability to travel to and from various work sites within the City of Burlington.~~

- Ability to work nights, weekends and holidays required.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

<input checked="" type="checkbox"/> seeing	<input checked="" type="checkbox"/> ability to move distances	<input checked="" type="checkbox"/> lifting (specify)
<input type="checkbox"/> color perception	<input type="checkbox"/> within and between	<input type="checkbox"/> 50 pounds
<input type="checkbox"/> (red, green, amber)	<input type="checkbox"/> warehouses/offices	<input checked="" type="checkbox"/> carrying (specify)
<input checked="" type="checkbox"/> hearing/listening	<input type="checkbox"/> climbing	<input type="checkbox"/> 50 pounds
<input checked="" type="checkbox"/> clear speech	<input type="checkbox"/> ability to mount and	<input type="checkbox"/> driving (local/over
<input checked="" type="checkbox"/> touching	<input type="checkbox"/> dismount forklift/truck	<input type="checkbox"/> the road)
<input type="checkbox"/> dexterity	<input type="checkbox"/> pushing/pulling	
<input type="checkbox"/> hand		
<input type="checkbox"/> finger		
<input type="checkbox"/> reading - basic	<input type="checkbox"/> math skills - basic	<input checked="" type="checkbox"/> analysis/comprehension
<input checked="" type="checkbox"/> reading - complex	<input checked="" type="checkbox"/> math skills - complex	<input checked="" type="checkbox"/> judgment/decision
<input type="checkbox"/> writing - basic	<input checked="" type="checkbox"/> clerical	<input type="checkbox"/> making
<input checked="" type="checkbox"/> writing - complex		
<input type="checkbox"/> shift work	<input type="checkbox"/> outside	<input type="checkbox"/> pressurized equipment
<input checked="" type="checkbox"/> works alone	<input type="checkbox"/> extreme heat	<input type="checkbox"/> moving objects
<input checked="" type="checkbox"/> works with others	<input type="checkbox"/> extreme cold	<input type="checkbox"/> high places
<input checked="" type="checkbox"/> verbal contact w/others	<input checked="" type="checkbox"/> noise	<input type="checkbox"/> fumes/odors
<input checked="" type="checkbox"/> face-to-face contact	<input type="checkbox"/> mechanical equipment	<input type="checkbox"/> hazardous materials
<input checked="" type="checkbox"/> inside	<input checked="" type="checkbox"/> electrical equipment	<input type="checkbox"/> dirt/dust

Supervision:

Directly Supervises: _____ Indirectly Supervises: _____

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Senior Programmer/Analyst
Page 4 of 4

(revised 2/7/2001; sent to union 2/9/2001; final 2/27/2001)
(Revised 07/25/07; reclass 07/26/07; sent to union 08/08/07; final 08/23/07)

**BURLINGTON ELECTRIC DEPARTMENT
DESCRIPTION OF EXEMPT POSITION COMPENSATION FACTORS**

Exempt Position Classification Form

Position Title:

Senior Programmer/Analyst/System Administrator

Supervisor/Manager:

Daryl Sarteau

Person(s) Performing Classification:

Ben Paey

Date of Classification:

11-12-2013

Reason For Classification:

Revision to Existing Position ☒

New Position ☐

Other (Explain):

Equity

Instructions:

First, assign a numerical and alphabetical designation (1A, 3C, etc.) for each compensation factor to which the position description & requirements most closely matches. Then assign a point value to each degree from the Exempt Compensation Factor Point Value sheet. Total the points to determine the classification level.

Compensation Factor.....	Numeric & Alphabetic Value	Points
1. Knowledge & Skill.....	<u>3C</u>	<u>110</u>
2. Latitude & Position Impact	<u>2C</u>	<u>150</u>
3. Supervision & Leadership	<u>1A</u>	<u>0</u>
4. Complexity/Innovation.....	<u>B3</u>	<u>200</u>
5. Working Conditions.....	<u>1</u>	<u>10</u>
Total Points		<u>470</u>
Classification Level.....		<u>6</u>

Internal Equity Review:

YES NO

1. Are there positions in BED with similar responsibilities and qualifications as this one?

☒

2. If yes, what are the positions (you need to list only one or two)?

Programmer/Analyst & Database Administrator

3. Do the total points and classification for this position equal the classification for the positions listed above?

☒

4. If the answer to question #3 is "Yes", then the classification process is complete. If the answer is "No" then review the classification factors for this position in conjunction with factors for comparable positions and make changes where appropriate.

5. Is this position union ☒ or non-union ☐? If non-union, what criteria were used to determine its non-union status? ---->

Supervisory ☐; Confidential ☐; Professional ☐

Final Approvals:

Area Manager:

Daryl Sarteau

General Manager:

Barbara L. Gironi

Human Resources:

[Signature]

Date: 11-12-13

Date: 11/13/13

Date: 11/18/2013

RECEIVED

NOV 15 2013

HUMAN RESOURCES

City of Burlington Job Description

Position Title: Programmer/Analyst & Database Administrator

Department: Burlington Electric Department

Reports to: Chief Financial Officer

Pay Grade: A-5

Job Code: 806

Exempt/Non-Exempt: Exempt

Union: IBEW

General Purpose:

This position is responsible for the administration and maintenance of BED's Oracle and MSSQL SQL servers and associated hardware, software, and databases, and data warehousing systems. This position is also responsible for also supports the maintenance of aiding BED's Internet presence, including accessibility and functionality, presentation, and content. Additionally, this position provides systems analysis, programming support and project management for vendor and in-house developed applications and projects in a diverse, multi-server environment.

Essential Job Functions:

- Manages enterprise data, including the design and implementation of Oracle and MSSQL databases, their accessibility, integrity, tuning, backup, restoration, and security
- Administers database servers on both Linux and Windows systems, including selection and purchase of hardware and software, upgrades, installations, authority, backup of operating systems and data, interfacing with third-party applications requiring access to the databases, user access and security, and database processes.
- Designs enterprise-wide programs, modules and database applications to run on, or interface with, PC's, portable devices, IBM i1-5, network LAN, Customer Information and Billing, SCADA (electric System Control and Data Acquisition) systems, Oracle and MSSQL databases, SQL and, Smart Meter systems (AMI, MDM, OMS, and FDM), email servers, and the Internet in a multi-server, Active Directory environment.
- Monitors, and generates reports on, performance of AMI and MDM systems, meter readings, work flows, communication status and other
- Manages enterprise data, including the design and implementation of databases, their accessibility, accuracy, backups, and security.
- Prepares annual operating and capital budgets for area of responsibility.
- Administers SQL servers, including selection and purchase of hardware and software, upgrades, installations, authority, backup of operating systems and data, interfacing with third-party applications requiring SQL databases, user access and security, and database processes.
- Responsible for anti-virus applications for the database SQL server environments.
- Coordinates implementation of projects requiring enterprise-wide data access or support.
- Creates and maintains complete documentation for all applications and systems in area of

Programmer/Analyst

Page 2 of 4

responsibility, including user instructions and training, operation and process flow, troubleshooting, maintenance, and code.

- Designs and provides support to specialized applications, such as Automated Meter Information (AMI), Meter Data Management (MDM), Outage Management System (OMS), Field Data Management (FDM), GIS and AroFM systems, Outage Tracking, Bank Lockbox, Dig-Safe Monitoring, Handheld Meter Reading, Cash Remit, Load Study, and Stock Room Bar Coding systems.
- Maintains company website, including content, functionality, availability, and accessibility.
- Writes applications to access and update BED data via the Internet.
- Recognizes and identifies problems, performs analysis, makes recommendations and implements solutions regarding software applications, business processes/procedures and system integration.
- Creates and maintains backup and disaster recovery procedures for servers in area of responsibility.
- Ensures proper and efficient program application use by maintaining up-to-date knowledge of programming, database design and development techniques, and ITS Best Practices, operating procedures and standards.
- Collaborates as a member of BED's the ITS Team, sharing information and documentation as necessary.
- Assists with management of new meters in the AMI system, including addition and removal, configurations, security, and inventory.
- Develops, implements and enforces policies, procedures and standards for Oracle and MSSQL the SQL server environments.
- Provides "on call" support for servers and applications in area of responsibility.

Non-Essential Functions:

- Provides backup to other IS personnel as needed.
- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor of Science in Computer Science, IS or related field, or fifteen years or more of direct experience working in a networked Active Directory environment required, and five years direct experience with installation, management and administration of Oracle 11g or greater, and MSSQL 2008 or greater database systems required, administration or business systems analysis, with At least five years of computer programming experience in a networked in IS LAN/Server environment required, or ten required years or more of direct experience working in an IS LAN/Server environment required.
- Working knowledge of Linux (RedHat) command line and utilities required.
- Working knowledge of SOAPUI, SFTP, Putty, and other tools and utilities required.
- Professional certification preferred.
- Demonstrated experience with installation, management and administration of Oracle 11g or greater, and MSSQL 2008 or greater servers and databases. Microsoft SQL Server 2005 required.

- Demonstrated experience using SQL query language, SQL user-defined procedures and functions, SQL Data Transformation Services, NET Framework, Visual Basic, C++, various scripting languages, and web-based programming experience required.
- Experience with setup and administration of Windows Operating Systems, including a minimum of Microsoft Server 2003 or greater and Microsoft Active Directory preferred.
- Experience with setup and administration of Linux (RedHat) operating systems preferred.
- Experience using modern Web development tools such as FrontPage or Microsoft Expression Web, and WSFTP required.
- Must possess excellent oral, written and analytical skills.
- Experience with information systems problem determination and resolution in a diverse hardware and software environment preferred, especially in Linux, IBM I-5, PC, LAN, Microsoft Active Directory, and Internet-based environments required.
- Knowledge of IBM i5 system command line and RPG programming language preferred.
- Knowledge of IBM DB2 query language and syntax preferred
- Ability to provide technical presentations and training as needed.
- Ability to establish and maintain positive working relationships with co-workers, customers and other personnel.
- Maintains up-to-date knowledge of programming, database design & development techniques to ensure proper and efficient program application use.
- Ability to work effectively in a team-oriented, collaborative environment.
- Ability to multi-task, working under minimal supervision, and adapt quickly to changing priorities and deadlines.
- Ability to travel to and from various sites within the City of Burlington.
- This position occasionally requires working after normal business hours, including nights, weekends and holidays as needed, to conduct system maintenance, backups, or remedial actions during periods of low activity.
- Ability to work occasional nights, weekends, or holidays when required.

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Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> seeing | <input checked="" type="checkbox"/> ability to move distances | <input checked="" type="checkbox"/> lifting (specify) |
| <input type="checkbox"/> color perception | <input type="checkbox"/> within and between | <input type="checkbox"/> 50 pounds |
| <input type="checkbox"/> (red, green, amber) | <input type="checkbox"/> warehouses/offices | <input checked="" type="checkbox"/> carrying (specify) |
| <input checked="" type="checkbox"/> hearing/listening | <input type="checkbox"/> climbing | <input type="checkbox"/> 50 pounds |
| <input checked="" type="checkbox"/> clear speech | <input type="checkbox"/> ability to mount and | <input type="checkbox"/> driving (local/over |
| <input checked="" type="checkbox"/> touching | <input type="checkbox"/> dismount forklift/truck | <input type="checkbox"/> the road) |
| <input checked="" type="checkbox"/> dexterity | <input type="checkbox"/> pushing/pulling | |
| <input checked="" type="checkbox"/> hand | | |

Programmer/Analyst

Page 4 of 4

<input checked="" type="checkbox"/> _finger		
<input type="checkbox"/> _reading - basic	<input type="checkbox"/> _math skills - basic	<input checked="" type="checkbox"/> _analysis/comprehension
<input checked="" type="checkbox"/> _reading - complex	<input checked="" type="checkbox"/> _math skills - complex	<input checked="" type="checkbox"/> _judgment/decision
<input type="checkbox"/> _writing - basic	<input checked="" type="checkbox"/> _clerical	making
<input checked="" type="checkbox"/> _writing - complex		
<input type="checkbox"/> _shift work	<input type="checkbox"/> _outside	<input type="checkbox"/> _pressurized equipment
<input checked="" type="checkbox"/> _works alone	<input type="checkbox"/> _extreme heat	<input type="checkbox"/> _moving objects
<input checked="" type="checkbox"/> _works with others	<input type="checkbox"/> _extreme cold	<input type="checkbox"/> _high places
<input checked="" type="checkbox"/> _verbal contact w/others	<input checked="" type="checkbox"/> _noise	<input type="checkbox"/> _fumes/odors
<input checked="" type="checkbox"/> _face-to-face contact	<input checked="" type="checkbox"/> _mechanical equipment	<input type="checkbox"/> _hazardous materials
<input checked="" type="checkbox"/> _inside	<input checked="" type="checkbox"/> _electrical equipment	<input type="checkbox"/> _dirt/dust

Supervision:

Directly Supervises: _____

Indirectly Supervises: _____

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

(revised 2/7/2001; sent to union 2/9/2001; final 2/27/2001)

(revised 07/25/07; reclass 07/26/07; sent to union 08/08/07; final 08/23/07)

**BURLINGTON ELECTRIC DEPARTMENT
DESCRIPTION OF EXEMPT POSITION COMPENSATION FACTORS**

Exempt Position Classification Form

Position Title: Programmer/Analyst & Database Administrator
 Supervisor/Manager: Daryl Santerre
 Person(s) Performing Classification: Paul Alexander & Ben Pacy
 Date of Classification: 10-29-2013
 Reason For Classification: Revision to Existing Position ☒ New Position ☐ Other (Explain): ☐

Instructions:

First, assign a numerical and alphabetical designation (1A, 3C, etc.) for each compensation factor to which the position description & requirements most closely matches. Then assign a point value to each degree from the Exempt Compensation Factor Point Value sheet. Total the points to determine the classification level.

Compensation Factor.....	Numeric & Alphabetic Value	Points
1. Knowledge & Skill.....	<u>BC</u>	<u>110</u>
2. Latitude & Position Impact	<u>2C</u>	<u>150</u>
3. Supervision & Leadership	<u>1A</u>	<u>8</u>
4. Complexity/Innovation.....	<u>C3</u>	<u>250</u>
5. Working Conditions.....	<u>1</u>	<u>10</u>
Total Points		<u>520</u>
Classification Level.....		<u>6</u>

Internal Equity Review:

YES NO

1. Are there positions in BED with similar responsibilities and qualifications as this one? ☒

2. If yes, what are the positions (you need to list only one or two)?

Senior Programmer Analyst, Senior Network Analyst

3. Do the total points and classification for this position equal the classification for the positions listed above? ☒ ☒

4. If the answer to question #3 is "Yes", then the classification process is complete. If the answer is "No" then review the classification factors for this position in conjunction with factors for comparable positions and make changes where appropriate.

5. Is this position union ☒ or non-union ☐? If non-union, what criteria were used to determine its non-union status? ----> Supervisory ☐; Confidential ☐; Professional ☐

Final Approvals:

Area Manager:

Daryl Santerre

Date: 11-12-13

General Manager:

Paul Crine

Date: 11/13/13

Human Resources:

[Signature]

Date: 11/16/2013

**City of Burlington
Job Description**

Position Title: Internet Programmer/Analyst
Department: Burlington Electric Department
Reports to: Chief Financial Officer
Pay Grade: TBD

Job Code: ?

Exempt/Non-Exempt: Exempt

Union: IBEW

General Purpose:

This position is responsible for managing Burlington Electric Department's website and web presence and image. This will include working with other departments and the IT staff to constantly improve these. Position will be responsible for web design and development serving both internal operations and external sites. This person should be familiar with authentication procedures, encryption standards, and implementations for websites, including the design, development and review of systems for secure communication. The job is a combination of different web disciplines: part development, part operations, and part design. The person should have a wide range of internet "programming" skills.

Essential Job Functions:

- Identifies and meets technology needs of IT and business operations.
- Develops, along with contractors as required, department websites and web-based tools.
- Works with outside hosting providers and developers to implement website upgrades.
- Responsible for operation of Smart-Grid Customer Web-Portal - Energy Engage.
- Monitors web operations and responds to problems.
- Trains and supports IT staff on the best ways to utilize our internal web based tools.
- Utilizes an internal Help Desk that handles desktop hardware and software.
- Identifies and meets technology needs of IT and other department's business needs.
- Completes database design work and acts as backup for Programmer Analyst/Database Administrator.
- Works with social networking interfaces such as Facebook and Twitter.
- Works with online security methods such as "Single Sign On" and authentication methods.

Non-Essential Functions:

- Provides backup to other IS personnel.
- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor of Science degree in Computer Science, IT or related field.
- Ongoing education in the form of additional college-level IT courses preferred.

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- Four years of user interface/visual layout experience, working with HTML, JavaScript and CSS in a hand coded environment.
- PHP or similar programming server-side experience and competency with basic database transactions.
- Proficient with JSP, XML and XHTML/HTML, JavaScript, CSS.
- Profound knowledge of .NET technologies, web technologies (XML, RSS, etc.), and web APIs (REST, SOAP)
- Familiarity with Dreamweaver and Photoshop.
- Extensive knowledge of HTML and Internet Programming.
- Skilled in ASP.NET, ADO.NET, Active Server Pages, MS SQL Server 2005/2008, Oracle 11G databases and C#. (Exceptional ability to develop reusable code).
- Must be detail oriented;
- Must have demonstrated knowledge of both Windows and Linux server platforms.
- Intermediate level computer experience, including skills in Microsoft Office, MS SQL, ORACLE databases and Internet programming languages is necessary.
- Demonstrated creativity is required.
- Excellent communication, organizational, customer service, problem-solving and detail-oriented skills.
- Ability to work effectively in a team-oriented, collaborative environment.
- Ability to multi-task and work with minimal supervision, and adapt quickly to changing priorities and deadlines.
- Ability to establish and maintain positive working relationships with co-workers, customers and other personnel.
- Ability to travel to and from various work sites within the City of Burlington.
- Ability to work nights, weekends and holidays required.

Physical & Mental/Reasoning Requirements, Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

<input checked="" type="checkbox"/> seeing	<input checked="" type="checkbox"/> ability to move distances	<input checked="" type="checkbox"/> lifting (specify)
<input type="checkbox"/> color perception	within and between	50 pounds
(red, green, amber)	warehouses/offices	<input checked="" type="checkbox"/> carrying (specify)
<input checked="" type="checkbox"/> hearing/listening	<input type="checkbox"/> climbing	50 pounds
<input checked="" type="checkbox"/> clear speech	<input type="checkbox"/> ability to mount and	<input type="checkbox"/> driving (local/over
<input checked="" type="checkbox"/> touching	dismount forklift/truck	the road)
<input checked="" type="checkbox"/> dexterity	<input type="checkbox"/> pushing/pulling	

<input checked="" type="checkbox"/> _x_ hand		
<input checked="" type="checkbox"/> _x_ finger		
<input type="checkbox"/> _ reading - basic	<input type="checkbox"/> _ math skills - basic	<input checked="" type="checkbox"/> _x_ analysis/comprehension
<input checked="" type="checkbox"/> _x_ reading - complex	<input checked="" type="checkbox"/> _x_ math skills - complex	<input checked="" type="checkbox"/> _x_ judgment/decision making
<input type="checkbox"/> _ writing - basic	<input checked="" type="checkbox"/> _x_ clerical	
<input checked="" type="checkbox"/> _x_ writing - complex		
<input type="checkbox"/> _ shift work	<input type="checkbox"/> _ outside	<input type="checkbox"/> _ pressurized equipment
<input checked="" type="checkbox"/> _x_ works alone	<input type="checkbox"/> _ extreme heat	<input type="checkbox"/> _ moving objects
<input checked="" type="checkbox"/> _x_ works with others	<input type="checkbox"/> _ extreme cold	<input type="checkbox"/> _ high places
<input checked="" type="checkbox"/> _x_ verbal contact w/others	<input checked="" type="checkbox"/> _x_ noise	<input type="checkbox"/> _ fumes/odors
<input checked="" type="checkbox"/> _x_ face-to-face contact	<input type="checkbox"/> _ mechanical equipment	<input type="checkbox"/> _ hazardous materials
<input checked="" type="checkbox"/> _x_ inside	<input checked="" type="checkbox"/> _x_ electrical equipment	<input type="checkbox"/> _ dirt/dust

Supervision:

Directly Supervises: _____

Indirectly Supervises: _____

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____

Date: _____

Human Resources: _____

Date: _____

**BURLINGTON ELECTRIC DEPARTMENT
DESCRIPTION OF EXEMPT POSITION COMPENSATION FACTORS**

Exempt Position Classification Form

Position Title:

Internet Programmer/Analyst

Supervisor/Manager:

Daryl Santerre

Person(s) Performing
Classification:

Paul Alexander & Ben Pacy

Date of Classification:

11-7-2013

Reason For Classification: Revision to Existing Position ☐ New Position ☒ Other (Explain):

Instructions:

First, assign a numerical and alphabetical designation (1A, 3C, etc.) for each compensation factor to which the position description & requirements most closely matches. Then assign a point value to each degree from the Exempt Compensation Factor Point Value sheet. Total the points to determine the classification level.

Compensation Factor.....	Numerical & Alphabetic Value.....	Points
1. Knowledge & Skill.....	<u>3B</u>	<u>85</u>
2. Latitude & Position Impact.....	<u>2B</u>	<u>100</u>
Supervision & Leadership.....	<u>1A</u>	<u>0</u>
4. Complexity/Innovation.....	<u>C7</u>	<u>260</u>
5. Working Conditions.....	<u>1</u>	<u>10</u>
Total Points.....		<u>395</u>
Classification Level.....		<u>5</u>

Internal Equity Review:

YES NO

1. Are there positions in BED with similar responsibilities and qualifications as this one? ☒

2. If yes, what are the positions (you need to list only one or two)?

Senior Programmer/Analyst, Programmers Analyst + Data

3. Do the total points and classification for this position equal the classification for the positions listed above? ☒

4. If the answer to question #3 is "Yes", then the classification process is complete. If the answer is "No" then review the classification factors for this position in conjunction with factors for comparable positions and make changes where appropriate.

5. Is this position union ☒ or non-union ☐? If non-union, what criteria were used to determine its non-union status? ☐ Supervisory ☐ Confidential ☐ Professional ☐

Final Approval:
Person Manager:

[Signature]
[Signature]

Date: 11-12-13

Date: 11/12/13

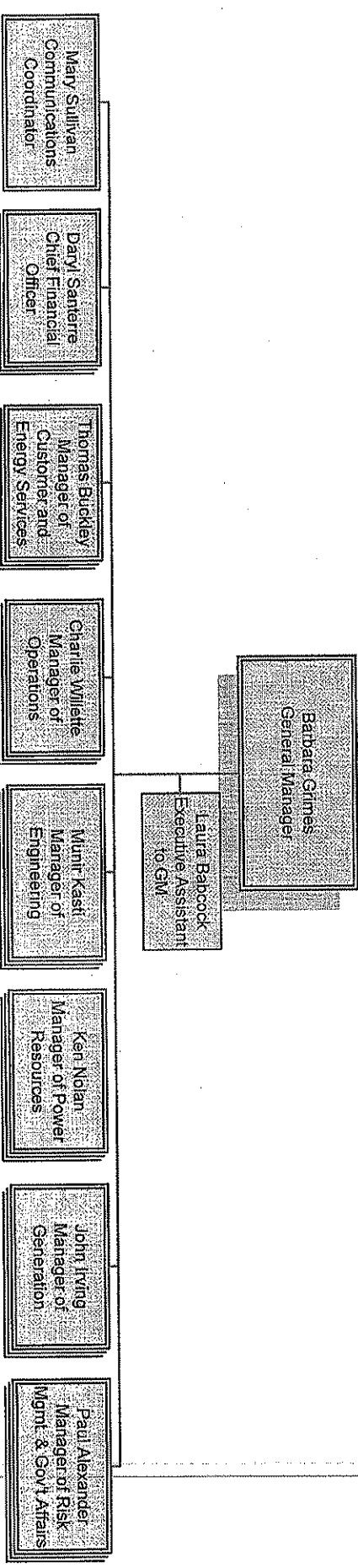
Date: 11/12/13

Date: 11/12/13

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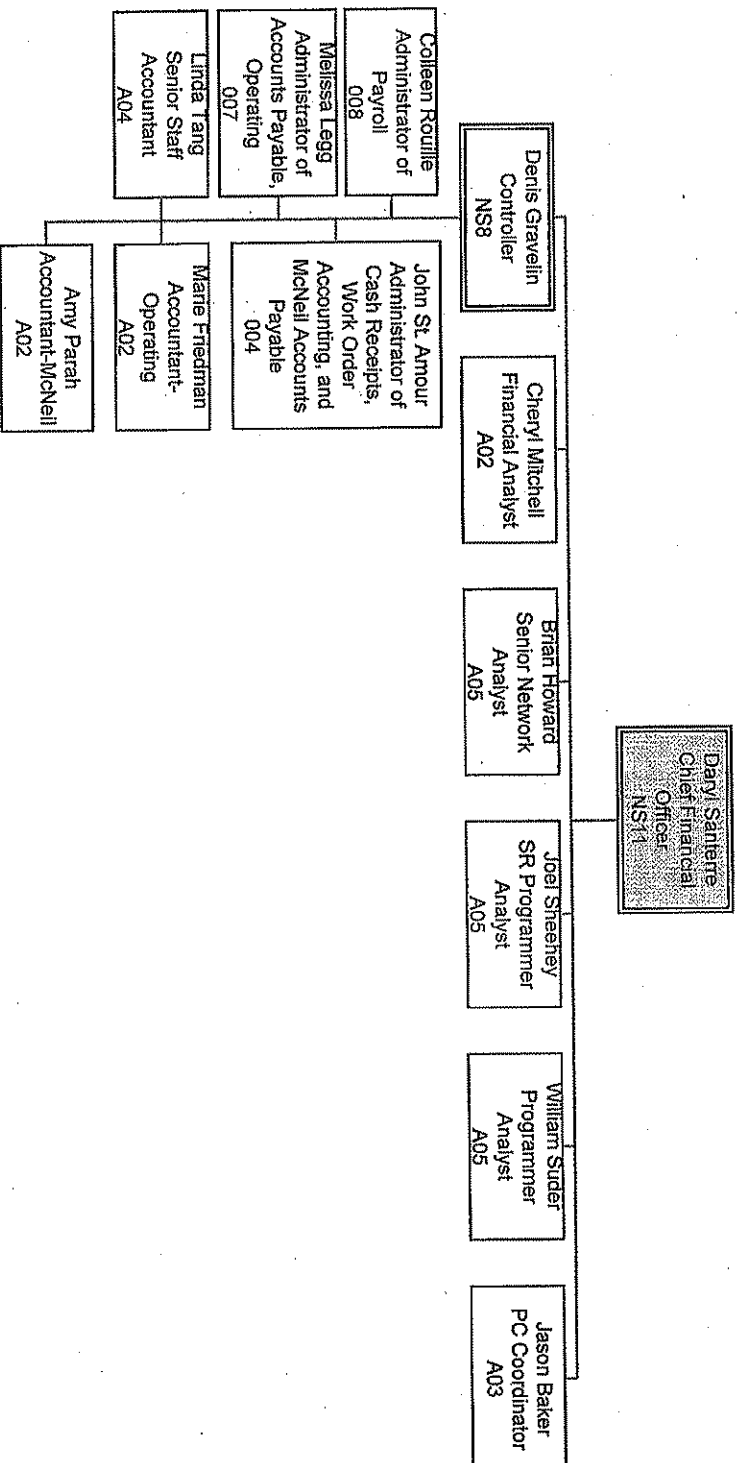
HUMAN RESOURCES

Burlington Electric Department
City of Burlington, Vermont
Organizational Chart
May 2012



Finance & Accounting/Information Services

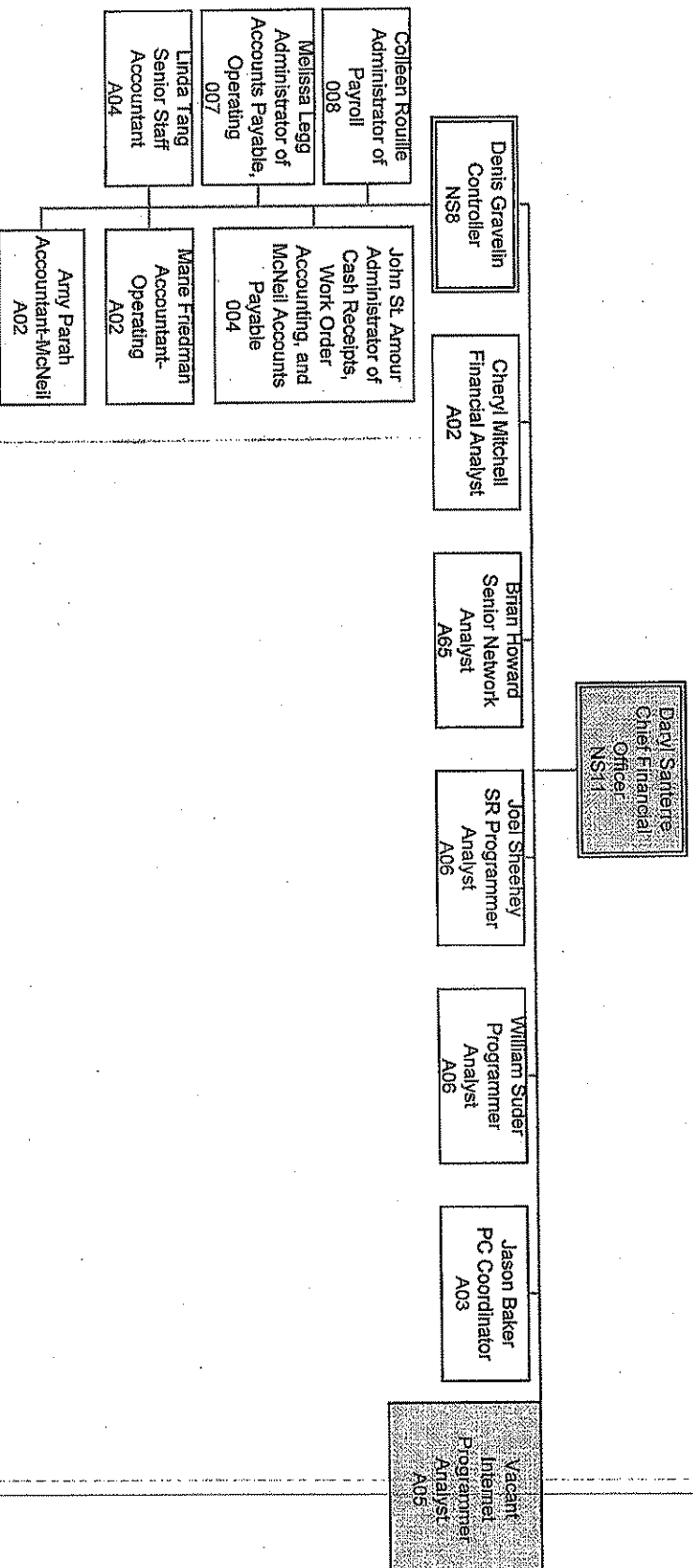
Burlington Electric Department



**Existing November
2013**

Finance & Accounting/Information Services

Burlington Electric Department



Proposed
December 2013

RESOLUTION

Board of Finance
Introduced: **12/16/2013**

Referred to: _____

Action: _____

Date: _____

Signed by Mayor: _____

CITY OF BURLINGTON

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

NOW THEREFORE BE IT RESOLVED THAT the Director of Aviation, Gene Richards, is hereby authorized and directed to execute the Lease between SMS Realty Partnership and the City of Burlington, and such other documents as may be required for the lawful culmination of the Lease, all subject to the prior approval of the Chief Administrative Officer and the City Attorney as necessary.

Page two

Resolution Relating to

AUTHORIZATION FOR LEASE OF CERTAIN LAND AT BURLINGTON INTERNATIONAL AIRPORT

NAME/PURPOSE OF CONTRACTS:	Lease of 5.29 Acres of vacant land
ADMINISTRATING DEPARTMENT:	Airport
CONTRACT AMOUNT:	\$3,300 per month (\$39,600 annually)
CONTRACT TERM:	Four years and six months effective January 1, 2013
FISCAL YEAR:	FY2014-FY2018
ACCOUNT NAME:	Other Buildings/Grounds rent
ACCOUNT NUMBER:	400-35-434.4465

200020-00078 (Resolution Lease 5.29 acres to Petes RV



City of Burlington
Burlington International Airport
1200 Airport Drive, #1
South Burlington, VT 05403
(802) 863-2874
www.btv.aero

MEMO

TO: City Council
FROM: Robert McEwing, Burlington International Airport
DATE: December 16, 2013

SUBJECT: City Council Approval Request – Land Lease, SMS Realty Partnership

The Burlington Airport seeks Finance Board and City Council approval for the following item related to a Lease associated with Airport property:

Authorization to Execute Lease Agreement for the rental of 5.29 acres of land located behind 3062-4016 Williston Road at Burlington International Airport. The Airport has an irregular parcel of land, adjacent to SMS Realty Partnership (Pete's RV), that SMS Realty would like to lease for recreational vehicle storage. The land is in the long range plan for airport development as aviation demand dictates but will not be needed to satisfy aviation needs for the next several years. The land has been subdivided and approved for storage use by the South Burlington Design Review Board. The Airport proposes to lease the vacant land to SMS Realty for four years and six months at the monthly rate of \$3,300 or an annual amount of **\$39,600**.

Please see the rental fee schedule below for further clarification:

Term (4 years, 6 months):

- January 1, 2014 – June 30, 2014: \$39,600
- July 1, 2014 – June 30, 2015: \$39,600
- July 1, 2015 – June 30, 2016: \$39,600
- July 1, 2016 – June 30, 2017: \$39,600
- July 1, 2017 – June 30, 2018: \$39,600

This is the first agreement between the Airport and SMS reality, therefore SMS reality has not been required to adhere to the City of Burlington's Livable Wage Ordinance in the past.

A draft resolution is included with this request. The resolution and draft lease have been coordinated with the City Attorney and McNeil, Leddy and Sheahan and approved by the Airport Commission on November 20, 2013. In addition, the Board of Finance approved the terms of the agreement on December 9, 2013.

Thank you for your consideration.
A resolution is included with this Request.

Resolution Relating to

AUTHORIZATION FOR LAND PURCHASES
UNDER AIP-98

RESOLUTION

Sponsor(s): Councilors Shannon,
Bushor, Aubin, Knodell

Board of Finance 12/16/2013
Introduced:

Referred to: _____

Action: _____

Date: _____

Signed by Mayor: _____

CITY OF BURLINGTON

In the year Two Thousand Thirteen.....

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

WHEREAS, the City of Burlington ("City") owns and operates the Burlington
International Airport in South Burlington, Vermont ("Airport"); and

WHEREAS, on June 24, 2013, this body approved the acceptance of a Grant under the
Federal Aviation Administration ("FAA") Airport Improvement Program ("AIP"), further
identified as AIP-98, for the anticipated purchase by the City of four residential properties
("Properties") located in the vicinity of the Airport in South Burlington, Vermont, for land use
planning, anticipated growth, environmental compatibility (noise), all in the interest of the City,
Airport and public airport purposes, and the contracting for relocation services associated with
said purchases; and

WHEREAS, the Airport's Director of Aviation now deems prudent the purchase of three
(3) of the Properties, for the purposes set forth above, with funds from a Grant Anticipation Note
("GAN"), in anticipation of said expenditures being reimbursed in part by State and Federal
grant and discretionary funds under FAA AIP-98, the three (3) Properties being:

1. 397 White Street (Jack and Lori Darling)	\$360,000
2. 1 Maryland Street (Andre and Robin Wing)	\$320,000
3. 6 Ledoux Terrace (Garry Davis)	\$230,000
Total:	\$910,000; and

1
2
3
4 **Page TWO**
5

6 **Resolution Relating to**
7
8 **AUTHORIZATION FOR LAND PURCHASES**
9 **UNDER AIP-98**
10
11
12
13
14

15 WHEREAS, all purchase prices will be at the stated Fair Market Value (FMV) as the
16 result of completed appraisals that are subject to negotiation, but in no event shall any purchase
17 price exceed 10% of FMV, with the total of the purchase prices not to exceed the grant limit
18 funding approved in FAA AIP-98; and

19 WHEREAS, the Board of Airport Commissioners at their meeting on November 20,
20 2013, recommended approval of the above-referenced purchases and the associated contracting
21 for relocation services, and

22 WHEREAS, the Board of Finance, on December 9, 2013, recommended approval of the
23 above-referenced purchases and the associated contracting for relocation services with funds
24 from a GAN, in anticipation of reimbursement under FAA AIP-98,

25 NOW THEREFORE BE IT RESOLVED THAT the Director of Aviation, Gene
26 Richards, is hereby authorized and directed to purchase, on behalf of the City, the Properties
27 as referenced above in accordance with FAA AIP-98, with funds from a GAN, in anticipation of
28 reimbursement under FAA AIP 98, subject to review by the Chief Administrative Officer and the
29 City Attorney, as necessary.

30 BE IT FURTHER RESOLVED that the Director of Aviation, Gene Richards, hereby is
31 authorized to expend on behalf of the City, funds required for any relocation services and costs
32 which may be associated with the purchase of the above Properties, with funds from a GAN, to
33 be reimbursed by FAA AIP-98, subject to review by the Chief Administrative Officer and City
34 Attorney as necessary.

Page THREE

**Resolution Relating to
AUTHORIZATION FOR LAND PURCHASES
UNDER AIP-98**

NAME/PURPOSE OF CONTRACTS:	Acquisition of 3 properties
ADMINISTRATING DEPARTMENT:	Airport
CONTRACT TERM:	Pursuant to Purchase and Sales Agreements
ANTICIPATED TOTAL COST OF CONTRACTS	\$910,000; Fair Market Value subject to negotiations but not to exceed 10% variance
SOURCE OF FUNDS:	GAN funds in anticipation of reimbursement with FAA AIP grant funds under AIP-98. 90% Federal. 6% State, 4% Local funding Local funding to be reimbursed using PFC funds.
FISCAL YEAR:	Federal FY2014, City FY2014
ACCOUNT NAME:	AIP-98 Land-2012B Noise Capital
ACCUNT NUMBER:	437-35-700.9500__110
200000-89	



City of Burlington
Burlington International Airport
1200 Airport Drive, #1
South Burlington, VT 05403
(802) 863-2874
www.btv.aero

MEMO

TO: City Council
FROM: Robert McEwing, Burlington International Airport
DATE: December 16, 2013

SUBJECT: City Council Approval Request – Purchase of 3 properties – AIP-98

On September 4, 2013, the City accepted a Federal grant under the Airport Improvement Program for acquisition of 4 residential properties within the 65 dnl noise contour as shown on the FAA approved Noise Exposure Map for the Airport. These properties reflect the reduced property purchase program which is occurring following the accelerated 5 year program that ended in Federal FY2012. The Airport is now proceeding with the purchase of three of these properties as follows:

- | | |
|---|-----------|
| 1. 397 White Street (Jack and Lori Darling) | \$360,000 |
| 2. 1 Maryland Street (Andre and Robin Wing) | \$320,000 |
| 3. 6 Ledoux Terrace (Garry Davis) | \$230,000 |

Total: \$910,000;

All proposed purchase prices are the stated Fair Market Value (FMV) as the result of completed appraisals and are subject to negotiation, but in no event shall any purchase price exceed 10% of FMV, with the total of the purchase prices not to exceed the grant limits for funding approved in FAA AIP-98.

The Airport needs authorization for the purchase of these 3 properties with authorization for the Interim Director to sign documents related to each purchase.

A draft resolution related to the purchases is attached and has been forwarded to Joe Farnham, MLS, and Eileen Blackwood, City Attorney for their review. The Airport Commission recommended approval of the purchases on November 20, 2013. In addition, the Board of Finance approved this item on December 16, 2013.

ATTACHMENT

- A. Resolution



OFFICE OF THE CLERK/TREASURER

City of Burlington

City Hall, Room 20, 149 Church Street, Burlington, VT 05401

Voice (802) 865-7000

Fax (802) 865-7014

TTY (802) 865-7142

TO: City Council
FROM: Bob Rusten, Chief Administrative Officer
DATE: December 6, 2013
RE: Report on Central Purchasing as Specified in Resolution 14.0 adopted on June 24, 2013

The City Council, through Resolution 14.0 adopted on June 24, 2013 requested that the City Administration investigate the creation of a centralized purchasing system for all contracts of goods and services, identify procedures that would minimize the risk for fraud and misconduct for such a system and, if appropriate, propose how it would create a centralized purchasing system to greater maximize purchasing dollars and have tighter controls on how purchasing and contracting for services are conducted in City government.

Currently the City's purchasing is decentralized where services and commodities are purchased by all departments independently to fulfill their individual needs. A move to a central purchasing model would concentrate the control of purchasing of services and commodities required by City departments in a single department.

Advantages:

- Economies of scale – eliminates duplication of effort required to purchase items common to some or all departments. For example, instead of having an employee from each department obtaining pricing proposals for a commodity, one purchasing agent would solicit the pricing proposals for all use by all departments.
- Improve spending power – Added buying power is created by combining the needs of various departments together. Purchasing in volume and using standards provides opportunities for discounts not normally afforded to low volume purchases.
- Open up opportunities for partnerships with other Vermont public entities, including the League of Cities and Towns and the Burlington School District, to further strengthen purchasing power, and economies of scale, as well as private companies that provide software systems designed to utilize creative purchasing methods, such as reverse auctions, to further reduce overall spending.
- Enhance operational efficiencies through standardization. - It allows for better control of supply and equipment items as well as technological objectives, while reducing standing inventory levels.
- Better monitoring of transactions to ensure regulatory and internal policy compliance.
- Enhancing relationships with suppliers - Purchasing staff can build good relationships with the buyers that enable the supplier to understand the business need and suggest other products that may be more suitable and cost effective. Suppliers know where and whom to contact which makes supplier contact much easier.
- Improves management of Contracts for Services. - oversight of expiring contracts and the need to conduct a timely process to re-test the marketplace. Managing contracts for goods and services is often a "loose end" in a decentralized system.

The City of Burlington does not discriminate on the basis of political or religious affiliation, race, color, national origin, age, sex, sexual orientation, marital status, veteran status or disability. Persons with disabilities who require assistance or special arrangements to participate in programs and activities of the Clerk Treasurer's Office are encouraged to contact us at 865-7000 or 865-7142 (TTY) at least 72 hours in advance so that proper arrangements can be made.

Disadvantages:

- The specific requirements or quality of the individual items procured for use by all City departments may not be comparable to that currently procured departmentally.
- Departments are used to obtaining services or commodities quickly or in some instances, immediately. A centralized structure may result in delays in receiving the services or commodities.
- There will be instances where the centralized buying staff will not be as knowledgeable in buying varied types of items.
- Centralized structures can result in higher incidences of unapproved spending, process circumvention, and uneven performance.
- Consolidated purchases of commodities may result in the reduction in the use of local vendors. Some local vendors currently being used may not be able to compete with regional or national vendors.

Recommendation:

It is recommended that, instead of initially creating a completely centralized purchasing system, the City adopt a center-led model. A center-led purchasing model, in essence, creates a centralized office that focuses on strategic commodities and services shared by several or all of the City's Departments while preserving the individual department's ability to purchase commodities and services specific to their department's needs. This model provides the best of both worlds--the advantages of the centralized and decentralized models with fewer disadvantages. In essence, this model allows for control over the City's service, commodity and technology strategies and strategic commodities while promoting best practices and knowledge sharing. Operational efficiencies are increased and overall procurement costs are decreased and the organization maintains the ability to react quickly to unexpected changes in supply or demand. Partnerships with other public entities can be better accommodated to further drive down procurement costs. Best practices can be shared easily throughout the enterprise, unauthorized or buying in violation of City policies can be significantly reduced, and performance maintained at consistent level. It is further recommended that the implementation of this model be done in a phased approach, with review and modification after one year.

Phase 1.

It is proposed that a central purchasing office be created within the Clerk/Treasurer's Office as part of the adoption of the Fiscal Year 2015 Budget. This office would be staffed by a purchasing agent supervised by the Chief Administrative Officer or his designee and be responsible for acquiring strategic goods and services identified by the Clerk/Treasurer's Office, such as paper, toner, copy machines, etc., drafting Requests for Proposals and giving advice to departments on specifications and assisting departments in drafting Requests for Proposals/Bids to obtain more favorable responses. The position would also be charged with establishing relationships between other public entities for cooperative purchasing, as well as private companies to expand the use of creative purchasing opportunities such as reverse auctions. In preparation for the creation and implementation, the Clerk/Treasurer's Office will continue to examine its purchasing trends and develop a list of the strategic commodities that would be managed by the Purchasing Office. This list will be modified as the year progresses to capture more commodities to include. Measurable goals should be created so as to assess the effectiveness and cost reductions of such a system.

Phase 2.

After one year, it is recommended that the Clerk/Treasurer's Office evaluate the progress toward the goals established in phase 1 and the effectiveness of the Purchasing Office and the Center-led structure to determine what, if any, changes should be made to the structure to further improve the purchasing process, including full centralization and, if not, whether to expand the number and types of strategic commodities managed by the Office.

Procedures to Minimize Fraud and Misconduct:

It is recommended that the City's Purchasing Manual, last revised in 2000, be re-crafted and ultimately adopted by the City Council. The purchasing manual is an important means of managing the purchasing function efficiently and effectively. Ideally, it outlines the policies and procedures to be followed by the purchasing personnel and departments and should clearly define the purchasing authorities, clarify the relationship between departments (offices), and set procedural and dollar limits for verbal, written and formal proposals.

In addition, it is recommended that the Purchasing Office not be the final level of approval for purchases of the strategic commodities. Approval from either of the two Assistant Chief Administrative Officers or the Chief Administrative Officer should be required. This will minimize the opportunity for one purchasing agent to commit fraud or misconduct. It should also be pointed out that the activities of the Office would naturally be part of the annual fiscal audit conducted by the City's contracted Independent Audit Firm.

One other consideration to note is that, ultimately, the success of this system will be contingent on the departments actively supporting the change in culture of the organization and authority of executive management to mandate a policy, process and cultural change. Mandating and enforcing compliance enhances supply chain effectiveness. Without the culture of mandates, a centralized or center-led supply chain's policy enforcement role may become contentious and ineffective.

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VERMONT ASSOCIATION
OF
CHIEFS OF POLICE



President

Chief Doug Johnston
Springfield P.D.
802-885-2113

1st Vice President

Chief George Merkel
Vergennes P.D.
802-877-2201

2nd Vice President

Chief Mike Hall
Manchester P.D.
802-362-2121

3rd Vice President

Chief Robbie Blish
Woodstock P.D.
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Northern Directors

Chief Tom Hanley
Middlebury P.D.
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Chief Brett Van Noordt

Milton P.D.
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Chief Steve McQueen

Winooski P.D.
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Southern Directors

Chief Joe Szarejko
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802-464-8593

Chief Jeffrey Whitesell

Winhall P.D.
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Chief Paul Doucette

Bennington P.D.
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Past President

Chief Christopher
Brickell

Brandon P.D.
802-247-5723

Treasurer

Chief Trevor Whipple
South Burlington P.D.
802-846-4111

Secretary

Nicole Dernier
Winhall P.D.
802-688-3895

Dear Chief of Police or Local Law Enforcement Professional:

You are cordially invited to attend a luncheon sponsored by the *Vermont Association of Chiefs of Police* at 12 noon on Tuesday, January 14, 2014 at the Capitol Plaza Hotel, 100 State Street, Governor's Ball Room in Montpelier. You are also encouraged to invite your manager, mayor and/or select board chair/member to attend. Your legislators are getting a special invitation to attend the luncheon. Encouragement from you for them to attend would be most helpful.

We will be seating attendees by counties so local public safety officials and legislators from their respective districts can be together. Please complete the enclosed registration form and mail it as soon as possible but no later than **Friday, January 10th** to Ms. BJ Carter, Middlebury Police Dept., One Lucius Shaw Lane, Middlebury VT 05753.

You may also call Ms. Carter at (802) 388-4018 or email her at bcarter@middleburypolice.org to register for the luncheon. The cost of the luncheon is \$20.00 per local official and includes beverage, tax and tip.

We encourage everyone to make a special effort to attend this important event. There are a number of significant issues facing law enforcement and your attendance will allow you to discuss these issues with your local representative. After the luncheon we hope all of you will take time to visit the statehouse. Copies of the Association's legislative platform will be available at the luncheon. We look forward to this opportunity for local law enforcement officials to meet and share their views with their legislators.

Sincerely,
Douglas Johnston

Douglas Johnston, President
Vermont Association of Chiefs of Police and Springfield Police Chief

Cc: Vermont Mayors, Managers and Select board Chairs

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SURREY CLERK
TREASURER'S OFFICE

**VERMONT ASSOCIATION
OF
CHIEFS OF POLICE**



REGISTRATION FORM

President

Chief Doug Johnston
Springfield P.D.
802-885-2113

1st Vice President

Chief George Merkel
Vergennes P.D.
802-877-2201

2nd Vice President

Chief Mike Hall
Manchester P.D.
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3rd Vice President

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Chief Trevor Whipple
South Burlington P.D.
802-846-4111

Secretary

Nicole Dernier
Winhall P.D.
802-688-3895

Please mail to Ms. BJ Carter, Middlebury Police Dept., One Lucius Shaw
Lane, Middlebury VT 05753

The following persons will be attending the 2014 Legislative Luncheon sponsored by the *Vermont Association of Chiefs of Police* on Wednesday, January 14, 2014 at the Capital Plaza in Montpelier. Please return this registration and a check for \$20.00 per attendee, payable to *Vermont Association of Chiefs of Police*, by Friday, January 10th. If you have questions or need to register by phone, please call Ms. Carter at (802) 388-4018 or email her at bcarter@middleburypolice.org

Name	Position	City/Town/Village
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Name	Position	City/Town/Village
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Name	Position	City/Town/Village
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RECEIVED
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BURLINGTON CLERK
TREASURER'S OFFICE

Burlington City Council



Local Control Sub-committee/City Council License Committee

Norm Blais, Chair
Max Tracy, Member
Tom Ayres, Member

802/865-7136
TTY 802/865-7142

December 2013

To all first class and second class license holders:

All liquor licenses are subject to expire on April 30, 2014; renew on May 1, 2014. In anticipation of that situation, the members of the Liquor Control Subcommittee have been advised that there are a number of first class and second class liquor license holders who have failed to submit monthly gross receipts filings to City Hall with the accompanying payments. While those license holders in non-compliance constitute a minority of such licensees, the revenues involved are substantial.

At its meeting on December 3, 2013, our subcommittee was of the unanimous opinion that, if a licensee has failed to submit all required gross receipts filings with the required payments as of the end of the current license period, our recommendation to the entire Liquor Control Committee will be that the first class and/or second class liquor license of that establishment not be renewed for the next period. The purpose of this letter is to provide you with sufficient advance notice of our decision in this regard so that you can plan accordingly.

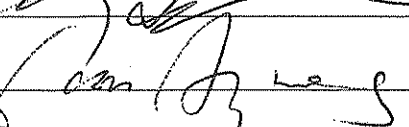
Also, the subcommittee will be adding, as a condition to all future first and second class liquor licenses, that the licensee file monthly gross receipts documents with the required payments. Non-compliance with that condition would subject the licensee to possible suspension or revocation of the license.

We want to stress that our experience has been that the majority of licensees are responsible partners with the City of Burlington with regard to their financial obligations. However, the financial challenges facing the City prompt us to take this action.

We appreciate your attention to this letter.


_____, Norm Blais, Chair


_____, Max Tracy, Member


_____, Tom Ayres, Member

Cc: File

Lori Olberg

From: William Grubel <wbgrubel1@gmail.com>
Sent: Thursday, December 12, 2013 9:54 AM
To: Lori Olberg
Subject: Message from Contact Us at www.BurlingtonVT.gov

This message was sent to you because you are a designated recipient for 'City Council' from <http://www.BurlingtonVT.gov/ContactUs>
Sent on 12/12/2013 9:53:59 AM from IP Address: 97.117.84.242

Comment/Question: Not only is limiting gun ownership in direct violation of the second amendment, the evidence suggests and studies reflect that doing so has never, not even once, lowered violent crimes. In fact evidence and studies reflect the exact opposite. Are you you guilty of the insane logic reflected below?
Population 2.7 million 2.15 million Median HH Income \$38,600 \$37,000 % African-American 38.9% 24% % Hispanic 29.9% 44% % Asian 5.5% 6% % Non-Hispanic White 28.7% 26% Pretty similar until you compare the following: Chicago, IL Houston, TX Concealed Carry gun law no yes # of Gun Stores 0 184 - Dedicated gun stores plus 1500 - legal places to buy guns- Walmart, K-mart, sporting goods, etc. Homicides, 2012 1,806 207 Homicides per 100K 38.4 9.6 Avg. January high temperature (F) 31 63 Conclusion: Cold weather causes murder.



OFFICE OF THE CLERK/TREASURER

City of Burlington

City Hall, Room 20, 149 Church Street, Burlington, VT 05401

Voice (802) 865-7000

Fax (802) 865-7014

TTY (802) 865-7142

BOARD OF FINANCE TUESDAY, NOVEMBER 12, 2013

MINUTES

PRESENT: Mayor Weinberger; Councilors Bushor, Knodell, and Aubin; CAO Rusten

ALSO PRESENT: Councilor Paul; ACAOs Goodwin and Schrader; City Attorney Eileen Blackwood; Assistant City Attorney Richard Haesler; Stephen Barraclough, BT; Lise Veronneau, Police; Ryan Betcher, Airport; Norm Baldwin, DPW; Daryl Santerre, BED; Mike Kanarick, Mayor's Office; Marcy Krumbine, CEDO; Bryan Dow; Martha Lang, Ward 1 Resident

ABSENT: City Council President Shannon

1. Agenda

On a motion by Councilors Knodell and Aubin, the agenda was adopted unanimously as presented.

2. Public Forum

Martha Lang, Ward 1 Resident, spoke about the proposed sale of St. Joseph's School.

3. Approval of the Board of Finance Minutes

a. October 28, 2013

On a motion by Councilors Bushor and Knodell, the minutes were adopted unanimously as presented.

4. Authorization for Amendment to Master Services Agreement with VTel – BT

The Board addressed an item to allow Burlington Telecom to amend their Master Service Agreement with VTel.

On a motion by Councilors Bushor and Knodell, the amendment to the agreement was approved unanimously.

5. Investment in VELCO – BED

The Board addressed an item to allow the Burlington Electric Department to invest up to \$1,900,000 in VELCO.

On a motion by Councilors Bushor and Aubin, the Board unanimously voted to approve the investment in Velco.

6. Authorization for Greyhound Lease Space Renewal – Airport

The Board addressed an item to allow the Airport to renew a lease for office and ticket counter space with Greyhound.

On a motion by Councilors Bushor and Knodell, the Board unanimously voted to renew the lease.

7. Request to Repave St. Paul St. in Lieu of Excavation Fees – DPW

The Board addressed an item to allow the developers of the Stratos project to repave St. Paul Street between King and Maple Streets in lieu of paying excavation fees.

On a motion by Councilors Aubin and Knodell, the Board unanimously voted to allow repavement in lieu of excavation fees.

8. Request to Use Impact Fees to Purchase Vehicles – Police

The Board addressed an item to allow the Police Department to purchase 4 2014 Ford Interceptors for \$132,490.

Councilors Bushor and Aubin made a motion to recommend approval of the purchase. The motion passed unanimously.

9. CDBG Allocation Process – CEDO

The Board discussed proposed changes to the CDBG Allocation process.

Councilors Bushor and Knodell made a motion to refer the process changes to the City Council. The motion passed unanimously.

10. Technical Amendment to Ground Lease 41 Cherry St. – Attorney

The Board discussed an item that would amend the ground lease with Hotel Vermont at 41 Cherry Street to extend the easement for an overhang extending into the City right of way.

Councilors Bushor and Aubin made a motion to amend the ground lease. The motion passed unanimously.

11. Authorize for Budget Amendment for Prepayment of Urban Reserve Certificates of Participation - Attorney

The Board addressed an item to allow the City to prepay the remaining principal of \$573,502.50 on the 1999 Urban Reserve Certificates of Participation.

Councilors Bushor and Knodell made a motion to approve the prepayment of the Certificates of Participation. The motion passed unanimously.

12. Authorization to Execute Contract with Westlaw – Attorney

The Board addressed an item that would allow the City Attorney's Office to execute a contract with Westlaw for print and online legal research tools.

Councilors Knodell and Bushor made a motion to authorize execution of the contract. The motion passed unanimously.

13. Pension Summit Payment – Mayor

The Board addressed a proposal from the Mayor's Office to pay for \$1,500 of expenses related to the Pension Summit through the Special Projects line in the Regional Programs Budget.

Councilors Bushor and Aubin made a motion to approve payment from the Special Projects budget. The motion passed unanimously.

14. Feedback on Pension Summit – Mayor

The Board discussed the Pension Summit.

15. Review of September Financials – C/T

The Board reviewed the financials for the month of September.

16. First Quarter Budget Amendment Analysis – C/T

The Board reviewed the budget amendment analysis from the first quarter.

17. Review Sweep Account Analysis (Formerly Pooled Cash) – C/T

The Board reviewed the Sweep Account Analysis as of October 25, 2013.

18. Discuss \$500,000 Budget Challenge – C/T

The Board reviewed a proposal from the Clerk/Treasurer's Office on ways to increase revenue and reduce expenses by \$500,000 in the FY14 Budget.

Councilors Aubin and Knodell made a motion to approve the proposal. The motion passed by a vote of 3-1 with Councilor Bushor voting against.

On a motion by Councilors Knodell and Aubin, the Board of Finance meeting was adjourned at 6:23pm.

FOR INFORMATION PURPOSES**Grants Accepted Since Last Meeting:**

Department of Public Safety Grant – Police Department - \$5,000

Boater Infrastructure Grant – Parks Department - \$100,000

Informational Memo re: Police Supervisor Pay – Chief Schirling

Informational Memo re: Plan to Invest City Money - ACAO Goodwin

Communication Referred from Council re: St. Joseph's School – Corey Mallon



OFFICE OF THE CLERK/TREASURER

City of Burlington

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BOARD OF FINANCE MONDAY, NOVEMBER 25, 2013

MINUTES

PRESENT: Mayor Weinberger; City Council President Shannon, Councilors Aubin and Bushor; CAO Rusten

ABSENT: Councilor Knodell

ALSO PRESENT: Councilor Paul; ACAO Goodwin; Assistant City Attorney Haesler, Ryan Betcher, Bob McEwing, Airport, Brian Lowe, Airport

1. Agenda

City Council President Shannon requested item 9 be moved to item 2A.

On a motion by City Council President Shannon and Councilor Aubin, the agenda was adopted unanimously as amended.

2. Public Forum

No one came forward to speak.

2A. (Formerly 9) Delegation of Authority for Budget-Neutral Amendments – C/T

City Council President Shannon and Councilor Aubin made a motion to recommend approval of the delegation of budget neutral amendments to the City Council.

Councilor Bushor stated the new language allows for contract amendments and reserve re-appropriations. She is not ready to make this permanent, and would prefer to try it for a year. Mayor Weinberger stated they can have a sunset of July 1, 2014. Councilor Bushor stated she would prefer that. City Council President Shannon stated they can revisit this any time that they want to. She does not feel a sunset is necessary, but is not opposed to it if it would make Councilor Bushor more comfortable. Mayor Weinberger stated they report any actions taken under this authority on a regular basis. Councilor Bushor stated her rationale is that they have not gone through a full cycle of this. It looks like it will be fine and she will likely support making it a done deal, but she would like to go through the full cycle first.

Councilor Bushor and City Council President Shannon made a motion to amend the resolution to have a sunset date of 6/30/14. The motion passed unanimously.

The motion to recommend approval to the City Council passed unanimously.

3. Authorization for FY14 Budget Amendment to Move Funds to Overtime – Police

Councilor Bushor and City Council President Shannon made a motion approve the budget

amendment.

Councilor Aubin inquired what this does to base salaries. CAO Rusten stated it was meant to be in the overtime budget to begin with.

The motion passed unanimously.

4. Approval for Renewal of Federal Express Lease – Airport

The Board addressed an item to allow the Airport to renew a lease agreement with Federal Express Corporation for the operation of cargo services.

Councilors Bushor and Aubin made a motion to approve the lease renewal. The motion passed unanimously.

5. Approval of Addendum to Temporary Ground Lease for Enterprise – Airport

Councilor Bushor and City Council President Shannon made a motion to approve the lease addendum.

Councilor Bushor stated this references the current agreement which contains livable wage language. She inquired if the livable wage is still in effect because this is just an addendum to the original agreement. Assistant City Attorney Haesler stated the livable wage is still in effect until the contract expires. Mayor Weinberger stated nothing about this resolution will change the current setup. Councilor Bushor stated the resolution should state that it is a month to month lease and the end date to be consistent with the communication and agreement.

The motion passed unanimously.

6. Approval of Addendum to Temporary Ground Lease for Hertz Car Rental – Airport

Councilors Aubin and Bushor made a motion to approve the addendum to the lease.

Councilor Bushor requested that language be added to the resolution to be consistent with the agreement and communication.

The motion passed unanimously.

7. Authorization to Finance and Purchase Vehicles and Equipment – Airport

Councilors Bushor and Aubin made a motion to recommend approval of the vehicle purchase and financing.

Councilor Bushor stated the resolution says they will be “utilizing City” and inquired what exactly they are utilizing. Bob McEwing, Airport, stated it should read funds.

The motion passed unanimously.

8. Authorization for Modification of Passenger Boarding Bridge - Airport

Councilors Bushor and Aubin made a motion to approve the contract.

Councilor Bushor inquired if they intend to fund this just through Passenger Facility Charges or if they will also utilize the Airport Operating Revenues. Bob McEwing, Airport, stated this will utilize only Passenger Facility Charges. Councilor Bushor stated the resolution should be modified to reflect this.

The motion passed unanimously.

10. Review October Monthly Financial – C/T

CAO Rusten stated they have identified some departments that have had problems with revenues and have begun conversations about what they will do to reduce expenses and remain within their budget. General Funds Revenues appear to be off in comparison with where they were last year. They will modify the sheet for next month with a column comparing month to month with last year. The Enterprise and Special Revenue Fund things seem to be generally on track with last year.

Councilor Bushor inquired if there are any red flags. CAO Rusten stated there are some, but they are addressing them earlier in the year so there is time to correct them. Parks and Recreation has had some problems with revenues due to the weather. They will be coming up with things to do in this fiscal year to correct the problem. Councilor Bushor stated Parks and Recreation struggles with this often. She does not know if the City gives them enough general fund money. She does not want fees to go up because she wants their programs to be affordable. It has been an ongoing problem. CAO Rusten stated they are starting to work on the FY15 Budget. He has been asking Department Heads to present real numbers, the numbers that they really need, and a “wish list”. They will continue to have these discussions as they put together the FY15 budget.

11. Review October Sweep Account Analysis – C/T

CAAO Goodwin stated the stability bond was completely reimbursed by the tax payment due November 12. The balance is now the full \$9 million. There is still a significant amount of money owed to the general fund, but that number will be significantly reduced by the time of the next report. The dedicated taxes for capital fund and retirement will be allocated to the appropriate funds which will reduce the amount that they owe the general fund. CAO Rusten stated they have asked Departments to let them know if they believed that they had carried money forward to the general fund. There will be a new fund called equitable sharing for the Police Department. That money has been sitting in the general fund pool and tracked by an excel spreadsheet. They will begin to use special bank accounts to track these funds instead.

Councilor Bushor requested they look at BT’s budget earlier rather than later. She wants to know how they are doing and would like to understand their unfunded balance. CAO Rusten stated it would be helpful to have people from BT here when discussing their budget.

Mayor Weinberger inquired about the change in the amount of the Penny for Parks account. ACAO Goodwin stated they have been spending those dollars and it is a real number. They are

working hard to catch up on projects and have been spending those dollars.

Mayor Weinberger inquired why the fiscal stability bond does not say that the full \$9 million is in that account. ACAO Goodwin stated that is the actual number. They may need to top it off to bring it up to the full \$9 million. Mayor Weinberger inquired if the full replenishment will go down over time as they make payments. ACAO Goodwin stated it will.

12. Discuss December Meeting and Agenda Schedule

The Board discussed the upcoming Board of Finance meeting schedule and agreed to not meet on December 2nd, and to meet on December 9 and December 16. CAO Rusten also stated that the November financials will not be ready by the December 16th meeting and instead will be e-mailed out by the end of the month and discussed at the first meeting in January.

CAO Rusten was also asked about the 2014 Board of Finance meeting schedule. He responded that the schedule had not yet been set and would be discussed at a December Board meeting.

Without objection, Mayor Weinberger adjourned the Board of Finance meeting at 6:25pm.

FOR INFORMATION PURPOSES

Grants Accepted Since Last Meeting:

High Meadows Fund Grant – CEDO - \$15,000 – Analyze Parking Trends Among City Staff

Financing with the City of Burlington – Airport

Wastewater Refinance – C/T

Lori Olberg

From: Hank Bradley <cnhbradley@msn.com>
Sent: Thursday, December 12, 2013 2:39 PM
To: Lori Olberg
Subject: Message from Contact Us at www.BurlingtonVT.gov

This message was sent to you because you are a designated recipient for 'City Council' from
<http://www.BurlingtonVT.gov/ContactUs>

Sent on 12/12/2013 2:38:58 PM from IP Address: 64.184.229.50

Comment/Question: The 2nd Amendment does provide stipulations for gun ownership other than militia and we are all part of the militia.