Agenda for Regular City Council Meeting

City Council Chambers, City Hall
Wednesday, April 27, 2016
6:00 P.M.

1) Call to Order by the Mayor

2) 16-120. Review and Approve Agenda

3) 16-134. Executive Sessions:

(a) Acquisition of Overlake Park, LLC Easement by Eminent Domain.

(b) Discussion regarding the Mowatt property.

(c) Discussion regarding the Bashara easement.

(d) It is anticipated that this entire discussion will be held in Executive Session in accordance with Title I, V.S.A. §313 (a)(2), *negotiating or securing real estate purchase or lease options*.

6:30 P.M. Public, televised portion, of meeting begins …

4) 16-121. General Business and Appearances

a) Presentation of a Resolution recognizing Women's Lung Health Week.

5) 16-122. Consideration of the Consent Agenda:

a) Consideration of the Minutes from the April 13, 2016 City Council Meeting.

b) Detailed Budget Status Reports for General Fund, Water Fund, Sewer Fund, Cemetery Fund, Parks Fund, Parking Fund, Senior Center Fund and District Heat Fund for a nine-month period beginning July 1, 2015 and ending March 31, 2016.

c) Approve contract for planning services for the update of the City Master Plan.

d) Approval of the City's Application for the Department of Energy's Cities Leading through Energy Analysis and Planning (Cities-LEAP) Grant

e) Request from Ward Joyce for permission to proceed with certain installations in the public right-of-way on Langdon Street from June 10 – October 31, 2016 as part of the Langdon Street Alive Project

f) Ratification of action taken at the Council's April 13th meeting to approve the City Manager's contract

g) Approve request from Jesse Jacobs, on behalf of Steve Hintgen, for the closure of Langdon Street, a section of State Street and a few parking spaces on Main Street for the 2016 Vermont Vintage Trailer Show scheduled to be held on Saturday, August 20, 2016.

h) Consideration of becoming the Liquor Control Commission for the purpose of acting on the following:

    1) Annual renewal of Liquor Licenses (City Clerk will distribute list of applications at the meeting.)

i) Payroll and Bills

6) 16-123. Appointments to the East Central Vermont Telecommunications District

7) 16-124. Opportunity to meet Washington County State's Attorney Scott Williams would like to discuss community issues with Council

8) 16-125. Discussion of Montpelier's Economic Development Strategic Plan (EDSP) Draft Recommendations

9) 16-126. Zoning Overview: Presentation of Part 1 Unified Development Bylaws and Overview of River Hazard Area Bylaws

10) 16-127. Discussion of City Council's 2016-17 Goals

11) 16-128. Update on Recreation Building RFP

12) 16-129. Other Business

13) 16-130. Council Reports
14) 16-131. Mayor's Report
15) 16-132. City Clerk's Report
16) 16-133. City Manager's Report

17) Adjournment

CITY COUNCIL Agenda Item #16-128.
Date: April 27, 2016
Consent __ Discussion _x __

SUBJECT: Discussion of the Request for Proposals issued for the redevelopment of 55 Barre Street (Recreation Building)

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Recommended motion: "No action be taken on the proposals received for the redevelopment of 55 Barre Street but that we direct the City to continue to work with the submitters on realizing their proposals at other locations as part of the City's economic development strategic plan."

RELATED COUNCIL GOAL/PRIOR ACTION: 2015-2016 City Council Goals:
- Explore and encourage intra-municipal and other regional efforts with the goal of maintaining service levels and reducing costs
- Create a hospitable environment for economic development and grand list growth

The City Council approved the issuance of this Request for Proposals on February 10, 2016.

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: It is the City Council's sole discretion to vote to sell municipal property. In this instance, we recommend the Council vote to not move forward with a sale at this time.

BACKGROUND INFORMATION: The City of Montpelier received two proposals in response to the RFP for the redevelopment of 55 Barre Street. The attached memo outlines our recommendation.

SUPPORTING DOCUMENTS: Attached memo and submittal evaluation matrix.

INTERESTED PARTIES: This information has been shared with the Recreation Advisory Board and the Montpelier Senior Activity Center Advisory Council.

ASSISTANT CITY MANAGER'S APPROVAL: Jessie C Baker

Mayor John Hollar

City Council Members:
Dona Bate
Jessica Edgerly Walsh
Tom Golonka
Jean Olson
Justin Turcotte
Anne Watson

William Fraser
City Manager

Jessie Baker
Assistant City Manager

MEMORANDUM

To:	Mayor Hollar & City Council Members
From:	William Fraser, City Manager Jessie Baker, Assistant City Manager
Re:	55 Barre Street – Request for Proposals Review
Date:	April 19, 2016

On March 9, 2016, the City of Montpelier issued a Request for Proposals (RFP) for the sale and redevelopment of 55 Barre Street. Proposals were due at 4:00 pm on Friday, April 15, 2016. The City received two proposals (with one of the proposals outlining three different concepts.) I have reviewed the responses and recommend that, as neither fully complies with the RFP requirements, we do not move forward with either proposal at this point. I have attached the evaluation checklist to this memorandum.

Proposals were received from Morningstar Properties under the signature of Stephen Ribolini and Overlake Park, LLC under the signature of Jesse Jacobs. The proposals outlined are interesting and would complement our downtown vibrancy. However, the projects are not at the level of readiness to be considered at this time. When this RFP was considered and drafted, we were interested in businesses that were ready to move to or expand in Montpelier as indicated by the request for a business plan and experience criteria in the RFP. While these proposals present great ideas for the City of Montpelier, there are not businesses committed to these projects.

Both respondents are local property owners and outline exciting economic development concepts for Montpelier. As we move forward in the transition of the Recreation Department to City management, planning for a multi-generational community services department, discussions around the Economic Development Strategic Plan, and assessing the future needs of 55 Barre Street, we can reach back out to these two key stakeholders to explore these options in our core downtown.

Request for Proposals
Sale by City of Real Property at 55 Barre Street
Submittal Evaluation

Requirements	**Respondents**			
	Morningstar Properties	**Overlake Park, LLC - Proposal #1**	**Overlake Park, LLC - Proposal #2**	**Overlake Park, LLC - Proposal #3**
Deadline - 4 pm on April 15, 2016	Yes	Yes	Yes	Yes
Submit original, photocopies, and an electronic version	No	Yes	Yes	Yes
Proposal Packages must include:				
A letter of introduction	Yes	Yes	Yes	Yes
A proposed development plan outlining:	Mixed use commercial space	Confidential	Maker Space	Food Hub
*the proposed use of the Property	Yes	Yes	Yes	Yes
*a corresponding business plan	No	No	No	No
*demonstrated experience in the field or with similar businesses	Yes	Partial	Partial	Partial
*timing of project completion	No	Yes	Yes	Yes
*demonstrated compatibility with existing and proposed zoning regulations.	No	Yes	Yes	Yes
*This should also include the number and types of jobs that will be created by the proposed development and the timing of jobs in the market, both in terms of availability and duration.	No	Yes	Yes	Partial
A proposed timeline for taking occupancy of the Property under the development plan	No	Yes	Yes	Yes
An offer of payment for the Property	$212,000	$375,000	$375,000	$375,000
An analysis of municipal impacts of proposed development including grand list growth and utility usage that will be generated, if any, as a result of the development.	Yes	Partial	Partial	Partial
A document providing evidence of Bidder's financial capability to complete the purchase and development plan	No	Yes	Yes	Yes
A statement indicating how your Proposal represents the highest price and/or highest value to the City in terms of direct or indirect financial, economic, or community benefits.	No	Partial	Partial	Partial

NOTE: Overlake Park LLC submitted three ideas in one proposals. For clarity, I have separated them out.

Addendum to Agenda
for
Regular Council Meeting

Wednesday, April 27, 2016

4) 16-122. j) This is a formal request to the consent agenda to close Langdon Street on May 7th from 7:00 A.M. to 11:59 P.M. for the Montbeelier … a celebration of Three Penny Tap Room's Anniversary. This has been cleared with Captain Neil Martel and the Montpelier Business Association.

CITY COUNCIL Agenda Item #16-127.
Date: April 27, 2016
Consent __ Discussion _x_

SUBJECT: Discussion of City Council's 2016-17 Goals

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Review recommendation, discussion, and adoption of final goals.

RELATED COUNCIL GOAL/PRIOR ACTION: 2015-16 goals document, discussion at March 9, 2016 meeting, March 23, 2016 meeting, March 26, 2016 workshop, and April 13, 2016 meeting.

EXPENDITURE REQUIRED: No expenditure required for the goals document.

SOURCE OF FUNDS: Cost of projects and initiatives will come from the annual budget and allocated funding.

LEGAL REQUIREMENTS: None

BACKGROUND INFORMATION: The City Council annually adopts goals and priorities to guide Council agenda and Staff work throughout the year. In an attempt to align staff capacity with Council vision and public support, the Leadership team has drafted recommended goals, strategies and activities for the Council's consideration.

Since the last meeting, a calendar of Council review has been developed. This outlines when we will come to you with overall goal updates and specific requests related to the priorities. We welcome your feedback.

SUPPORTING DOCUMENTS: Leadership Team Revised Goals and City Council Goals by Month

INTERESTED PARTIES: Leadership Team and City Committees

ASSISTANT CITY MANAGER'S APPROVAL:

City of Montpelier

Proposed 2016-2017 City Council Goals – Staff Recommendations

Reference Letter	Policy Goal	Strategies	FY17 Actions	FY17 Deliverables to Council	Future Actions	Lead Agency	Future Resources Needed	Anticipated Council Review/Update
A	**Keep Montpelier Affordable for residents**	**Adopt budget within resources available**	**Set funding levels and priorities**		Develop a Long term budget	City Council Finance		Council to set
		Keep tax rates and user fees sustainable	**Establish long term sustainability target**		Adopt new water rate structure	Council Finance MSAC/Rec/ Parks		
		Increase Grand List	**Approve and Implement EDSP**	*Final EDSP for approval *Proposed updated tax stabilization policy for approval *Other deliverables based on recommendations	Continue commitments	City Council City Manager	New funding	*EDSP – June *Policy updates – September *FY18 funding - December
		Maintain a variety of housing choices	Prepare housing strategies plan	*Draft plan outlining various options and strategies for adding housing in Montpelier *Housing Plan as part of Master Plan	Implement strategies	City Manager Planning		Report in October June 2017
		Seek new revenue sources	**Implement local options tax** **Implement user fees in budget**	*Ordinance or resolution to authorize tax *Rate resolution for new items		Finance Council City Manager		After legislature acts on charter change (June 2016) June 2016
				*Develop MSAC endowment/estate planning outreach plan based on consultation with CS team and other stakeholders	Build long term endowment funds	MSAC Cemetery		Report results and updates in 4th quarter

Proposed 2016-2017 City Council Goals – Staff Recommendations

Reference Letter	Policy Goal	Strategies	FY17 Actions	FY17 Deliverables to Council	Future Actions	Lead Agency	Future Resources Needed	Anticipated Council Review/Update
B	**Maintain excellent services**	**Develop high performing organization**	Promote Leadership Values and Philosophy			City Manager		
					Strategic Plan	City Manager		
		Meet organizational needs	Build HR capacity	*Improved human resources practices (annual evaluations, streamlined hiring processes, increased training)		City Manager		Update – January 2017
			Update Personnel Plan	*Updated Personnel Plan	Negotiate Union contracts	City Manager		Personnel Plan for approval – August 2016
			Work toward MSAC Accreditation	*National Peer review site visit completed by October 2016		MSAC		4th quarter report
			Emphasize Employee Wellness			Finance Police		
			Develop an integrated plan to provide facilities and grounds management Develop/acquire asset management capabilities	*FY18 Budget to include an integrated plan for ground and facilities management	Implement management structure	City Manager DPW Rec/Parks	Potential Funding Need	FY18 budget presentation - December
		Seek opportunities for efficiencies	Complete Community Services Plan	*Facilitator identified to guide process *Community process *Final plan built in to the FY18 budget	Implement Plan	City Manager Rec/MSAC/ Parks/Cem		*Approve facilitator contract – May *Meet with facilitator – June *FY 18 budget process – December
			Participate in planning for	MPD supporting two grant		Police/Fire		April 2016

Proposed 2016-2017 City Council Goals – Staff Recommendations

Reference Letter	Policy Goal	Strategies	FY17 Actions	FY17 Deliverables to Council	Future Actions	Lead Agency	Future Resources Needed	Anticipated Council Review/Update
			Regional Public Safety Authority	opportunities for CVPSA				
Reference Letter	**Policy Goal**	**Strategies**	**FY17 Actions**	**FY17 Deliverables to Council**	**Future Actions**	**Lead Agency**	**Future Resources Needed**	**Anticipated Council Review/Update**
C	**Maintain a safe community**	**Address Drug Issues proactively**	Implement Project Safe Catch Continue to support Vermont Drug Task Force and Federal/Local enforcement efforts	*Referral work started. Full implementation June 2016. *Drug interdiction, prevention efforts ongoing		Police		
		Maintain Emergency Preparedness	Review and Implement Water System security measures including cyber security	Security matter for executive session or individual briefing	To be determined by review	DPW Finance/IT	Training if applicable	May, 2016 +/-
			Achieve control of source Develop Cont. plan to protect public health	*Charter Change *Continue with Alternative Evaluation Study for Enhanced Treatment	Water Source Protection Plan	Council DPW	Enhanced testing and monitoring	Sept, 2016
			Emergency Training for key staff			City Manager Fire		
			Develop CSO Overflow reduction plan	Compliance with New Rules: Phase 1: Min Controls Phase 2: Long Term Control Plan	Implement new rules and maintain	DPW	Funding to implement	Min Control reporting to state DEC by Jan, 2017
		Improve Public Safety Capacity	Participate in planning for Regional Public Safety Authority	Ongoing support to include negotiations with additional communities for dispatch		Police Fire		
			Update Continuity of Operations Plan (COOP) and conduct training on Plan.	Barre City to migrate to Valcour RMS April 2016	Implement Paramedic services	Fire	Funding source	

		Use Restorative Justice practices	Fully implement Victim outreach Begin ordinance review and changes		Continue ordinance review and changes	CJC Police All departments	Legal intern, funding	
			Broaden use of CJC services			CJC		
		Maintain Safe facilities	Develop Park Safety & Rescue Plan		Implement Plan	Parks	New equipment	

Proposed 2016-2017 City Council Goals – Staff Recommendations

City of Montpelier

Reference Letter	Policy Goal	Strategies	FY17 Actions	FY17 Deliverables to Council	Future Actions	Lead Agency	Future Resources Needed	Anticipated Council Review/Update
D	**Create and maintain a healthy environment for housing and economic growth**	**Enact responsible growth policies**	Adopt and implement zoning	*Draft zoning and river hazard are regulations		Council Planning		Update April 2016 Deliver May 2016
			Adopt and implement EDSP	*Final EDSP for approval *Proposed updated tax stabilization policy for approval *Other deliverables based on recommendations		Council City Manager	New funding	*EDSP – June *Policy updates – September *FY18 funding - December
			Begin Master Plan revision	Introduce Consultant to Council	Complete and adopt Master Plan	Planning Council		May 2016
			Prepare housing strategies plan	*Prepare plan with specific options and strategies for increasing housing *Housing Section of Master Plan	Implement strategies	Planning City Manager		October 2016 May 2017
		Explore opportunities for public and private cooperation	Continue working with potential development partners regarding infrastructure needs.	Updated policy on infrastructure needs for development for council consideration	Develop policy for infrastructure expansion related to development	Planning City Manager DPW	Staff and legal resources	Policy consideration – October 2017
		Facilitate Housing projects	One Taylor Street	*Right of Way obtained *Final design of path and building *Architectural and construction documents executed		City Manager		*Easements for approval – May *Final design – December *Contracts – July and February
			Support development of Dickey (French) Block	Bring forward proposals to advance project as necessary		Planning		
			Actively work with landowner to create a Sabins Pasture development plan	Infrastructure cost estimates		City Manager Planning DPW		
		Facilitate Economic Development	Explore potential of Rec Building	*Development proposals *Plan to sell or update facility		City Manager	Possible new facility	*Proposals – May *Sale contract – July

		opportunities						OR plan to update facility with the FY18 budget – December
			Support Mowatt Project	Finalize real estate transaction		City Manager		

Proposed 2016-2017 City Council Goals – Staff Recommendations

City of Montpelier

Reference Letter	Policy Goal	Strategies	FY17 Actions	FY17 Deliverables to Council	Future Actions	Lead Agency	Future Resources Needed	Anticipated Council Review/Update
E	**Maintain a healthy community for people**	**Promote Health-building Activity**	Continue to Implement Montpelier in Motion plan	Presentation of update & completed work. Intentions for FY18 budget consideration		DPW	Expanded funding source Allocated engineering services	Dec, 2016 +/-
			Develop Policy for balancing Community Services demand and resources	Reported results of CS Strategic Planning Potential new consolidated CS policies and protocols		Rec/MSAC		FY18 Budget process
			Develop Community Services transition plan	*Facilitator identified to guide process *Community process *Final plan built in to the FY18 budget	Implement Plan	City Manager		*Approve facilitator contract – May *Meet with facilitator – June *FY 18 budget process – December
			Complete Stonewall Meadows Park Plan			Parks		
			Identify Funding for new Park lands			Parks		
		Promote equity and fairness	Fully implement Victim outreach program			CJC Police		
			Engage collaboratively with community stakeholders to improve circumstances for vulnerable people			CJC		
			Implement Project Safecatch			Police		
			Implement President's task Force on 21st Century Policing	Ongoing		Police		
		Maintain senior nutrition program to improve health and socialization for aging	Meet meal demand and explore potential changes to FEAST partnership	FY16 Actual data and FY17 projections by August 2016 Discussions among current	Possible implementa tion of	MSAC	FY18 budgeting, federal	FY18 Budget process

		population		FEAST partners and stakeholders about options by September	changes		contract, possible PT staff	

Proposed 2016-2017 City Council Goals – Staff Recommendations

Reference Letter	Policy Goal	Strategies	FY17 Actions	FY17 Deliverables to Council	Future Actions	Lead Agency	Future Resources Needed	Anticipated Council Review/Update
F	**Maintain a Vibrant downtown**	**Improve downtown infrastructure**	One Taylor St	*Right of Way obtained *Final design of path and building *Architectural and construction documents executed	Build 1 Taylor Downtown Master Plan	City Manager DPW Planning		*Easements for approval – May *Final design – December *Contracts – July and February
			Taylor St reconstruction and water quality improvements	Preliminary design plans & cost estimate	Upon completion, move to CIP and asset management	City Manager Planning DPW		June or July, 2016
			2017 Project Public Relations plan	*Public relations campaign launched in the spring of 2017 in advance of construction	2017-18 project construction	DPW City Manager	Possible new funds	*Possible identification of new funding – November *PR preview – Feb or March, 2017
			Wayfinding Sign Plan – design and state approval	RFP for design services issued	Implementation	DPW Montpelier Alive	Funding	
		Improve Parking	Complete Parking Plan	Plan to be integrated into Master Plan	Implement Parking Plan	Planning		December 2016
		Provide Financial and Logistic Support for downtown	Continue DID			Council		
			Fund Montpelier Alive			Council		
			Assist with events and projects	Street closures and other assistance needed for events such as MayFest, July 3rd, New Year's Eve, etc.	Ongoing	All Departments		Regular requests
		Increase downtown housing	One Taylor St	See above	Construct	City Manager		See above
			Participate in planning for Dickey (French) Block	Bring forward proposals to advance project as necessary	Assist in project completion	Planning City Manager		

City of Montpelier

Proposed 2016-2017 City Council Goals – Staff Recommendations

Reference Letter	Policy Goal	Strategies	FY17 Actions	FY17 Deliverables to Council	Future Actions	Lead Agency	Future Resources Needed	Anticipated Council Review/Update
G	**Achieve a steady state for infrastructure maintenance and improvements, facilities and equipment.**	**Complete Current Major Projects**	One Taylor St	See above	2017-18 construction	City Manager DPW		See above
			Taylor St Reconstruction - complete design, permit, ROW, utility relocation	Preliminary design plans & cost estimate	Upon completion, move to CIP and Asset management	City Manager DPW Planning		June or July, 2016
			Shared Use Path (Winooski East extension)	*Secure right of way *Final design *Award construction contracts	Construction Construction Inspection Services - RFP	DPW		*Easements – September *Final design – December *Construction contracts -- March
		Fund/Implement CIP Maintenance	Complete projects Full funding in budget	Project Schedule – preliminary & final schedules after contract award for wall / slope, paving & sidewalk projects		DPW Council City Manager		Nov., 2016 End of construction season comp report
			Identify new initiatives and projects			Council	New Project money	
			Implement Montpelier in Motion	Complete work already approved	Matching funds for Grants	DPW	Expanded funding source Allocated engineering services	Dec., 2016 update
		Address Facility needs in a coordinated manner	Develop a plan for facilities and grounds maintenance to be implemented in FY18 budget	FY18 Budget to include an integrated plan for ground and facilities management	Capital Needs assessment CIP funding in FY18	City Manager	FY18 Budget funds	FY18 budget presentation - December
		Address Equipment needs	Fund Equip Plan		Plan for procurement of Tower Truck	Council Fire	Funds in equipment plan	

		Address Water/Sewer Infrastructure needs	*Complete long term funding plan *Asset Management Grant Application	Funding Plan & Presentation	Fund and implement Plan	City Manager Finance DPW	Asset Manage-ment soft ware	*May/June, 2016 *Unknown
		Ensure that District Heat Montpelier is financially sound	Renegotiate capacity rates	Updated contracted capacities and capacity rates	Study expansion feasibility	City Manager	Consulting services	*Approve customer agreements and new rates - June

Proposed 2016-2017 City Council Goals – Staff Recommendations

City of Montpelier

Reference Letter	Policy Goal	Strategies	FY17 Actions	FY17 Deliverables to Council	Future Actions	Lead Agency	Future Resources Needed	Anticipated Council Review/Update
H	**Maintain a clean and healthy natural environment**	**Move toward Net Zero**	Create a Net Zero implementation plan		Implement Plan	MEAC		
		Provide Effective Storm Water management	Complete Storm water Plan Implement recommendations	Present completed plan	Follow best management practices. Engage and educate public	DPW Planning	Method to provide public assistance	September 2016
		Assure Clean rivers and waterways	Implement CSO rules	See below		DPW Cons Comm		See below
			Identify needs, projects. Develop cost estimates.	Compliance with New Rules: Phase 1: Min Controls Phase 2: Long Term Control Plan	Implement requirements. Ongoing State & EPA mandate	DPW	Design services – source of funds	Min Control reporting to state DEC by Jan, 2017
		Be as Energy Efficient as possible	Continue review of all city facilities with MEAC	Water plant reviewed – awaiting final recommendation	Fund & implement. Partner with E-VT.	MEAC DPW	Design services	
		Provide Clean Drinking water	Implement Charter change if approved	Source Water Control Measures		City Manager Police DPW		
			Investigate Protective measures	N/A	Update Source Protection plan	DPW	Design services – source of funds	Due to State Sept, 2016
		Implement Greening America's Capitals	Evaluate concepts and selection for advancement	See Taylor St Recon Project	Move selected projects forward	Finance DPW	Consulting services – source of funds	

City Council
Proposed 2016-2017 City Council Goals
General Calendar of Review (through March 2017)

May	B	Maintain excellent services
June	A	Keep Montpelier affordable for residents
	G	Achieve a steady state for infrastructure maintenance and improvements, facilities and equipment
July	E	Maintain a healthy community for people
August	C	Maintain a safe community
September	D	Create and maintain a healthy environment for housing and economic growth
	H	Maintain a clean and healthy natural environment
October	F	Maintain a vibrant downtown

November	B	Maintain excellent services
	E	Maintain a healthy community for people
December	A	Keep Montpelier affordable for residents
	G	Achieve a steady state for infrastructure maintenance and improvements, facilities and equipment
January	F	Maintain a vibrant downtown
February	C	Maintain a safe community
	H	Maintain a clean and healthy natural environment
March	D	Create and maintain a healthy environment for housing and economic growth

City Council
Proposed 2016-2017 City Council Goals
Specific Calendar of Review (through June 2017)

Month	Reference Letter	Proposed Policy Goal	Proposed Strategy	Proposed Action/Deliverable to Council
April	B	Maintain excellent services	Seek opportunities for efficiencies	Support grants for CVPSA
May	B	Maintain excellent services	Seek opportunities for efficiencies	Consider and approve Community Services Facilitator contract
	C	Maintain a safe community	Maintain emergency preparedness	Executive session briefing on Water system security measures including cyber security
	D	Create and maintain a healthy environment for housing and economic growth	Enact responsible growth policies	Review and adopt new zoning regulations
	D	Create and maintain a healthy environment for housing and economic growth	Enact responsible growth policies	Meet with Master Plan consultant to start process
	D	Create and maintain a healthy environment for housing and economic growth	Facilitate housing projects	Approve easements for 1 Taylor Street
	D	Create and maintain a healthy environment for housing and economic growth	Facilitate economic development	Receive development proposals for 55 Barre Street
June	A	Keep Montpelier Affordable	Increase the grand list	Review and approve the EDSP
	A	Keep Montpelier Affordable	Seek new revenue sources	Take action on Local Options Tax after Legislature acts on charger change
	A	Keep Montpelier Affordable	Seek new revenue sources	Implement new user fees in budget
	B	Maintain excellent services	Seek opportunities for efficiencies	Meet with Community Services facilitator
	F	Maintain a Vibrant Downtown	Improve downtown infrastructure	Receive preliminary plans and cost estimates for the reconstruction of Taylor Street
	G	Achieve a steady state for infrastructure maintenance and improvements, faciliteis and equipment	Address Water/Sewer Infrastructure Needs	Receive a long-term funding plan presentation

Month	Reference Letter	Proposed Policy Goal	Proposed Strategy	Proposed Action/Deliverable to Council
	G	Achieve a steady state for infrastructure maintenance and improvements, faciliteis and equipment	Ensure that District Heat Montpelier is financially sound	Approve Customer Agreement amendements and new rates
July	D	Create and maintain a healthy environment for housing and economic growth	Facilitate housing projects	Consider and approve contracts for 1 Taylor Street
	D	Create and maintain a healthy environment for housing and economic growth	Facilitate economic development	Consider sale documents for 55 Barre Street
August	B	Maintain excellent services	Meet organizational needs	Review and approve updated Personnel Plan
September	A	Keep Montpelier Affordable	Increase the grand list	Consider tax stabilization policy
	C	Maintain a safe community	Maintain emergency preparedness	Receive report on source control plans
	G	Achieve a steady state for infrastructure maintenance and improvements, faciliteis and equipment	Complete Current Major Projects	Consider easements related to Shared Use Path Extension
	H	Maintain a clean and healthy natural envirnoment	Provide effective storm water management	Receive Storm Water Master Plan
	H	Maintain a clean and healthy natural envirnoment	Provide clean drinking water	Receive updated soure protection plan
October	A	Keep Montpelier Affordable	Maintain a variety of housing choices	Present housing strategies plan
November	F	Maintain a Vibrant Downtown	Improve downtown infrastructure	Possible identification of new funding for the 2017 communications plan
	G	Achieve a steady state for infrastructure maintenance and improvements, faciliteis and equipment	Fund/Implement the CIP Maintenance	Receive end of construction season report
December	A	Keep Montpelier Affordable	Increase the grand list	Consider EDSP deliverables as part of FY18 budget process
	B	Maintain excellent services	Meet organizational needs	With FY18 budget receive a plan for integrated ground and facilities maintenance
	B	Maintain excellent services	Seek opportunities for efficiencies	With FY18 receive plan for Community Services Department
	D	Create and maintain a healthy environment for housing and economic growth	Facilitate housing projects	Consider and approve final design for 1 Taylor Street

Month	Reference Letter	Proposed Policy Goal	Proposed Strategy	Proposed Action/Deliverable to Council
	D	Create and maintain a healthy environment for housing and economic growth	Facilitate economic development	With FY18 budget receive a plan to update facility at 55 Barre Street
	E	Maintain a healthy community for people	Promote health-building activities	With the FY18 budget receive a plan to further implement Montpelier in Motion
	E	Maintain a healthy community for people	Promote health-building activities	With FY18 receive plan for Community Services Department
	E	Maintain a healthy community for people	Maintain senior nutrition program to improve health and socialization for aging	With the FY18 budget receive a plan for supporting FEAST
	F	Maintain a Vibrant Downtown	Improve parking	Receive and review the proposed parking plan
	G	Achieve a steady state for infrastructure maintenance and improvements, faciliteis and equipment	Complete Current Major Projects	Review final design of the Shared Use Path Extension
January	B	Maintain excellent services	Meet organizational needs	Report on progress to build HR capacity
	C	Maintain a safe community	Maintain emergency preparedness	Review and approve CSO overflow reduction minimum controls plan
February	D	Create and maintain a healthy environment for housing and economic growth	Facilitate housing projects	Consider and approve contracts for 1 Taylor Street
	F	Maintain a Vibrant Downtown	Improve downtown infrastructure	Preview of the 2017 communication plan
March	G	Achieve a steady state for infrastructure maintenance and improvements, faciliteis and equipment	Complete Current Major Projects	Award contracts for Shared Use Path Extension construction
April				
May				
June	A	Keep Montpelier Affordable	Maintain a variety of housing choices	Housing Plan as part of Master Plan
	A	Keep Montpelier Affordable	Seek new revenue sources	Report on MSAC endowment/estate planning
	B	Maintain excellent services	Meet organizational needs	Report on MSAC accreditation

Minutes of the Montpelier City Council Meeting
April 13, 2016, 5:30PM
City Council Chambers, City Hall

In attendance: Mayor John Hollar, Councilors Justin Turcotte, Tom Golonka and Jean Olson, Dona Bate, Jessica Edgerly Walsh. Councilor Anne Watson was not present. City Manager William Fraser participated. City Clerk John Odum served as Secretary of the meeting.

The Mayor called the meeting to order at 5:30PM.

16-108. Hearing no objection, the Mayor declared the meeting enter into closed session, under statute, for the purpose of discussing the City Manager's Contract, by unanimous consent.

Without objection, the Mayor declared the meeting returned to open session by unanimous consent at 6:37PM.

16-107. Councilor Turcotte asked that a budget forecast discussion be included on the agenda, while the Chair removed Item 9 (the discussion on Uber) from the proposed agenda. Without objection, the agenda as amended was approved by unanimous consent.

16-110. There was brief discussion during the consideration of the Consent Agenda Items c, d and f were tabled for discussion. The remaining consent agenda was moved for approval by Councilor Edgerly Walsh and seconded by Councilor Bate. The motion carried unanimously at 6:46.

Item C (approval of a request for the closure of a portion of State Street on Saturday, May 7th, for Montpelier's Mayfest) was taken from the table from discussion. Cindra Conison rose in opposition. Jessie Baker participated in the discussion. The item was tabled again, until the event organizer could arrive.

16-111. Jake Brown addressed council on his interest in serving on the Montpelier Foundation Board. Councilor Olson moved Jake Brown be appointed to the Montpelier Foundation Board. Councilor Bate seconded. The motion carried unanimously at 6:57.

16-112. Planning Director Mike Miller came forward for the update on the Zoning process and answered questions from councilors. No formal action was taken.

16-113. The Council engaged in a review and discussion of the body's goals and the goal-setting process. No formal action was taken.

16-110. Item C from the Consent Agenda taken off the table for further consideration. Chrissy LaFavour of Grateful Yoga discussed the event and took questions. After a brief discussion, Councilor Turcotte moved approval of item c (approval of a request for the closure of a portion of State Street on Saturday, May 7th, for Montpelier's Mayfest). Councilor Golonka seconded. Further discussion followed, before the motion carried unanimously at 7:24.

16-115. The Council received a city website analytics report from Assistant City Manager Jessie Baker. Questions and discussion followed. Nat Frothingham offered comments.

16-116. Councilor Turcotte introduced his requested budget forecast discussion, approved as an amendment to the agenda. Discussion followed. No formal action was taken.

Item D from the Consent Agenda was taken off the table for discussion (Amend District Heat's $750,000 Note and Commitment Letter with the Vermont Economic Development Authority). No formal action was taken.

Item F from the Consent Agenda was taken off the table for discussion (adopt resolution to amend and restate the City's ICMA-RC 401 Qualified Retirement Plan and authorize the Mayor to execute the ICMA-RC Adoption Agreement; required by the IRS by April 30, 2016). A brief discussion followed. No action was taken.

16-115(a) Assistant Manager Baker gave an update on the Recreation Building. Discussion followed, and no action was taken.

16-117. Councilor Golonka offered an update on the Public Safety Authority.

Councilor Bate reported on the activities of the Transportation Advisory Committee.

Councilor Olson noted recent meetings of a group of citizens interested in scaling down residential housing.

16-118. The Mayor reported that the House Government Operations Committee would begin taking up the voter-approved charter changes on Friday.

16-119. The City Clerk welcomed new staffer Jamie Granfield to the Clerk's Office.

16-120. The City Manager noted the upcoming economic development meeting 2 weeks away.

Councilor Bate moved the Council find that premature knowledge of discussions of agenda item 16-115(b) (Jacobs Lot easement) would place the City at a disadvantage, and that the Council therefore proceed into Executive Session under statute for discussion of that item, as well as a personnel issue (Consent Agenda item f - Resolution to amend and restate the City's ICMA-RC 401 Qualified Retirement Plan and authorize the Mayor to execute the ICMA-RC Adoption Agreement; required by the IRS by April 30, 2016). Councilor Golonka seconded, and the motion carried unanimously.

Without objection, the Council returned to open session by unanimous consent at 8:15.

Hearing no objection, The Chair declared that the Council adopt the Resolution to amend and restate the City's ICMA-RC 401 qualified retirement as presented in the consent agenda except Section 13 which should all be blank, by unanimous consent.

Without objection, the Chair declared the meeting adjourned by unanimous consent at 8:16PM.

EMPLOYMENT AGREEMENT

THIS AGREEMENT, entered into on the 27th day of April, 2016 , by and between the City of Montpelier, State of Vermont, a municipal corporation, hereinafter called "Employer", as party of the first part, and William Fraser, hereinafter called "Employee", as party of the second part, both of whom understand as follows:

WITNESSETH

WHEREAS, Employer desires to employ the services of Employee as City Manager of the City of Montpelier, as provided by Title X of the Charter of the City of Montpelier; and

WHEREAS, pursuant to Section 1002 of the City Charter, the Governing Board, hereinafter called "Council," desires to provide certain benefits, establish certain conditions of employment and to set working conditions of said Employee; and

WHEREAS, it is the desire of the Council to (1) secure and retain the services of Employee and to provide inducement for him to remain in such employment, (2) to make possible full work productivity by assuring Employee's morale and peace of mind with respect to future security; (3) to act as a deterrent against malfeasance or dishonesty for personal gain on the part of the Employee, and (4) to provide a just means for terminating Employee's services at such time as he may be unable fully to discharge his duties due to age or disability or when Employer may otherwise desire to terminate his employ; and

WHEREAS, Employee desires to accept employment as City Manager of said City.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Section 1. DUTIES.

Employer hereby agrees to employ William Fraser as City Manager of the City of Montpelier, Vermont, to perform the functions and duties specified in Subchapter 10 of the City Charter and by said Title 24, V.S.A., Chapter 5, and to perform other legally permissible and proper duties and functions as the Council shall from time to time assign.

Section 2. TERM AND RENEWAL.

A. This agreement runs from March 13, 2016 through March 12, 2017. The Council and Employee shall determine on or before March 13, 2016 whether this agreement will be renewed, extended, or terminated beyond March 12, 2017. This agreement is a successor to a prior contract between the parties running from March 13, 2014 through March 12, 2016.

B. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Council to terminate the services of Employee at any time, subject only to the provisions set forth in Section 4, paragraphs A and B, of this Agreement.

C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign at any time from his position with Employer, subject only to the provision set forth in Section 4, paragraph C, of this Agreement.

D. Employee agrees to remain in the exclusive employ of Employer until termination of this Agreement, and neither to accept other employment nor to become employed by any other employer until said termination date.

The term "employed" shall not be construed to include occasional teaching, writing, performance or military reserve service performed on Employee's time off.

Section 3. SUSPENSION.

Employer may suspend the Employee with full pay and benefits at any time during the term of this Agreement, but only if:

1) a majority of Council and Employee agree, or;

2) after a public hearing, a majority of Council votes to suspend Employee for just cause provided, however, that Employee shall have been given written notice setting forth any charges at least 10 days prior to such hearing by the Council members bringing such charges.

Section 4. TERMINATION AND SEVERANCE PAY.

A. In the event Employee is terminated by the Council, during such time that Employee is willing and able to perform his duties under this Agreement, Employer agrees to pay Employee a lump sum cash payment equal to five (5) months (defined as 22 weeks) plus one additional week per year of completed employment up to a maximum total of 52 weeks aggregate salary. In the event, however, that Employee is terminated because of a criminal charge of any illegal act involving personal gain to him, then, Employer shall withhold such payment pending the resolution of such charge; such payment shall be made together with interest at the legal rate upon such charge being dropped or Employee’s acquittal of such charge. Upon conviction of such charge Employer shall have no obligation to pay the aggregate severance sum designated in this paragraph.

During the term of this agreement, severance pay will be as follows:

Effective March 13, 2016 5 months plus 20 weeks

If the parties reach mutual agreement on revised wording of section 4A, the severance pay period will be amended to 52 weeks.

B. Employee may, at his option, be considered terminated and receive severance pay as per section 4.A in the event that:

(a) Employer, at any time during the term of this Agreement, reduces the Employee’s salary or other financial benefits in a greater percentage than an applicable across-the-board reduction for unclassified Employees of the City of Montpelier, or;

(b) Employer refuses, following written notice, to comply with any other provision benefiting Employee herein, or;

(c) The Employee resigns at the Council's request.

(d) Employer fails to renew the Contract upon expiration.

C. In the event Employee voluntarily resigns his position with Employer, then Employee shall give Employer three months notice, unless the parties otherwise agree.

Section 5. DISABILITY.

If Employee is permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, mental incapacity or health for a period of four successive weeks beyond any accrued sick leave, or for twenty working days of a thirty working day period, Employer shall have the option to terminate this Agreement, subject to the severance pay requirements of Section 4, paragraph A. However, Employee shall be compensated for any accrued sick leave, vacation, holidays, compensatory time and other accrued benefits and shall be eligible for any and all disability insurance benefits provided to other city employees.

Section 6. SALARY.

A. Employer agrees to pay Employee an annual base salary of $106,550 payable in installments at the same time as other employees of the Employer are paid. Employee may designate a portion of that base salary as deferred compensation and shall designate a portion under Section 12B below.

Section 7. PERFORMANCE EVALUATION.

A. The Council shall formally review and evaluate the performance of Employee at least once annually in February of each year and more frequently if desired. This review and evaluation shall be in accordance with specific criteria developed jointly by Employer and Employee. These criteria may, from time to time, be amended by the Council in consultation with the Employee. Further, the Mayor shall provide Employee with a summary written statement of the findings of the Council and provide an adequate opportunity for Employee to discuss his evaluation with the Council.

B. Annually, the Council and Employee shall define such goals and performance objectives which they determine necessary for the proper operation of the City and attainment of the Council's policy objectives. These goals shall be written in priority order. They shall generally be attainable within the time limitations as specified and the annual operating and capital budgets and appropriations provided.

Section 8. HOURS OF WORK.

It is recognized that Employee must devote a great deal of time outside of normal office hours to business of the Employer. Employee shall accrue vacation at a rate consistent with the city's Personnel Plan limits. , and will be allowed to take compensatory time off as time permits during said normal office hours. Accumulated compensatory and vacation time shall not exceed limits established in the city's Personnel Plan.. It is recognized that vacation may be accrued and taken together in a block, limited to four weeks.

Section 9. OUTSIDE ACTIVITIES.

Employee shall not spend more than 10 non-business hours per week in teaching, counseling or other non-Employer connected business without the prior approval of the Council. Employee may serve as an ICMA regional Vice President, member of ICMA committees and/or VLCT board member or officer.

Section 10. AUTOMOBILE.

The Employee will provide his own business and personal transportation. The Employer and Employee agree that the employee will be eligible for mileage reimbursement at the established IRS rate for professional use of his personal vehicle.

Section 11. HEALTH AND LIFE INSURANCE.

Employer agrees to put into force and to make required premium payments for Employee for insurance policies for life, accident, sickness, major medical and dependent's group insurance (as well as any other insurance or benefits which are now or in the future offered to unclassified employees of the Employer covering Employee) and his dependents equal to that which is provided all other employees of the Employer under the Personnel Plan. In the event that the Employee is terminated under the provisions of Section 4, the Employer shall also continue full medical insurance benefits to the Employee for the duration of the severance period defined in Section 4.

Section 12. PENSION & DEFERRED COMPENSATION

A. Employee will be a member of the Vermont Municipal Employees Retirement System Plan C (VMERS-C). Employer shall make contributions to the plan as specified by VMERS. Employer shall pay all of the Employee's share. Employee entered the VMERS plan with 7.75 years of credited service.

B. Employer agrees to maintain an ICMA 401 (a) deferred compensation plan upon request of Employee. Employer will contribute an amount equal to Nine Percent (9%) of Employee's salary to this plan.

Section 13. DUES AND SUBSCRIPTIONS.

Employer intends to budget and to pay for the professional dues and subscriptions of Employee necessary for his continuation and participation in approved associations and organizations necessary and desirable for his continued professional participation, growth and advancement, and for the good of the Employer, subject to financial constraints.

Section 14. PROFESSIONAL DEVELOPMENT.

A. Employer intends to budget for and to pay the dues, registration, travel and subsistence expenses of Employee, subject to financial constraints, for professional and office travel, meetings and occasions for professional development and to pursue necessary official and other functions for Employer. Professional development expenses include, but are not limited to, membership in and attendance at conferences of the International City/County Management Association (ICMA), the Vermont League of Cities and Towns (VLCT), the Vermont Town and City Management Association (VTCMA), the National League of Cities (NLC) and such other related national, regional, state and local governmental groups and committees of which the City or Employee are members.

B. Employer also intends to budget and to pay for registration, travel and subsistence expenses for Employee for short courses, institutes and seminars for his professional development and to benefit the Employer, subject to financial constraints.

Section 15. GENERAL EXPENSES.

Employer recognizes that certain expenses of a non-personal and generally job-affiliated nature are incurred by Employee and hereby agrees to reimburse or to pay these general expenses up to the budgeted amount. Employee will purchase, maintain a smart phone and iPad and personally assume all monthly fees associated with these devices effective March 13, 2015.

Section 16. CIVIC CLUB MEMBERSHIP.

Employer recognizes the desirability of representation in and before local civic and other organizations, and Employee is authorized to become a member of such civil civic clubs or organizations. Employer shall pay these expenses subject to financial constraints. Employee shall report to the Employer on each membership that he has taken out at Employer's expense.

Section 17. INDEMNIFICATION.

Employer shall defend, save harmless and indemnify Employee against any tort, professional liability claim or demand, or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as City Manager. Employer will compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon.

Section 18. BONDING.

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

Section 19. OTHER TERMS AND CONDITIONS OF EMPLOYMENT.

A. The Employer, in consultation with the Employee, mayestablish such other terms and conditions of employment relating to the performance of Employee, provided such terms and conditions are consistent with or not in conflict with the provisions of this Agreement, the City Charter and the law.

B. In addition to terms provided for specifically in this agreement, the terms of Employer’s Personnel Plan relating to sick leave, holidays and other fringe benefits and working conditions shall apply to Employee as they would to other unclassified employees of Employer.

Section 20. NO REDUCTION OF BENEFITS.

Employer shall not, at any time during the term of this Agreement, reduce the salary, compensation or other financial benefits of Employee, except to the degree of such a reduction across-the-board for unclassified employees of the Employer.

Section 21. NOTICES.

Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, and addressed with return receipt requested to guarantee receipt.

Alternately, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of the return receipt's signature upon delivery.

Section 22. GENERAL PROVISIONS.

A. The text herein shall constitute the entire Agreement between the parties.

B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.

C. This Agreement is effective commencing March 13, 2016 through March 12, 2017.

D. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

IN WITNESS WHEREOF, the City of Montpelier has caused this Agreement to be signed and executed in its behalf by its Mayor, and duly attested by its City Clerk, and the Employee has signed and executed this Agreement, both in duplicate, the day and year first above written.

____
Mayor of the City of Montpelier

ATTEST:

____
City Clerk

____
William J. Fraser

____
Date

City of Montpelier vermont

CITY COUNCIL Agenda Item #16-124.
Date: April 27, 2016
Consent __ Discussion _x_

SUBJECT: Washington County State's Attorney Scott Williams asked to be placed on an upcoming City Council agenda for the purpose of introducing himself to the Council, as well as discuss community issues.

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: None

RELATED COUNCIL GOAL/PRIOR ACTION: N/A

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: N/A

SUPPORTING DOCUMENTS: None

INTERESTED PARTIES: Police Chief Tony Facos

ASSISTANT CITY MANAGER'S APPROVAL: Jessie C Baker

City of Montpelier FINANCE

America's Small Town Capital

DATE: April 18, 2016

TO: Montpelier Management Team
Mayor and City Council Members

FROM: Sandra Gallup, Finance Director

SUBJECT: DETAILED BUDGET STATUS REPORTS FOR GENERAL FUND, WATER FUND, SEWER FUND, CEMETERY FUND, PARKS FUND, PARKING FUND, SENIOR CENTER FUND AND DISTRICT HEAT FUND FOR AN NINE MONTH PERIOD BEGINNING JULY 1, 2015 AND ENDING MARCH 31, 2016.

Enclosed please find budget reports for the above reference funds. For the General Fund, please note that 97% of revenues budgeted have been received (compared to 98% last fiscal year) and 81% of expenditures budgeted have been expensed for this time period (compared to 79% last year). This represents 75% of the budget year completed.

This March 31, 2016 report follows very soon after the February so this update will be brief. Revenue and expenditure trends have not changed in the last 30 days and the weather continues to be our friend.

GENERAL FUND NOTES:
Revenues will be less than budgeted by a projected $60,000. We will see overages in legal fees and public safety overtime (especially FIRE/EMS) expenditures. DPW savings due to the mild winter and fuel cost savings will go a long way towards offsetting this year's financial challenges.

These Budget Reports are scheduled for the City Council Consent Agenda for April 27, 2016.

(802)-223-9520 39 Main Street, Suite 6 Montpelier, VT 05602 www.montpelier-vt.org

City of Montpelier
GENERAL FUND FY 2016 Budget Report
As Of and For The
9 Months Ending 3/31/2016
75% of Fiscal Year Completed

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
REVENUES				
10.20 PROPERTY TAX REVENUE				
10.2000.00.00.4 PROPERTY TAX GF	$7,626,087.00	$7,640,162.14	$14,075.14	100.18 %
10.2005.00.00.4 PROPERTY TAX LIBRARY	$316,698.00	$316,698.00	$0.00	100.00 %
10.2006.00.00.4 PROPERTY TAX AGENCIES OUT	$34,725.00	$34,725.00	$0.00	100.00 %
10.2007.00.00.4 PROPERTY TAX DOWNTOWN IMP DISTRICT	$40,000.00	$71,517.23	$31,517.23	178.79 %
TOTAL PROPERTY TAX REVENUE	**$8,017,510.00**	**$8,063,102.37**	**$45,592.37**	**100.57%**
10.21 STATE/LOCAL PILOT				
10.2100.00.00.4 STATE PILOT	$703,165.00	$683,810.00	($19,355.00)	97.25 %
10.2100.00.01.4 LOCAL PILOT	$20,000.00	$12,684.58	($7,315.42)	63.42 %
10.2100.00.02.4 CURRENT USE	$38,000.00	$35,635.00	($2,365.00)	93.78 %
10.2100.00.03.4 STATE PILOT DOWNTOWN	$0.00	$0.00	$0.00	0.00 %
10.2101.00.00.4 PENALTY DELINQUENT TAXES	$55,000.00	$38,197.14	($16,802.86)	69.45 %
10.2102.00.00.4 INTEREST DELINQUENT TAXES	$15,000.00	$8,626.34	($6,373.66)	57.51 %
10.2103.00.00.4 STATE ADMIN ALLOWANCE	$24,000.00	$0.00	($24,000.00)	0.00 %
TOTAL STATE/LOCAL PILOT	**$855,165.00**	**$778,953.06**	**($76,211.94)**	**91.09%**
10.22 PERMITS AND LICENSE REV				
10.2201.00.00.4 BUSINESS PERMITS/LICENSES	$9,000.00	$3,645.00	($5,355.00)	40.50 %
10.2202.00.00.4 DOG LICENSES	$7,163.00	$2,084.00	($5,079.00)	29.09 %
10.2203.00.00.4 BUILDING PERMITS/CODE SVC	$70,000.00	$64,945.06	($5,054.94)	92.78 %
10.2205.00.00.4 IMPACT FEES - PARK	$0.00	$250.00	$250.00	0.00 %
TOTAL PERMITS AND LICENSE REV	**$86,163.00**	**$70,924.06**	**($15,238.94)**	**82.31%**
10.23 INTERGOVERNMENTAL REV				
10.2301.00.00.4 GRANTS-POLICE FEDERAL EQUIP	$0.00	$5,000.00	$5,000.00	0.00 %
10.2301.00.01.4 GRANTS-POLICE FEDERAL	$0.00	$2,599.24	$2,599.24	0.00 %
10.2301.00.02.4 FEDERAL COPS GRANT	$0.00	$0.00	$0.00	0.00 %
10.2301.00.03.4 GRANTS-POLICE STATE	$0.00	$87,073.95	$87,073.95	0.00 %

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
10.2302.00.00.4 FEDERAL EMERGENCY MGT	$0.00	$0.00	$0.00	0.00 %
10.2303.00.00.4 STATE HIGHWAY AID	$217,924.00	$167,176.08	($50,747.92)	76.71 %
10.2304.00.00.4 STATE STATUTORY PAYMENT	$184,000.00	$184,000.00	$0.00	100.00 %
10.2305.00.00.4 CAPITAL FIRE MUTUAL AID	$275,000.00	$137,500.00	($137,500.00)	50.00 %
10.2310.00.00.4 ACT 60 REAPPRAISAL-STATE	$29,000.00	$25,627.50	($3,372.50)	88.37 %
10.2311.00.00.4 DPW GRANTS	$0.00	$0.00	$0.00	0.00 %
10.2311.00.01.4 DPW GRANT-RADIOS (PS)	$0.00	$0.00	$0.00	0.00 %
10.2313.00.00.4 SCHOOLS-RESOURCE OFFICER	$46,252.00	$23,002.00	($23,250.00)	49.73 %
10.2314.00.00.4 STATE GRANTS COM JUSTICE CTR	$97,000.00	$112,545.88	$15,545.88	116.03 %
10.2314.00.01.4 State Grants-CJC Misc	$15,000.00	$15,000.00	$0.00	100.00 %
10.2314.00.03.4 FED GRANTS COM JUSTICE CTR	$0.00	$0.00	$0.00	0.00 %
10.2315.00.00.4 FED/ST GRANTS- FIRE/EMERG	$0.00	$0.00	$0.00	0.00 %
10.2316.00.00.4 PLANNING GRANT REVENUE	$0.00	$0.00	$0.00	0.00 %
10.2316.00.03.4 ST AHS GRANT CJC COSA	$36,250.00	$11,537.98	($24,712.02)	31.83 %
10.2316.00.04.4 ST GRANT CJC RE-ENTRY PRG	$121,605.00	$115,756.28	($5,848.72)	95.19 %
10.2318.00.00.4 STATE GRANTS - PLANNING	$0.00	$7,747.40	$7,747.40	0.00 %
10.2320.00.00.4 STATE/FED GRANT - DPW EQUIP	$0.00	$0.00	$0.00	0.00 %
TOTAL INTERGOVERNMENTAL REV	**$1,022,031.00**	**$894,566.31**	**($127,464.69)**	**87.53%**
10.24 FEES & CHARGES FOR SERVICES				
10.2401.00.00.4 RECORDING DOCUMENTS	$67,000.00	$34,107.00	($32,893.00)	50.91 %
10.2402.00.00.4 CLERK/TREASURER DEPT FEES	$15,500.00	$11,360.45	($4,139.55)	73.29 %
10.2404.00.00.4 RECORDS RESTORATION FEE	$0.00	$3,515.00	$3,515.00	0.00 %
10.2406.00.00.4 PLANNING DEPARTMENT FEES	$15,000.00	$4,125.85	($10,874.15)	27.51 %
10.2409.00.00.4 SALE OF GIS MATERIALS	$0.00	$0.00	$0.00	0.00 %
10.2411.00.00.4 PHOTOCOPIER MACHINE	$250.00	$78.56	($171.44)	31.42 %
10.2413.00.00.4 AMBULANCE CALL CHARGES	$438,500.00	$305,720.97	($132,779.03)	69.72 %
10.2415.00.00.4 AMBULANCE CONTRACTS	$106,545.00	$106,545.00	$0.00	100.00 %
10.2416.00.00.4 POLICE - STATE	$8,500.00	$4,299.96	($4,200.04)	50.59 %
10.2417.00.00.4 OUTSIDE PAY POLICE & FIRE	$2,000.00	$552.78	($1,447.22)	27.64 %
10.2417.00.01.4 "START" REIMB MONTP POLICE	$0.00	$0.00	$0.00	0.00 %
10.2417.00.02.4 OUTSIDE PAY POL-HOMELAND	$0.00	$0.00	$0.00	0.00 %

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
10.2417.00.03.4 OUTSIDE PAY FIRE-HOMELAND	$0.00	$0.00	$0.00	0.00 %
10.2418.00.00.4 FIRE DEPT - MISC FEES	$0.00	$0.00	$0.00	0.00 %
10.2419.00.00.4 POLICE DEPT - MISC FEES	$4,000.00	$1,964.50	($2,035.50)	49.11 %
10.2420.00.00.4 STUMP DUMP	$3,800.00	$1,667.00	($2,133.00)	43.87 %
10.2420.10.00.4 TREE STUMPAGE REVENUE	$1,000.00	$760.00	($240.00)	76.00 %
10.2421.00.00.4 PUBLIC WORKS DEPT FEES	$7,500.00	$6,946.50	($553.50)	92.62 %
10.2422.00.00.4 CPR COURSE FEES	$1,500.00	$2,460.00	$960.00	164.00 %
10.2423.00.00.4 CONSERVATION COMMISSION REVENUE	$0.00	$0.00	$0.00	0.00 %
10.2423.00.01.4 TREE MGMT WOOD SALES	$0.00	$0.00	$0.00	0.00 %
10.2424.00.00.4 SUPPORT SERVICES-MDCA	$2,000.00	$0.00	($2,000.00)	0.00 %
10.2425.00.00.4 COM JUSTICE CTR FEES	$1,500.00	$7,217.54	$5,717.54	481.17 %
10.2425.00.01.4 CJC CONTRACT SVC RE-ENTRY	$2,000.00	$2,000.00	$0.00	100.00 %
10.2425.00.02.4 COM JUSTICE REIMB OF EXP	$0.00	$0.00	$0.00	0.00 %
10.2425.00.03.4 CJC DONATIONS	$0.00	$0.00	$0.00	0.00 %
10.2425.00.04.4 RE-ENTRY PROGRAM REIMB	$0.00	$39.00	$39.00	0.00 %
10.2426.00.00.4 PARADE PERMIT FEES	$0.00	$0.00	$0.00	0.00 %
TOTAL FEES & CHARGES FOR SERVICES	**$676,595.00**	**$493,360.11**	**($183,234.89)**	**72.92%**
10.25 RENTS & COMMISSIONS/UTILITY FEES				
10.2502.00.00.4 MEMORIAL ROOM RENTAL	$500.00	$200.00	($300.00)	40.00 %
TOTAL RENTS & COMMISSIONS/UTILITY FEES	**$500.00**	**$200.00**	**($300.00)**	**40.00%**
10.260 FINES & FORFEITURES				
10.2601.00.00.4 POLICE FINES & FORFEITURE	$35,000.00	$12,071.86	($22,928.14)	34.49 %
10.2602.00.00.4 DRUG SEIZURE-FOR RESERVE	$0.00	$1,555.04	$1,555.04	0.00 %
10.2605.00.00.4 BUILDING/ZONING FINES	$0.00	$0.00	$0.00	0.00 %
TOTAL FINES & FORFEITURES	**$35,000.00**	**$13,626.90**	**($21,373.10)**	**38.93%**
10.261 EQUIPMENT/LAND REVENUE				
10.2610.00.00.4 WATER FUND EQUIPMENT XFER	$124,546.00	$124,866.00	$320.00	100.26 %
10.2610.00.02.4 SALE OF DPW RAP	$0.00	$0.00	$0.00	0.00 %

City of Montpelier
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75% of Fiscal Year Completed

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
10.2611.00.00.4 SEWER FUND EQUIPMENT XFER	$160,390.00	$155,390.00	($5,000.00)	96.88 %
10.2612.00.00.4 PARKING FUND EQUIP XFER	$12,603.00	$12,603.00	$0.00	100.00 %
10.2613.00.00.4 FUEL SALES	$95,000.00	$32,400.80	($62,599.20)	34.11 %
10.2614.00.00.4 SALE OF EQUIPMENT	$0.00	$0.00	$0.00	0.00 %
10.2614.00.01.4 SALE OF POLICE EQUIPMENT	$0.00	$0.00	$0.00	0.00 %
10.2614.00.10.4 PROCEEDS LEASE/NOTES	$0.00	$0.00	$0.00	0.00 %
10.2614.00.11.4 SALE OF LAND	$0.00	$0.00	$0.00	0.00 %
10.2615.00.00.4 RENTAL OF EQUIPMENT	$0.00	$0.00	$0.00	0.00 %
10.2616.00.00.4 MISC. REVENUE	$0.00	$653.00	$653.00	0.00 %
10.2617.00.00.4 MISC REIMB (FLEET REPAIR)	$15,000.00	$19,948.98	$4,948.98	132.99 %
10.2619.00.00.4 USE OF EQUIPMENT FUND RES	$0.00	$0.00	$0.00	0.00 %
TOTAL EQUIPMENT/LAND REVENUE	**$407,539.00**	**$345,861.78**	**($61,677.22)**	**84.87%**
10.27 INTEREST/INVESTMENT REVENUE				
10.2700.00.00.4 INTEREST INCOME	$20,000.00	$33,407.03	$13,407.03	167.04 %
TOTAL INTEREST/INVESTMENT REVENUE	**$20,000.00**	**$33,407.03**	**$13,407.03**	**167.04%**
10.28 MISC REVENUE				
10.2801.00.00.4 MISCELLANEOUS REVENUE	$5,000.00	$828.02	($4,171.98)	16.56 %
10.2802.00.00.4 MISCELLANEOUS REIMB	$2,000.00	$1,336.00	($664.00)	66.80 %
10.2802.00.01.4 INS. REIMB - OTHER DEPTS	$0.00	$0.00	$0.00	0.00 %
10.2802.00.02.4 INS. REIMB - DPW	$0.00	$0.00	$0.00	0.00 %
10.2802.00.03.4 INS. REIMB - POLICE	$0.00	$0.00	$0.00	0.00 %
10.2802.00.04.4 MISC. REIMB. - FIRE	$0.00	$1,500.00	$1,500.00	0.00 %
10.2802.00.05.4 INS.REIM - FLOOD MAY 2011	$0.00	$0.00	$0.00	0.00 %
10.2802.00.06.4 CVPSA DIRECTOR REIMB	$0.00	$43,589.78	$43,589.78	0.00 %
10.2803.00.00.4 POLICE CANINE -OTHER REVENUES	$0.00	$500.00	$500.00	0.00 %
10.2804.00.00.4 DONATIONS - FIRE/AMBULANCE RSV	$0.00	$500.00	$500.00	0.00 %
10.2804.00.01.4 DONATIONS- POLICE K-9	$500.00	$1,500.00	$1,000.00	300.00 %
10.2804.00.02.4 DONATIONS - POLICE	$0.00	$0.00	$0.00	0.00 %
10.2806.00.00.4 GRNT DRAWDWNS -TREE BOARD	$0.00	$0.00	$0.00	0.00 %
10.2807.00.00.4 W.C./S.T.D. WAGE REIMBURS	$5,000.00	$20,424.13	$15,424.13	408.48 %

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
10.2807.00.01.4 WC /STD REIMB - DPW	$5,000.00	$8,626.75	$3,626.75	172.54 %
10.2807.00.02.4 WC /STD REIMB - POLICE	$0.00	$6,332.57	$6,332.57	0.00 %
10.2807.00.03.4 WC / STD REIMB FIRE	$0.00	$3,717.49	$3,717.49	0.00 %
10.2809.00.00.4 TREE BOARD DONATIONS	$0.00	$100.00	$100.00	0.00 %
10.2810.00.00.4 PET WASTE DONATIONS	$0.00	$150.00	$150.00	0.00 %
10.2811.00.00.4 ENERGY SAVINGS INCENTIVE	$0.00	$0.00	$0.00	0.00 %
10.2813.00.00.4 RESERVE FIRE REVENUE	$0.00	$0.00	$0.00	0.00 %
10.2814.00.00.4 PROCEEDS FROM L.T. DEBT	$0.00	$0.00	$0.00	0.00 %
10.2816.00.00.4 CONNOR-INTEREST ON NOTE	$450.00	$0.00	($450.00)	0.00 %
10.2817.00.00.4 USE OF CONNOR RESERVE	$46,555.00	$0.00	($46,555.00)	0.00 %
10.2820.00.00.4 EMPLOYEE WELLNESS REVENUE	$0.00	$0.00	$0.00	0.00 %
TOTAL MISC REVENUE	**$64,505.00**	**$89,104.74**	**$24,599.74**	**138.14%**
10.29 OPERATING TRANSFERS				
10.2901.00.00.4 ADMIN TRANSFER - WATER	$299,952.00	$299,952.00	$0.00	100.00 %
10.2902.00.00.4 ADMIN TRANSFER SEWER	$435,821.00	$435,761.00	($60.00)	99.99 %
10.2903.00.00.4 ADMIN TRANSFER - PARKING	$67,845.00	$67,845.00	$0.00	100.00 %
10.2904.00.00.4 XFER FROM PARKS-TREE WARD	$0.00	$3,000.00	$3,000.00	0.00 %
10.2905.00.00.4 XFER FROM SENIOR CENTER	$0.00	$0.00	$0.00	0.00 %
10.2907.00.00.4 XFER FROM FIRE RESERVE	$0.00	$0.00	$0.00	0.00 %
10.2909.00.00.4 TRANSFER FROM CDA	$10,000.00	$0.00	($10,000.00)	0.00 %
10.2909.00.01.4 XFER FROM PARKING-PLANNING COM DEV	$0.00	$0.00	$0.00	0.00 %
10.2909.00.03.4 XFER FROM DISTRICT ENERGY	$0.00	$0.00	$0.00	0.00 %
10.2909.00.04.4 XFER FROM CIP FOR PROJ MGMT	$45,000.00	$45,000.00	$0.00	100.00 %
10.2909.00.05.4 XFER FROM CIP CARR LOT RENT	$43,200.00	$43,200.00	$0.00	100.00 %
10.2909.00.06.4 XFER FROM CIP REIMB DPW STREETS	$0.00	$1,424.06	$1,424.06	0.00 %
10.2914.00.00.4 USE OF RECORDS RESERVE	$0.00	$0.00	$0.00	0.00 %
10.2916.00.00.4 USE OF GEN FUND BALANCE	$0.00	$0.00	$0.00	0.00 %
TOTAL OPERATING TRANSFERS	**$901,818.00**	**$896,182.06**	**($5,635.94)**	**99.38%**
TOTAL GENERAL FUND REVENUES	**$12,086,826.00**	**$11,679,288.42**	**($407,537.58)**	**96.63%**

City of Montpelier
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9 Months Ending 3/31/2016
75% of Fiscal Year Completed

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
EXPENDITURES				
10.3000 CITY COUNCIL				
10.3000.10.00.5 CITY COUNCIL SALARY & WAGES	$9,000.00	$7,650.00	$1,350.00	85.00 %
10.3000.15.02.5 CITY COUNCIL FICA/MEDICARE	$689.00	$566.67	$122.33	82.25 %
10.3000.20.00.5 CITY COUNCIL OFFICE SUPPLIES	$1,555.00	$154.88	$1,400.12	9.96 %
10.3000.20.01.5 CITY COUNCIL POSTAGE	$1,200.00	$249.97	$950.03	20.83 %
10.3000.30.00.5 CITY COUNCIL ADVERTISING	$5,000.00	$2,312.96	$2,687.04	46.26 %
10.3000.34.00.5 CITY COUNCIL COMMUNICATIONS	$2,640.00	$1,032.48	$1,607.52	39.11 %
10.3000.40.00.5 CITY COUNCIL DUES/SUBS/MTGS	$1,200.00	$3,619.64	($2,419.64)	301.64 %
10.3000.56.00.5 CITY COUNCIL OTR PUR SRVC	$1,710.00	$3,612.50	($1,902.50)	211.26 %
10.3000.56.01.5 CITY COUNCIL DONATIONS IN LIEU OF WAGES	$1,200.00	$0.00	$1,200.00	0.00 %
10.3000.62.00.5 CITY COUNCIL PRINT & BINDING	$8,950.00	($2,115.75)	$11,065.75	(23.64)%
10.3000.74.00.5 CITY COUNCIL TRAVEL/TRANS	$450.00	$44.85	$405.15	9.97 %
10.3000.79.00.5 CITY COUNCIL MISC	$2,050.00	$0.00	$2,050.00	0.00 %
10.3000.83.00.5 CITY COUNCIL MACH & EQUIP	$0.00	$0.00	$0.00	0.00 %
TOTAL CITY COUNCIL	**$35,644.00**	**$17,128.20**	**$18,515.80**	**48.05%**
10.3210 CITY MANAGER				
10.3210.10.00.5 CITY MGR SALARY & WAGES	$235,176.00	$172,998.62	$62,177.38	73.56 %
10.3210.11.00.5 CITY MGR OVERTIME	$0.00	$0.00	$0.00	0.00 %
10.3210.15.01.5 CITY MGR DENTAL INS	$1,338.00	$949.20	$388.80	70.94 %
10.3210.15.02.5 CITY MGR FICA/MEDICARE	$17,113.00	$12,459.54	$4,653.46	72.81 %
10.3210.15.03.5 CITY MGR HEALTH INS	$34,942.00	$26,232.84	$8,709.16	75.08 %
10.3210.15.04.5 CITY MGR FLEX SPENDING ACCOUNT	$669.00	$708.84	($39.84)	105.96 %
10.3210.15.05.5 CITY MGR LT CARE INS	$82.00	$141.91	($59.91)	173.06 %
10.3210.15.07.5 CITY MGR CITY RETIREMENT	$25,653.00	$20,132.75	$5,520.25	78.48 %
10.3210.15.08.5 CITY MGR LIFE, STD, LTD INS	$2,008.00	$1,657.87	$350.13	82.56 %
10.3210.15.09.5 CITY MGR UNEMPLOYMENT INS	$325.00	$357.55	($32.55)	110.02 %
10.3210.15.10.5 CITY MGR WORKERS' COMP	$730.00	$774.20	($44.20)	106.05 %
10.3210.15.12.5 CITY MGR PARKING FEE	$1,800.00	$1,800.00	$0.00	100.00 %

City of Montpelier
GENERAL FUND FY 2016 Budget Report
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9 Months Ending 3/31/2016
75% of Fiscal Year Completed

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
10.3210.15.13.5 CITY MGR DEF COMP 401(A)	$9,506.00	$7,341.71	$2,164.29	77.23 %
10.3210.20.00.5 CITY MGR OFFICE SUPPLIES	$1,845.00	$475.50	$1,369.50	25.77 %
10.3210.20.01.5 CITY MGR POSTAGE	$300.00	$17.65	$282.35	5.88 %
10.3210.30.00.5 CITY MGR ADVERTISING	$10,100.00	$14,400.00	($4,300.00)	142.57 %
10.3210.34.00.5 CITY MGR COMMUNICATIONS	$1,950.00	$23.57	$1,926.43	1.21 %
10.3210.34.03.5 CITY MGR TELE CELL & PAGER	$0.00	$713.52	($713.52)	0.00 %
10.3210.40.00.5 CITY MGR DUES/SUBS/MTGS	$9,670.00	$5,131.05	$4,538.95	53.06 %
10.3210.48.00.5 CITY MGR PROPERTY & LIAB INS	$7,306.00	$7,881.38	($575.38)	107.88 %
10.3210.56.00.5 CITY MGR OTR PUR SRVC	$0.00	$12,956.00	($12,956.00)	0.00 %
10.3210.58.00.5 CITY MGR VIDEO ARCHIVE SYS	$10,446.00	$7,445.52	$3,000.48	71.28 %
10.3210.61.00.5 CITY MGR LEGAL SERVICES	$40,000.00	$128,583.36	($88,583.36)	321.46 %
10.3210.62.00.5 CITY MGR PRINT & BINDING	$0.00	$42.75	($42.75)	0.00 %
10.3210.66.00.5 CITY MGR OTHER RENTALS	$0.00	$0.00	$0.00	0.00 %
10.3210.68.00.5 CITY MGR EQUIP REPAIR & MNT	$200.00	$0.00	$200.00	0.00 %
10.3210.70.00.5 CITY MGR COPIER	$521.00	$378.12	$142.88	72.58 %
10.3210.74.00.5 CITY MGR TRAVEL/TRANS	$2,400.00	$7,160.89	($4,760.89)	298.37 %
10.3210.74.01.5 CITY MGR TRANS-FUEL	$150.00	$56.46	$93.54	37.64 %
10.3210.79.00.5 CITY MGR MISC	$555.00	$661.00	($106.00)	119.10 %
10.3210.83.00.5 CITY MGR MACH & EQUIP	$0.00	$0.00	$0.00	0.00 %
10.3210.95.01.5 CITY MGR PENSION INT EXP	$5,363.00	$2,681.45	$2,681.55	50.00 %
TOTAL CITY MANAGER	**$420,148.00**	**$434,163.25**	**($14,015.25)**	**103.34%**
10.3400 CITY CLERK				
10.3400.10.00.5 CLERK SALARY & WAGES	$106,684.00	$77,892.18	$28,791.82	73.01 %
10.3400.11.00.5 CLERK OVERTIME	$400.00	$0.00	$400.00	0.00 %
10.3400.15.01.5 CLERK DENTAL INS	$892.00	$632.80	$259.20	70.94 %
10.3400.15.02.5 CLERK FICA/MEDICARE	$7,817.00	$5,460.17	$2,356.83	69.85 %
10.3400.15.03.5 CLERK HEALTH INS	$23,295.00	$13,493.26	$9,801.74	57.92 %
10.3400.15.04.5 CLERK IRS FLEX SPENDING ACCOUNT	$446.00	$472.56	($26.56)	105.96 %
10.3400.15.05.5 CLERK LT CARE INS	$55.00	$0.00	$55.00	0.00 %
10.3400.15.07.5 CLERK CITY RETIREMENT	$7,014.00	$4,977.15	$2,036.85	70.96 %
10.3400.15.08.5 CLERK LIFE, STD, LTD INS	$1,338.00	$1,105.24	$232.76	82.60 %

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
10.3400.15.09.5 CLERK UNEMPLOYMENT INS	$216.00	$238.35	($22.35)	110.35 %
10.3400.15.10.5 CLERK WORKERS' COMP	$321.00	$340.42	($19.42)	106.05 %
10.3400.15.12.5 CLERK PARKING FEE	$600.00	$1,200.00	($600.00)	200.00 %
10.3400.20.00.5 CLERK OFFICE SUPPLIES	$4,000.00	$554.09	$3,445.91	13.85 %
10.3400.20.01.5 CLERK POSTAGE	$3,000.00	$1,615.48	$1,384.52	53.85 %
10.3400.23.00.5 CLERK SMALL TOOLS&EQP	$0.00	$0.00	$0.00	0.00 %
10.3400.30.00.5 CLERK ADVERTISING	$1,000.00	$1,052.48	($52.48)	105.25 %
10.3400.40.00.5 CLERK DUES/SUBS/MTGS	$1,500.00	$635.60	$864.40	42.37 %
10.3400.48.00.5 CLERK PROP & LIAB INS	$4,871.00	$5,254.28	($383.28)	107.87 %
10.3400.51.00.5 CLERK REC RESTORATION	$0.00	$7,422.00	($7,422.00)	0.00 %
10.3400.60.00.5 CLERK PROF SVCS	$9,700.00	$2,233.41	$7,466.59	23.02 %
10.3400.68.00.5 CLERK EQUIP REP&MAINT	$0.00	$0.00	$0.00	0.00 %
10.3400.70.00.5 CLERK COPIER	$348.00	$275.74	$72.26	79.24 %
10.3400.74.00.5 CLERK TRAVEL/TRANSP	$800.00	$0.00	$800.00	0.00 %
10.3400.83.00.5 CLERK MACH AND EQUIP	$0.00	$0.00	$0.00	0.00 %
10.3400.95.01.5 CLERK PENSION INT EXP	$5,577.00	$2,788.71	$2,788.29	50.00 %
TOTAL CITY CLERK	**$179,874.00**	**$127,643.92**	**$52,230.08**	**70.96%**
10.3420 FINANCE				
10.3420.10.00.5 FINANCE SALARIES & WAGES	$298,135.00	$194,971.71	$103,163.29	65.40 %
10.3420.11.00.5 FINANCE OVERTIME	$0.00	$0.00	$0.00	0.00 %
10.3420.15.01.5 FINANCE DENTAL INSURANCE	$2,039.00	$1,559.72	$479.28	76.49 %
10.3420.15.02.5 FINANCE FICA/MEDICARE	$21,729.00	$13,917.35	$7,811.65	64.05 %
10.3420.15.03.5 FINANCE HEALTH INSURANCE	$53,229.00	$24,329.46	$28,899.54	45.71 %
10.3420.15.04.5 FINANCE FLEX SPENDING ACCOUNT	$1,019.00	$1,079.80	($60.80)	105.97 %
10.3420.15.05.5 FINANCE LONG TERM CARE INS	$125.00	$198.60	($73.60)	158.88 %
10.3420.15.07.5 FINANCE CITY RETIREMENT	$14,816.00	$10,872.67	$3,943.33	73.38 %
10.3420.15.08.5 FINANCE LIFE, STD, LTD INS	$3,058.00	$2,525.48	$532.52	82.59 %
10.3420.15.09.5 FINANCE UNEMPLOYMENT INS	$495.00	$544.66	($49.66)	110.03 %
10.3420.15.10.5 FINANCE WORKERS' COMP	$893.00	$947.04	($54.04)	106.05 %
10.3420.15.12.5 FINANCE PARKING FEE	$2,742.00	$2,742.00	$0.00	100.00 %
10.3420.20.00.5 FINANCE OFFICE SUPPLIES	$5,100.00	$2,280.34	$2,819.66	44.71 %

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
10.3420.20.01.5 FINANCE POSTAGE	$7,000.00	$5,590.70	$1,409.30	79.87 %
10.3420.30.00.5 FINANCE ADVERTISING	$300.00	$311.24	($11.24)	103.75 %
10.3420.40.00.5 FINANCE DUES/SUBS/MTGS	$1,000.00	$55.00	$945.00	5.50 %
10.3420.41.00.5 FINANCE PROF DEV/TRAINING	$1,500.00	$100.00	$1,400.00	6.67 %
10.3420.48.00.5 FINANCE PROPERTY & LIAB INS	$11,129.00	$12,005.98	($876.98)	107.88 %
10.3420.56.00.5 FINANCE OTH PUR SRVS	$0.00	$0.00	$0.00	0.00 %
10.3420.60.00.5 FINANCE PROF SVCS AUDIT/FS	$28,250.00	$28,325.00	($75.00)	100.27 %
10.3420.60.01.5 FINANCE ACCNTING SFTWRE	$15,000.00	$14,181.46	$818.54	94.54 %
10.3420.60.02.5 FINANCE PROF SVCS ACCOUNT	$1,000.00	$1,028.32	($28.32)	102.83 %
10.3420.68.00.5 FINANCE EQUIP REPAIR & MAINT	$500.00	$0.00	$500.00	0.00 %
10.3420.70.00.5 FINANCE COPIER	$794.00	$644.13	$149.87	81.12 %
10.3420.74.00.5 FINANCE TRAVEL/TRANSP	$750.00	$0.00	$750.00	0.00 %
10.3420.79.00.5 FINANCE MISC	$0.00	$0.00	$0.00	0.00 %
10.3420.83.00.5 FINANCE MACH & EQUIP	$0.00	$0.00	$0.00	0.00 %
10.3420.95.01.5 FINANCE PENSION INT EXP	$5,577.00	$2,788.71	$2,788.29	50.00 %
TOTAL FINANCE	**$476,180.00**	**$320,999.37**	**$155,180.63**	**67.41%**
10.3423 TECHNOLOGY SERVICES				
10.3423.10.00.5 TECHNOLOGY SALARIES & WAGES	$107,433.00	$78,989.11	$28,443.89	73.52 %
10.3423.11.00.5 TECHNOLOGY OVERTIME	$830.00	$66.57	$763.43	8.02 %
10.3423.15.01.5 TECHNOLOGY DENTAL INS	$892.00	$632.80	$259.20	70.94 %
10.3423.15.02.5 TECHNOLOGY FICA/MEDICARE	$7,903.00	$5,704.26	$2,198.74	72.18 %
10.3423.15.03.5 TECHNOLOGY HEALTH INS	$23,295.00	$13,948.72	$9,346.28	59.88 %
10.3423.15.04.5 TECHNOLOGY FLEX SPENDING ACCOUNT	$446.00	$472.56	($26.56)	105.96 %
10.3423.15.05.5 TECHNOLOGY LT CARE INS	$55.00	$168.60	($113.60)	306.55 %
10.3423.15.07.5 TECHNOLOGY CITY RETIREMENT	$7,091.00	$5,596.90	$1,494.10	78.93 %
10.3423.15.08.5 TECHNOLOGY LIFE,STD,LTD INS	$1,338.00	$1,105.24	$232.76	82.60 %
10.3423.15.09.5 TECHNOLOGY UNEMPLOYMENT INS	$216.00	$238.35	($22.35)	110.35 %
10.3423.15.10.5 TECHNOLOGY WORKERS' COMP	$324.00	$343.60	($19.60)	106.05 %
10.3423.15.12.5 TECHNOLOGY PARKING FEE	$1,200.00	$1,200.00	$0.00	100.00 %
10.3423.20.00.5 TECHNOLOGY OFFICE SUPPLIES	$500.00	$315.54	$184.46	63.11 %
10.3423.20.01.5 TECHNOLOGY POSTAGE	$0.00	$0.00	$0.00	0.00 %

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As Of and For The
9 Months Ending 3/31/2016
75% of Fiscal Year Completed

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
10.3423.23.00.5 TECHNOLOGY SMALL TOOLS&EQUIP	$3,300.00	$1,422.96	$1,877.04	43.12 %
10.3423.30.00.5 TECHNOLOGY ADVERTISING	$0.00	$0.00	$0.00	0.00 %
10.3423.34.00.5 TECHNOLOGY TELE BASIC SERVICE	$8,700.00	$3,796.37	$4,903.63	43.64 %
10.3423.34.01.5 TECHNOLOGY TELE LONG DIST	$2,800.00	$2,045.11	$754.89	73.04 %
10.3423.34.02.5 TECHNOLOGY INTERNET WAN SVC	$16,000.00	$22,559.99	($6,559.99)	141.00 %
10.3423.34.03.5 TECHNOLOGY TELE CELL & PAGER	$1,720.00	$912.86	$807.14	53.07 %
10.3423.34.05.5 CITY-WIDE WIRELESS SERVICE	$0.00	$423.63	($423.63)	0.00 %
10.3423.40.00.5 TECHNOLOGY DUES/SUBS/MTGS	$0.00	$0.00	$0.00	0.00 %
10.3423.48.00.5 TECHNOLOGY PROPERTY&LIAB INS	$4,871.00	$5,254.28	($383.28)	107.87 %
10.3423.56.00.5 TECHNOLOGY OTR PUR SRVC	$21,000.00	$14,651.43	$6,348.57	69.77 %
10.3423.60.00.5 TECHNOLOGY PROFESSIONAL SVC	$17,500.00	$7,402.75	$10,097.25	42.30 %
10.3423.63.00.5 CITY WEB SITE EXP	$5,400.00	$244.75	$5,155.25	4.53 %
10.3423.65.00.5 TECHNOLOGY RENTAL OF EQUIP	$0.00	$0.00	$0.00	0.00 %
10.3423.68.00.5 TECHNOLOGY EQUIP REP & MAINT	$7,800.00	$226.13	$7,573.87	2.90 %
10.3423.70.00.5 TECHNOLOGY COPIER	$348.00	$252.07	$95.93	72.43 %
10.3423.74.00.5 TECHNOLOGY TRAVEL/TRANS	$200.00	$0.00	$200.00	0.00 %
10.3423.95.01.5 TECHNOLOGY PENSION INTEXP	$4,290.00	$2,145.16	$2,144.84	50.00 %
TOTAL TECHNOLOGY SERVICES	**$245,452.00**	**$170,119.74**	**$75,332.26**	**69.31%**
10.3430 PROPERTY ASSESSOR				
10.3430.10.00.5 ASSESSOR SALARIES & WAGES	$53,556.00	$40,406.63	$13,149.37	75.45 %
10.3430.11.00.5 ASSESSOR OVERTIME	$946.00	$0.00	$946.00	0.00 %
10.3430.15.01.5 ASSESSOR DENTAL INS	$446.00	$316.40	$129.60	70.94 %
10.3430.15.02.5 ASSESSOR FICA/MEDICARE	$3,979.00	$3,035.56	$943.44	76.29 %
10.3430.15.03.5 ASSESSOR HEALTH INS	$11,647.00	$2,140.67	$9,506.33	18.38 %
10.3430.15.04.5 ASSESSOR FLEX SPENDING ACCOUNT	$223.00	$236.28	($13.28)	105.96 %
10.3430.15.05.5 ASSESSOR LT CARE INS	$27.00	$64.40	($37.40)	238.52 %
10.3430.15.07.5 ASSESSOR CITY RETIREMENT	$3,570.00	$2,222.39	$1,347.61	62.25 %
10.3430.15.08.5 ASSESSOR LIFE, STD, LTD INS	$669.00	$497.07	$171.93	74.30 %
10.3430.15.09.5 ASSESSOR UNEMPLOYMENT INS	$108.00	$119.18	($11.18)	110.35 %
10.3430.15.10.5 ASSESSOR WORKERS' COMP	$163.00	$172.88	($9.88)	106.06 %
10.3430.15.12.5 ASSESSOR PARKING FEE	$960.00	$960.00	$0.00	100.00 %

City of Montpelier
GENERAL FUND FY 2016 Budget Report
As Of and For The
9 Months Ending 3/31/2016
75% of Fiscal Year Completed

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
10.3430.20.00.5 ASSESSOR OFFICE SUPPLIES	$1,735.00	$399.29	$1,335.71	23.01 %
10.3430.20.01.5 ASSESSOR POSTAGE	$750.00	$416.06	$333.94	55.47 %
10.3430.30.00.5 ASSESSOR ADVERTISING	$200.00	$0.00	$200.00	0.00 %
10.3430.40.00.5 ASSESSOR DUES/SUBS/MTGS	$2,515.00	$859.95	$1,655.05	34.19 %
10.3430.48.00.5 ASSESSOR PROPERTY &LIAB INS	$2,435.00	$2,627.14	($192.14)	107.89 %
10.3430.56.00.5 ASSESSOR OTR PUR SRVC	$4,765.00	$4,295.00	$470.00	90.14 %
10.3430.56.01.5 ASSESSOR LICENSING/SOFTWARE FEES	$11,665.00	$11,665.00	$0.00	100.00 %
10.3430.60.00.5 ASSESSOR PROFESSIONAL SVC	$83,640.00	$59,578.50	$24,061.50	71.23 %
10.3430.60.01.5 ASSESSOR REAPPRAISAL SVCS	$0.00	$0.00	$0.00	0.00 %
10.3430.60.02.5 ASSESSOR REAPPRAISAL RESVE EXP	$0.00	$0.00	$0.00	0.00 %
10.3430.62.00.5 ASSESSOR PRINTING & BINDING	$0.00	$0.00	$0.00	0.00 %
10.3430.68.00.5 ASSESSOR EQUIP REPAIR & MAINT	$50.00	$0.00	$50.00	0.00 %
10.3430.70.00.5 ASSESSOR COPIER	$174.00	$126.03	$47.97	72.43 %
10.3430.74.00.5 ASSESSOR TRAVEL/TRANS	$0.00	$0.00	$0.00	0.00 %
10.3430.83.00.5 ASSESSOR MACHINERY & EQUIP	$0.00	$0.00	$0.00	0.00 %
10.3430.95.01.5 ASSESSOR PENSION INT EXP	$2,145.00	$1,072.58	$1,072.42	50.00 %
TOTAL PROPERTY ASSESSOR	**$186,368.00**	**$131,211.01**	**$55,156.99**	**70.40%**
10.3600 PLANNING & DEVELOPMENT				
10.3600.10.00.5 PLANNING SALARIES & WAGES	$216,252.00	$158,817.67	$57,434.33	73.44 %
10.3600.11.00.5 PLANNING OVERTIME	$1,380.00	$0.00	$1,380.00	0.00 %
10.3600.15.01.5 PLANNING DENTAL INS	$1,562.00	$1,265.60	$296.40	81.02 %
10.3600.15.02.5 PLANNING FICA/MEDICARE	$15,954.00	$11,546.55	$4,407.45	72.37 %
10.3600.15.03.5 PLANNING HEALTH INS	$40,766.00	$23,509.74	$17,256.26	57.67 %
10.3600.15.04.5 PLANNING FLEX SPENDING ACCOUNT	$781.00	$826.97	($45.97)	105.89 %
10.3600.15.05.5 PLANNING LT CARE INS	$136.00	$0.00	$136.00	0.00 %
10.3600.15.07.5 PLANNING CITY RETIREMENT	$14,315.00	$9,954.49	$4,360.51	69.54 %
10.3600.15.08.5 PLANNING LIFE, STD, LTD INS	$2,342.00	$1,989.75	$352.25	84.96 %
10.3600.15.09.5 PLANNING UNEMPLOYMENT INS	$379.00	$417.13	($38.13)	110.06 %
10.3600.15.10.5 PLANNING WORKERS' COMP	$654.00	$693.60	($39.60)	106.06 %
10.3600.15.12.5 PLANNING PARKING FEE	$2,400.00	$3,000.00	($600.00)	125.00 %
10.3600.20.00.5 PLANNING OFFICE SUPPLIES	$3,000.00	$603.33	$2,396.67	20.11 %

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
10.3600.20.01.5 PLANNING POSTAGE	$2,500.00	$496.98	$2,003.02	19.88 %
10.3600.21.00.5 PLANNING OPERATING SUPPLIES	$0.00	$69.00	($69.00)	0.00 %
10.3600.23.00.5 PLANNING SMALL TOOLS/EQUIP	$0.00	$0.00	$0.00	0.00 %
10.3600.30.00.5 PLANNING ADVERTISING	$2,500.00	$1,277.12	$1,222.88	51.08 %
10.3600.34.03.5 PLANNING TELEPHONE CELL	$500.00	$0.00	$500.00	0.00 %
10.3600.40.00.5 PLANNING DUES/SUBS/MTGS	$1,200.00	$1,248.00	($48.00)	104.00 %
10.3600.41.00.5 PLANNING PROFESSIONAL DEV	$3,500.00	$1,841.87	$1,658.13	52.62 %
10.3600.48.00.5 PLANNING PROPERTY &LIAB INS	$8,523.00	$9,194.96	($671.96)	107.88 %
10.3600.56.00.5 PLANNING OTR PUR SRVC	$12,500.00	$9,311.51	$3,188.49	74.49 %
10.3600.58.00.5 PLANNING WEB SITE MAINT	$0.00	$0.00	$0.00	0.00 %
10.3600.60.00.5 PLANNING PROFESSIONAL SVCS	$5,500.00	$850.00	$4,650.00	15.45 %
10.3600.60.02.5 PLANNING RE-ZONING CONTRACT SVS	$0.00	$1,045.60	($1,045.60)	0.00 %
10.3600.61.00.5 PLANNING OTHER LEGAL SVCS	$0.00	$0.00	$0.00	0.00 %
10.3600.62.00.5 PLANNING PRINTING & BINDING	$300.00	$30.00	$270.00	10.00 %
10.3600.63.00.5 PLANNING MASTER PLAN UPDATE	$8,500.00	$9,365.00	($865.00)	110.18 %
10.3600.68.00.5 PLANNING EQUIP REPAIR&MAINT	$0.00	$0.00	$0.00	0.00 %
10.3600.70.00.5 PLANNING COPIER	$608.00	$469.13	$138.87	77.16 %
10.3600.74.00.5 PLANNING TRAVEL & TRANS	$1,000.00	$388.38	$611.62	38.84 %
10.3600.75.00.5 PLANNING CENTRAL VT ECONOMIC DEV	$3,000.00	$3,000.00	$0.00	100.00 %
10.3600.79.00.5 PLANNING MISC	$300.00	$0.00	$300.00	0.00 %
10.3600.83.00.5 PLANNING MACHINERY & EQUIP	$0.00	$0.00	$0.00	0.00 %
10.3600.85.00.5 PLANNING RE-ZONING GRANT EXP	$0.00	$5,545.20	($5,545.20)	0.00 %
10.3600.95.01.5 PLANNING PENSION INT EXP	$10,082.00	$5,041.13	$5,040.87	50.00 %
TOTAL PLANNING & DEVELOPMENT	**$360,434.00**	**$261,798.71**	**$98,635.29**	**72.63%**
10.3710 CITY HALL MAINT				
10.3710.10.00.5 CITY HALL SALARIES & WAGES	$61,070.00	$41,613.51	$19,456.49	68.14 %
10.3710.11.00.5 CITY HALL OVERTIME	$3,106.00	$226.43	$2,879.57	7.29 %
10.3710.15.01.5 CITY HALL DENTAL INS	$558.00	$378.02	$179.98	67.75 %
10.3710.15.02.5 CITY HALL FICA/MEDICARE	$4,698.00	$2,713.54	$1,984.46	57.76 %
10.3710.15.03.5 CITY HALL HEALTH INS	$14,559.00	$13,288.99	$1,270.01	91.28 %
10.3710.15.04.5 CITY HALL FLEX SPENDING ACCOUNT	$279.00	$295.35	($16.35)	105.86 %

City of Montpelier
GENERAL FUND FY 2016 Budget Report
As Of and For The
9 Months Ending 3/31/2016
75% of Fiscal Year Completed

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
10.3710.15.05.5 CITY HALL LT CARE INS	$34.00	$18.68	$15.32	54.94 %
10.3710.15.07.5 CITY HALL CITY RETIREMENT	$4,215.00	$2,779.46	$1,435.54	65.94 %
10.3710.15.08.5 CITY HALL LIFE, STD, LTD INS	$837.00	$690.79	$146.21	82.53 %
10.3710.15.09.5 CITY HALL UNEMPLOYMENT INS	$135.00	$148.98	($13.98)	110.36 %
10.3710.15.10.5 CITY HALL WORKERS' COMP	$4,008.00	$4,250.58	($242.58)	106.05 %
10.3710.15.12.5 CITY HALL PARKING FEE	$750.00	$750.00	$0.00	100.00 %
10.3710.18.00.5 CITY HALL UNIFRMS/PROTECT CLOTHING	$650.00	$157.50	$492.50	24.23 %
10.3710.20.00.5 CITY HALL OFFICE SUPPLIES	$350.00	$156.09	$193.91	44.60 %
10.3710.21.00.5 CITY HALL OPERATING SUPPLY	$7,000.00	$2,931.98	$4,068.02	41.89 %
10.3710.21.01.5 CITY HALL SPRING/FALL PLANT	$0.00	$0.00	$0.00	0.00 %
10.3710.23.00.5 CITY HALL SMALL TOOLS&EQUIP	$500.00	$222.12	$277.88	44.42 %
10.3710.34.03.5 CITY HALL TELE CELL & PAGER	$1,000.00	$540.00	$460.00	54.00 %
10.3710.40.00.5 CITY HALL DUES/SUBS/MTGS	$0.00	$0.00	$0.00	0.00 %
10.3710.48.00.5 CITY HALL PROP & LIAB INS	$3,044.00	$3,283.92	($239.92)	107.88 %
10.3710.48.01.5 CITY HALL XFER FRM POLICE ST	($12,000.00)	($12,000.00)	$0.00	100.00 %
10.3710.56.00.5 CITY HALL OTR PUR SRVC	$5,500.00	$3,180.00	$2,320.00	57.82 %
10.3710.60.00.5 CITY HALL PROFESSIONAL SVC	$500.00	$0.00	$500.00	0.00 %
10.3710.68.00.5 CITY HALL EQUIP REPAIR&MAINT	$1,200.00	$563.45	$636.55	46.95 %
10.3710.69.00.5 CITY HALL BLDG REPAIR/MAINT	$13,000.00	$6,403.72	$6,596.28	49.26 %
10.3710.70.00.5 CITY HALL COPIER	$217.00	$157.55	$59.45	72.60 %
10.3710.70.01.5 CITY HALL COPIER PAPER	$200.00	$0.00	$200.00	0.00 %
10.3710.74.00.5 CITY HALL TRAVEL/TRANS	$200.00	$131.62	$68.38	65.81 %
10.3710.76.01.5 CITY HALL ELECTRIC	$32,000.00	$20,493.31	$11,506.69	64.04 %
10.3710.76.02.5 CITY HALL HEATING COST	$55,000.00	$41,581.30	$13,418.70	75.60 %
10.3710.76.03.5 CITY HALL TRASH REMOVAL	$4,500.00	$2,868.38	$1,631.62	63.74 %
10.3710.76.04.5 CITY HALL IN HOUSE UTILITIES	$3,500.00	$2,403.11	$1,096.89	68.66 %
10.3710.82.00.5 CITY HALL CAPITAL IMPROV	$0.00	$2,790.36	($2,790.36)	0.00 %
10.3710.83.00.5 CITY HALL MACH & EQUIP	$0.00	$3,064.93	($3,064.93)	0.00 %
10.3710.95.01.5 CITY HALL PENSION INT EXP	$2,360.00	$1,179.84	$1,180.16	49.99 %
TOTAL CITY HALL MAINT	**$212,970.00**	**$147,263.51**	**$65,706.49**	**69.15%**

10.4100 POLICE OPERATIONS

City of Montpelier
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75% of Fiscal Year Completed

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
10.4100.10.00.5 POLICE SALARY & WAGES	$969,149.00	$739,359.50	$229,789.50	76.29 %
10.4100.11.00.5 POLICE OVERTIME	$111,000.00	$89,053.57	$21,946.43	80.23 %
10.4100.15.01.5 POLICE DENTAL INS	$6,474.00	$4,481.38	$1,992.62	69.22 %
10.4100.15.02.5 POLICE FICA/MEDICARE	$78,749.00	$60,430.24	$18,318.76	76.74 %
10.4100.15.03.5 POLICE HEALTH INS	$169,004.00	$112,456.80	$56,547.20	66.54 %
10.4100.15.04.5 POLICE FLEX SPENDING ACCOUNT	$3,237.00	$3,428.41	($191.41)	105.91 %
10.4100.15.05.5 POLICE LT CARE INS	$446.00	$36.20	$409.80	8.12 %
10.4100.15.07.5 POLICE CITY RETIREMENT	$70,587.00	$55,214.81	$15,372.19	78.22 %
10.4100.15.08.5 POLICE LIFE, STD, LTD INS	$9,711.00	$8,018.55	$1,692.45	82.57 %
10.4100.15.09.5 POLICE UNEMPLOYMENT INS	$1,570.00	$1,729.30	($159.30)	110.15 %
10.4100.15.10.5 POLICE WORKERS' COMP	$35,637.00	$37,793.94	($2,156.94)	106.05 %
10.4100.15.12.5 POLICE PARKING FEE	$3,558.00	$3,558.00	$0.00	100.00 %
10.4100.18.00.5 POLICE UNIFRMS/PROTECT CLOTH	$10,700.00	$13,610.86	($2,910.86)	127.20 %
10.4100.19.00.5 POLICE TUITION REIMB/FIT TEST	$5,000.00	$1,675.00	$3,325.00	33.50 %
10.4100.20.00.5 POLICE OFFICE SUPPLIES	$3,250.00	$1,461.75	$1,788.25	44.98 %
10.4100.20.01.5 POLICE POSTAGE	$2,300.00	$515.22	$1,784.78	22.40 %
10.4100.21.00.5 POLICE OPERATING SUPPLIES	$15,600.00	$14,935.45	$664.55	95.74 %
10.4100.21.01.5 POLICE INTERNAL FLEET FUEL	$31,000.00	$9,992.02	$21,007.98	32.23 %
10.4100.30.00.5 POLICE ADVERTISING	$1,000.00	$541.42	$458.58	54.14 %
10.4100.40.00.5 POLICE DUES/SUBS/MTGS	$1,810.00	$1,220.19	$589.81	67.41 %
10.4100.41.00.5 POLICE TRAINING	$9,700.00	$3,921.24	$5,778.76	40.43 %
10.4100.48.00.5 POLICE PROPERTY & LIABI INS	$35,336.00	$35,968.68	($632.68)	101.79 %
10.4100.56.00.5 POLICE OTR PUR SRVC	$7,300.00	$3,426.53	$3,873.47	46.94 %
10.4100.56.01.5 POLICE XFER TO CITY HALL CLEANING	$12,000.00	$12,000.00	$0.00	100.00 %
10.4100.60.00.5 POLICE PROFESSIONAL SVCS	$14,095.00	$1,015.48	$13,079.52	7.20 %
10.4100.62.00.5 POLICE PRINTING & BINDING	$200.00	$61.70	$138.30	30.85 %
10.4100.68.00.5 POLICE EQUIP REPAIR & MAINT	$30,280.00	$23,642.54	$6,637.46	78.08 %
10.4100.68.01.5 POLICE INTERNAL FLEET REP	$19,000.00	$10,703.73	$8,296.27	56.34 %
10.4100.69.00.5 POLICE BLDGS/GROUNDS MAIN	$200.00	$11.37	$188.63	5.69 %
10.4100.70.00.5 POLICE COPIER	$2,522.00	$1,828.75	$693.25	72.51 %
10.4100.72.00.5 POLICE TAXES/LICENSE/REG	$150.00	$129.00	$21.00	86.00 %
10.4100.74.00.5 POLICE TRAVEL/TRANS	$5,500.00	$697.17	$4,802.83	12.68 %

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
10.4100.76.01.5 POLICE ELECTRIC	$17,800.00	$9,972.44	$7,827.56	56.02 %
10.4100.76.02.5 POLICE HEATING COST	$11,400.00	$8,739.02	$2,660.98	76.66 %
10.4100.76.04.5 POLICE IN HOUSE UTILITIES	$1,085.00	$650.83	$434.17	59.98 %
10.4100.83.00.5 POLICE MACHINERY & EQUIP-FLOOD	$0.00	$0.00	$0.00	0.00 %
10.4100.83.01.5 POLICE EQUIP -DRUG SEIZURE RES	$0.00	$0.00	$0.00	0.00 %
10.4100.85.00.5 POLICE GRANT EXPENSE	$0.00	$5,000.00	($5,000.00)	0.00 %
10.4100.95.01.5 POLICE PENSION INTEREST EXP	$34,022.00	$17,011.13	$17,010.87	50.00 %
TOTAL POLICE OPERATIONS	**$1,730,372.00**	**$1,294,292.22**	**$436,079.78**	**74.80%**
10.4105 POLICE COMMUNICATIONS				
10.4105.10.00.5 POLICE COM SALARY & WAGES	$327,103.00	$249,138.31	$77,964.69	76.17 %
10.4105.11.00.5 POLICE COM OVERTIME	$45,000.00	$51,494.14	($6,494.14)	114.43 %
10.4105.15.01.5 POLICE COM DENTAL INS	$2,873.00	$1,893.66	$979.34	65.91 %
10.4105.15.02.5 POLICE COM FICA/MEDICARE	$27,155.00	$21,545.77	$5,609.23	79.34 %
10.4105.15.03.5 POLICE COM HEALTH INS	$75,009.00	$54,779.94	$20,229.06	73.03 %
10.4105.15.04.5 POLICE COM FLEX SPENDING ACCOUNT	$1,437.00	$1,521.64	($84.64)	105.89 %
10.4105.15.05.5 POLICE COM LT CARE INS	$150.00	$5.20	$144.80	3.47 %
10.4105.15.07.5 POLICE COM CITY RETIREMENT	$24,365.00	$20,982.67	$3,382.33	86.12 %
10.4105.15.08.5 POLICE COM LIFE, STD, LTD INS	$4,310.00	$3,558.90	$751.10	82.57 %
10.4105.15.09.5 POLICE COM UNEMPLOYMENT INS	$697.00	$767.52	($70.52)	110.12 %
10.4105.15.10.5 POLICE COM WORKERS' COMP	$12,495.00	$13,251.26	($756.26)	106.05 %
10.4105.15.11.5 POLICE COM TUITION REIMB	$1,000.00	$0.00	$1,000.00	0.00 %
10.4105.15.12.5 POLICE COM PARKING FEE	$1,200.00	$1,200.00	$0.00	100.00 %
10.4105.18.00.5 POLICE COM UNIFRMS/PROT CLOTH	$2,100.00	$472.28	$1,627.72	22.49 %
10.4105.19.00.5 POLICE COM TUITION REIMB/FIT TEST	$0.00	$120.62	($120.62)	0.00 %
10.4105.20.00.5 POLICE COM OFFICE SUPPLIES	$2,500.00	$525.30	$1,974.70	21.01 %
10.4105.20.01.5 POLICE COM POSTAGE	$50.00	$0.00	$50.00	0.00 %
10.4105.21.00.5 POLICE COM OPERATING SUPPLY	$300.00	$302.17	($2.17)	100.72 %
10.4105.30.00.5 POLICE COM ADVERTISING	$800.00	$0.00	$800.00	0.00 %
10.4105.34.03.5 POLICE COM TELE CELL &PAGER	$7,465.00	$2,789.48	$4,675.52	37.37 %
10.4105.34.04.5 POLICE COMM TELE VLETS	$4,328.00	$1,248.50	$3,079.50	28.85 %
10.4105.40.00.5 POLICE COM DUES/SUB/MTGS	$100.00	$30.00	$70.00	30.00 %

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
10.4105.41.00.5 POLICE COM TRAINING	$2,800.00	$1,424.32	$1,375.68	50.87 %
10.4105.48.00.5 POLICE COM PROP & LIABI INS	$15,683.00	$16,918.72	($1,235.72)	107.88 %
10.4105.56.00.5 POLICE COM OTR PUR SRVC	$0.00	$0.00	$0.00	0.00 %
10.4105.62.00.5 POLICE COM PRINT & BINDING	$0.00	$0.00	$0.00	0.00 %
10.4105.68.00.5 POLICE COM EQUIP REP &MAINT	$17,956.00	$13,616.35	$4,339.65	75.83 %
10.4105.70.00.5 POLICE COM COPIER	$1,120.00	$811.66	$308.34	72.47 %
10.4105.74.00.5 POLICE COM TRAVEL/TRANS	$500.00	$0.00	$500.00	0.00 %
10.4105.83.00.5 POLICE COM MACH & EQUIP	$0.00	$0.00	$0.00	0.00 %
10.4105.85.00.5 POLICE COM FED/ST GRANT EXP	$0.00	$0.00	$0.00	0.00 %
10.4105.95.01.5 POLICE COM PENSION INT EXP	$11,691.00	$5,845.56	$5,845.44	50.00 %
TOTAL POLICE COMMUNICATIONS	**$590,187.00**	**$464,243.97**	**$125,943.03**	**78.66%**
10.4150 OUTSIDE PAY PUBLIC SAFETY				
10.4150.10.00.5 OUTSIDE PAY SALARY & WAGES	$0.00	$91,198.66	($91,198.66)	0.00 %
10.4150.11.00.5 OUTSIDE PAY OVERTIME	$0.00	$14,903.14	($14,903.14)	0.00 %
10.4150.15.01.5 OUTSIDE PAY DENTAL INS	$0.00	$302.25	($302.25)	0.00 %
10.4150.15.02.5 OUTSIDE PAY FICA/MEDICARE	$0.00	$7,739.29	($7,739.29)	0.00 %
10.4150.15.03.5 OUTSIDE PAY POLICE HEALTH INS	$0.00	$9,211.90	($9,211.90)	0.00 %
10.4150.15.07.5 OUTSIDE PAY CITY RETIREMENT	$0.00	$4,715.59	($4,715.59)	0.00 %
TOTAL OUTSIDE PAY PUBLIC SAFETY	**$0.00**	**$128,070.83**	**($128,070.83)**	**0.00%**
10.4190 POLICE SCHOOL RESOURCE OFFICER				
10.4190.10.00.5 SCHOOL RES SALARY & WAGES	$66,758.00	$51,767.60	$14,990.40	77.55 %
10.4190.11.00.5 SCHOOL RES OVERTIME	$1,038.00	$329.74	$708.26	31.77 %
10.4190.15.01.5 SCHOOL RES DENTAL INS	$446.00	$316.22	$129.78	70.90 %
10.4190.15.02.5 SCHOOL RES FICA/MEDICARE	$4,949.00	$3,967.23	$981.77	80.16 %
10.4190.15.03.5 SCHOOL RES HEALTH INS	$11,647.00	$2,140.67	$9,506.33	18.38 %
10.4190.15.04.5 SCHOOL RES FLEX SPENDING ACCOUNT	$223.00	$236.28	($13.28)	105.96 %
10.4190.15.05.5 SCHOOL RES LT CARE INS	$27.00	$0.00	$27.00	0.00 %
10.4190.15.07.5 SCHOOL RES CITY RETIREMENT	$4,440.00	$3,725.38	$714.62	83.90 %
10.4190.15.08.5 SCHOOL RES LIFE,STD,LTD INS	$669.00	$552.64	$116.36	82.61 %
10.4190.15.09.5 SCHOOL RES UNEMPLOY INS	$108.00	$119.18	($11.18)	110.35 %

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
10.4190.15.10.5 SCHOOL RES WORKERS' COMP	$2,435.00	$2,582.36	($147.36)	106.05 %
10.4190.15.11.5 SCHOOL RES TUITION REIMB	$0.00	$0.00	$0.00	0.00 %
10.4190.18.00.5 SCHOOL RES UNIF/PROTECT CLOTH	$200.00	$0.00	$200.00	0.00 %
10.4190.20.01.5 SCHOOL RES POSTAGE	$0.00	$0.00	$0.00	0.00 %
10.4190.40.00.5 SCHOOL RES DUES/SUB/MTGS	$0.00	$0.00	$0.00	0.00 %
10.4190.48.00.5 SCHOOL RES PROP & LIAB INS	$2,435.00	$2,627.14	($192.14)	107.89 %
10.4190.62.00.5 SCHOOL RES PRINT & BINDING	$0.00	$0.00	$0.00	0.00 %
10.4190.70.00.5 SCHOOL RES COPIER	$174.00	$126.03	$47.97	72.43 %
10.4190.74.00.5 SCHOOL RES TRAVEL/TRANS	$0.00	$0.00	$0.00	0.00 %
10.4190.79.00.5 SCHOOL RES MISC	$0.00	$0.00	$0.00	0.00 %
10.4190.95.01.5 SCHOOL RES PENSION INT EXP	$2,145.00	$1,072.58	$1,072.42	50.00 %
TOTAL POLICE SCHOOL RESOURCE OFFICER	**$97,694.00**	**$69,563.05**	**$28,130.95**	**71.21%**
10.4200 COMMUNITY JUSTICE CENTER				
10.4200.10.00.5 JUSTICE CTR SALARY & WAGES	$78,951.00	$52,890.79	$26,060.21	66.99 %
10.4200.11.00.5 JUSTICE CTR OVERTIME	$0.00	$0.00	$0.00	0.00 %
10.4200.15.01.5 JUSTICE CTR DENTAL INS	$602.00	$383.64	$218.36	63.73 %
10.4200.15.02.5 JUSTICE CTR FICA/MEDICARE	$5,763.00	$4,024.96	$1,738.04	69.84 %
10.4200.15.03.5 JUSTICE CTR HEALTH INS	$15,724.00	$4,628.31	$11,095.69	29.43 %
10.4200.15.04.5 JUSTICE CTR FLEX SPENDING ACCOUNT	$301.00	$318.98	($17.98)	105.97 %
10.4200.15.05.5 JUSTICE CTR LT CARE INS	$37.00	$0.00	$37.00	0.00 %
10.4200.15.07.5 JUSTICE CTR CITY RETIREMENT	$5,171.00	$3,505.79	$1,665.21	67.80 %
10.4200.15.08.5 JUSTICE CTR LIFE, STD, LTD INS	$903.00	$746.02	$156.98	82.62 %
10.4200.15.09.5 JUSTICE CTR UNEMPLOYMENT INS	$145.00	$160.90	($15.90)	110.97 %
10.4200.15.10.5 JUSTICE CTR WORKERS' COMP	$237.00	$251.36	($14.36)	106.06 %
10.4200.15.12.5 JUSTICE CTR PARKING FEE	$810.00	$810.00	$0.00	100.00 %
10.4200.20.00.5 JUSTICE CTR OFFICE SUPPLY	$1,000.00	$585.88	$414.12	58.59 %
10.4200.20.01.5 JUSTICE CTR POSTAGE	$350.00	$408.40	($58.40)	116.69 %
10.4200.21.00.5 JUSTICE CTR OPERATING SUPPLY	$0.00	$0.00	$0.00	0.00 %
10.4200.30.00.5 JUSTICE CTR ADVERTISING	$0.00	$0.00	$0.00	0.00 %
10.4200.40.00.5 JUSTICE CTR DUES/SUB/MTGS	$2,000.00	$1,596.93	$403.07	79.85 %
10.4200.41.00.5 JUSTICE CTR PROFESSIONAL DEV	$2,000.00	$2,033.52	($33.52)	101.68 %

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
10.4200.48.00.5 JUSTICE CTR PROP & LIAB INS	$3,288.00	$3,546.64	($258.64)	107.87 %
10.4200.56.00.5 JUSTICE CTR OTR PUR SRVC	$0.00	$0.00	$0.00	0.00 %
10.4200.56.02.5 JUSTICE CTR MEDIATION SVC	$1,500.00	$226.66	$1,273.34	15.11 %
10.4200.60.00.5 JUSTICE CTR PROFESSIONAL SVC	$575.00	$0.00	$575.00	0.00 %
10.4200.62.00.5 JUSTICE CTR PRINT & BINDING	$0.00	$0.00	$0.00	0.00 %
10.4200.68.00.5 JUSTICE CTR EQUIP REP & MAINT	$0.00	$0.00	$0.00	0.00 %
10.4200.70.00.5 JUSTICE CTR COPIER	$235.00	$170.16	$64.84	72.41 %
10.4200.74.00.5 JUSTICE CTR TRAVEL & TRANS	$1,200.00	$1,326.06	($126.06)	110.51 %
10.4200.95.01.5 JUSTICE CTR PENSION INT EXP	$1,775.00	$1,025.45	$749.55	57.77 %
TOTAL COMMUNITY JUSTICE CENTER	**$122,567.00**	**$78,640.45**	**$43,926.55**	**64.16%**
10.4205 RE-ENTRY PROGRAM				
10.4205.10.00.5 RE-ENTRY PROG SALARY & WAGES	$76,462.00	$62,446.81	$14,015.19	81.67 %
10.4205.11.00.5 RE-ENTRY PROG OVERTIME	$0.00	$0.00	$0.00	0.00 %
10.4205.15.01.5 RE-ENTRY PROG DENTAL INS	$593.00	$565.56	$27.44	95.37 %
10.4205.15.02.5 RE-ENTRY PROG FICA/MEDICARE	$5,582.00	$4,349.31	$1,232.69	77.92 %
10.4205.15.03.5 RE-ENTRY PROG HEALTH INS	$15,491.00	$9,692.58	$5,798.42	62.57 %
10.4205.15.04.5 RE-ENTRY PROG FLEX SPENDING ACCOUNT	$297.00	$314.26	($17.26)	105.81 %
10.4205.15.05.5 RE-ENTRY PROG LT CARE INS	$36.00	$0.00	$36.00	0.00 %
10.4205.15.07.5 RE-ENTRY PROG CITY RETIREMENT	$5,008.00	$3,972.86	$1,035.14	79.33 %
10.4205.15.08.5 RE-ENTRY PROG LIFE, STD, LTD INS	$890.00	$734.97	$155.03	82.58 %
10.4205.15.09.5 RE-ENTRY PROG UNEMPLOYMENT INS	$144.00	$158.51	($14.51)	110.08 %
10.4205.15.10.5 RE-ENTRY PROG WORKERS' COMP	$229.00	$242.86	($13.86)	106.05 %
10.4205.15.12.5 RE-ENTRY PROG PARKING FEE	$798.00	$798.00	$0.00	100.00 %
10.4205.20.00.5 RE-ENTRY PROG OFFICE SUPPLY	$500.00	$254.79	$245.21	50.96 %
10.4205.20.01.5 RE-ENTRY PROG POSTAGE	$30.00	$0.00	$30.00	0.00 %
10.4205.34.03.5 RE-ENTRY PROG TELE,CELL &PAGER	$1,500.00	$794.82	$705.18	52.99 %
10.4205.40.00.5 RE-ENTRY PROG DUES, SUB/MGT	$3,500.00	$1,059.25	$2,440.75	30.26 %
10.4205.41.00.5 RE-ENTRY PROG PROFESSIONAL DEV	$1,500.00	$244.06	$1,255.94	16.27 %
10.4205.48.00.5 RE-ENTRY PROG PROP & LIAB INS	$3,239.00	$3,494.10	($255.10)	107.88 %
10.4205.56.00.5 RE-ENTRY PROG OTR PUR SRVC	$0.00	$0.00	$0.00	0.00 %
10.4205.57.00.5 RE-ENTRY PROG OTHER CLIENT NEEDS	$3,000.00	$1,276.73	$1,723.27	42.56 %

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
10.4205.60.00.5 RE-ENTRY PROG PROF SVC	$500.00	$655.00	($155.00)	131.00 %
10.4205.66.00.5 RE-ENTRY PROG CLIENT HOUSING	$26,500.00	$11,929.40	$14,570.60	45.02 %
10.4205.70.00.5 RE-ENTRY PROG COPIER	$231.00	$167.61	$63.39	72.56 %
10.4205.74.00.5 RE-ENTRY PROG TRAVEL & TRANS	$2,500.00	$1,513.34	$986.66	60.53 %
10.4205.95.01.5 RE-ENTRY PROG PENSION INT EXP	$2,258.00	$991.00	$1,267.00	43.89 %
TOTAL RE-ENTRY PROGRAM	**$150,788.00**	**$105,655.82**	**$45,132.18**	**70.07%**
10.4500 FIRE AND E.M.S				
10.4500.10.00.5 FIRE EMS SALARY & WAGES	$916,170.00	$685,276.86	$230,893.14	74.80 %
10.4500.10.01.5 FIRE EMS CALL FORCE	$5,000.00	$616.74	$4,383.26	12.33 %
10.4500.11.00.5 FIRE EMS OVERTIME	$146,920.00	$128,823.73	$18,096.27	87.68 %
10.4500.15.01.5 FIRE EMS DENTAL INS	$7,585.00	$5,278.86	$2,306.14	69.60 %
10.4500.15.02.5 FIRE EMS FICA/MEDICARE	$77,845.00	$59,409.51	$18,435.49	76.32 %
10.4500.15.03.5 FIRE EMS HEALTH INS	$198,006.00	$121,252.03	$76,753.97	61.24 %
10.4500.15.04.5 FIRE EMS FLEX SPENDING ACCOUNT	$3,792.00	$4,016.75	($224.75)	105.93 %
10.4500.15.05.5 FIRE EMS LT CARE INS	$463.00	$42.40	$420.60	9.16 %
10.4500.15.07.5 FIRE EMS CITY RETIREMENT	$69,848.00	$58,334.73	$11,513.27	83.52 %
10.4500.15.08.5 FIRE EMS LIFE, STD, LTD INS	$11,377.00	$9,394.59	$1,982.41	82.58 %
10.4500.15.09.5 FIRE EMS UNEMPLOYMENT INS	$1,840.00	$2,026.07	($186.07)	110.11 %
10.4500.15.10.5 FIRE EMS WORKERS' COMP	$117,028.00	$124,111.14	($7,083.14)	106.05 %
10.4500.15.12.5 FIRE EMS PARKING FEE	$2,400.00	$2,400.00	$0.00	100.00 %
10.4500.18.00.5 FIRE EMS UNIFRMS/PROT CLOTH	$24,000.00	$6,005.16	$17,994.84	25.02 %
10.4500.20.00.5 FIRE EMS OFFICE SUPPLY	$2,400.00	$1,348.93	$1,051.07	56.21 %
10.4500.20.01.5 FIRE EMS POSTAGE	$900.00	$58.05	$841.95	6.45 %
10.4500.21.00.5 FIRE EMS OPERATING SUPPLY	$20,500.00	$15,206.83	$5,293.17	74.18 %
10.4500.21.01.5 FIRE EMS INTERNAL FUEL FLEET	$15,000.00	$5,498.21	$9,501.79	36.65 %
10.4500.23.00.5 FIRE EMS SMALL TOOLS & EQUIP	$11,000.00	$4,279.82	$6,720.18	38.91 %
10.4500.30.00.5 FIRE EMS ADVERTISING	$0.00	$0.00	$0.00	0.00 %
10.4500.34.00.5 FIRE EMS TELE BASIC SVC	$0.00	$0.00	$0.00	0.00 %
10.4500.34.03.5 FIRE EMS TELE CELL & PAGER	$2,500.00	$916.73	$1,583.27	36.67 %
10.4500.34.04.5 FIRE EMS COM OTHER	$1,500.00	$504.45	$995.55	33.63 %
10.4500.40.00.5 FIRE EMS DUES/SUB/MTGS	$3,500.00	$1,999.23	$1,500.77	57.12 %

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
10.4500.41.00.5 FIRE EMS TRAINING	$3,000.00	$55.54	$2,944.46	1.85 %
10.4500.48.00.5 FIRE EMS PROP & LIAB INS	$41,400.00	$46,207.97	($4,807.97)	111.61 %
10.4500.50.00.5 FIRE EMS FIRE EQUIP RSV EXP	$0.00	$0.00	$0.00	0.00 %
10.4500.56.00.5 FIRE EMS OTR PUR SRVC	$5,000.00	$2,388.43	$2,611.57	47.77 %
10.4500.60.00.5 FIRE EMS PROFESSIONAL SVCS	$50,000.00	$26,968.75	$23,031.25	53.94 %
10.4500.61.00.5 FIRE EMS LEGAL	$0.00	$0.00	$0.00	0.00 %
10.4500.62.00.5 FIRE EMS PRINTING & BINDING	$0.00	$0.00	$0.00	0.00 %
10.4500.66.00.5 FIRE EMS OTHER RENTALS	$500.00	$0.00	$500.00	0.00 %
10.4500.68.00.5 FIRE EMS EQUIP REPAIR & MAINT	$12,000.00	$6,784.19	$5,215.81	56.53 %
10.4500.68.01.5 FIRE EMS INTERNAL FLEET REPAIR	$15,000.00	$15,893.84	($893.84)	105.96 %
10.4500.68.05.5 FIRE EMS EQUIP SERVICE CONTRACTS	$14,000.00	$10,343.77	$3,656.23	73.88 %
10.4500.69.00.5 FIRE EMS BLDG/GROUNDS REPAIR/MAINT	$3,500.00	$864.87	$2,635.13	24.71 %
10.4500.70.00.5 FIRE EMS COPIER	$2,955.00	$2,256.94	$698.06	76.38 %
10.4500.74.00.5 FIRE EMS TRAVEL/TRANSPORTATION	$750.00	$318.22	$431.78	42.43 %
10.4500.75.00.5 FIRE EMS LEASE PURCHASE	$0.00	$0.00	$0.00	0.00 %
10.4500.75.01.5 FIRE EMS AMBULANCE LEASE PAYMENT	$0.00	$0.00	$0.00	0.00 %
10.4500.76.01.5 FIRE EMS ELECTRIC	$8,000.00	$5,333.36	$2,666.64	66.67 %
10.4500.76.03.5 FIRE EMS TRASH REMOVAL	$0.00	$0.00	$0.00	0.00 %
10.4500.76.04.5 FIRE EMS IN HOUSE UTILITIES	$2,500.00	$2,236.91	$263.09	89.48 %
10.4500.76.05.5 FIRE EMS PROPANE	$850.00	$483.64	$366.36	56.90 %
10.4500.83.00.5 FIRE EMS MACHINERY & EQUIPMENT	$0.00	$0.00	$0.00	0.00 %
10.4500.85.00.5 FIRE EMS FED/STATE GRANT EXPENSE	$0.00	$0.00	$0.00	0.00 %
10.4500.90.00.5 FIRE EMS PRINCIPAL PAYMENTS	$0.00	$0.00	$0.00	0.00 %
10.4500.91.00.5 FIRE EMS INTEREST PAYMENTS	$0.00	$0.00	$0.00	0.00 %
10.4500.95.01.5 FIRE EMS PENSION INTEREST EXP	$41,831.00	$21,129.84	$20,701.16	50.51 %
TOTAL FIRE AND E.M.S	**$1,840,860.00**	**$1,378,067.09**	**$462,792.91**	**74.86%**
10.4600 BLDG CODE & HEALTH ENFORCEMENT				
10.4600.10.00.5 BLDG HLTH ENF SALARY & WAGES	$56,064.00	$40,752.88	$15,311.12	72.69 %
10.4600.11.00.5 BLDG HLTH ENF OVERTIME	$0.00	$0.00	$0.00	0.00 %
10.4600.15.01.5 BLDG HLTH ENF DENTAL INS	$446.00	$316.40	$129.60	70.94 %
10.4600.15.02.5 BLDG HLTH ENF FICA/MCARE	$4,093.00	$2,833.57	$1,259.43	69.23 %

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
10.4600.15.03.5 BLDG HLTH ENF HLTH INS	$11,647.00	$11,352.57	$294.43	97.47 %
10.4600.15.04.5 BLDG HLTH ENF FLEX SPENDING ACCOUNT	$223.00	$236.28	($13.28)	105.96 %
10.4600.15.05.5 BLDG HLTH ENF LT CARE INS	$27.00	$0.00	$27.00	0.00 %
10.4600.15.07.5 BLDG HLTH ENF CITY RETIREMENT	$3,672.00	$2,919.49	$752.51	79.51 %
10.4600.15.08.5 BLDG HLTH ENF LIFE,STD,LTD INS	$669.00	$552.64	$116.36	82.61 %
10.4600.15.09.5 BLDG HLTH ENF UNEMPLOYMENT INS	$108.00	$119.18	($11.18)	110.35 %
10.4600.15.10.5 BLDG HLTH ENF WORKERS' COMP	$168.00	$178.18	($10.18)	106.06 %
10.4600.15.12.5 BLDG HLTH ENF PARKING FEE	$600.00	$600.00	$0.00	100.00 %
10.4600.20.00.5 BLDG HLTH ENF OFFICE SUPPLY	$600.00	$25.15	$574.85	4.19 %
10.4600.20.01.5 BLDG HLTH ENF POSTAGE	$250.00	$113.63	$136.37	45.45 %
10.4600.21.00.5 BLDG HLTH ENF SUPPLY	$0.00	$0.00	$0.00	0.00 %
10.4600.30.00.5 BLDG HLTH ENF ADVERTISING	$100.00	$0.00	$100.00	0.00 %
10.4600.34.03.5 BLDG HLTH ENF TELE CELL & PAGER	$500.00	$356.87	$143.13	71.37 %
10.4600.40.00.5 BLDG HLTH ENF DUES/SUBS/MTGS	$2,000.00	$0.00	$2,000.00	0.00 %
10.4600.48.00.5 BLDG HLTH ENF PROP & LIAB INS	$2,435.00	$2,627.14	($192.14)	107.89 %
10.4600.56.00.5 BLDG HLTH ENF PURCH SRVS	$500.00	$6.75	$493.25	1.35 %
10.4600.60.00.5 BLDG HLTH ENF SVC	$500.00	$0.00	$500.00	0.00 %
10.4600.70.00.5 BLDG HLTH ENF COPIER	$174.00	$126.03	$47.97	72.43 %
10.4600.74.00.5 BLDG HLTH ENF TRAVEL/TRANS	$750.00	$291.70	$458.30	38.89 %
10.4600.83.00.5 BLDG HLTH ENF EQUIP	$200.00	$0.00	$200.00	0.00 %
10.4600.95.01.5 BLDG HLTH ENF PENSION INT EXP	$2,145.00	$1,072.58	$1,072.42	50.00 %
TOTAL BLDG CODE & HEALTH ENFORCEMENT	**$87,871.00**	**$64,481.04**	**$23,389.96**	**73.38%**
10.4700 EMERGENCY MANAGEMENT				
10.4700.20.00.5 EMERG MGT OFFICE SUPPLY	$0.00	$0.00	$0.00	0.00 %
10.4700.21.00.5 EMERG MGT OPERATING SUPPLY	$500.00	$551.06	($51.06)	110.21 %
10.4700.22.00.5 EMERG MGT FLOOD SUPPLY	$0.00	$0.00	$0.00	0.00 %
10.4700.34.00.5 EMERG MGT FLOOD COM	$0.00	$56.05	($56.05)	0.00 %
10.4700.34.03.5 EMERG MGT TELE CELL &PAGER	$0.00	$0.00	$0.00	0.00 %
10.4700.40.00.5 EMERG MGT DUES/SUB/MTGS	$0.00	$0.00	$0.00	0.00 %
10.4700.41.00.5 EMERG MGT TRAINING EXERCISE	$0.00	$0.00	$0.00	0.00 %
10.4700.48.00.5 EMERG MGT PROP & LIAB INS	$0.00	$0.00	$0.00	0.00 %

City of Montpelier
GENERAL FUND FY 2016 Budget Report
As Of and For The
9 Months Ending 3/31/2016
75% of Fiscal Year Completed

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
10.4700.56.00.5 EMERG MGT FLOOD OTR PUR SRVC	$0.00	$0.00	$0.00	0.00 %
10.4700.66.00.5 EMERG MGT EQUIP REP & MAINT	$0.00	$0.00	$0.00	0.00 %
10.4700.68.00.5 EMERG MGT FLOOD EQUIP RENTAL	$6,000.00	$4,500.00	$1,500.00	75.00 %
10.4700.74.00.5 EMERG MGT TRAVEL/TRANS	$0.00	$0.00	$0.00	0.00 %
10.4700.83.00.5 EMERG MGT EQUIPMENT	$0.00	$0.00	$0.00	0.00 %
10.4700.95.01.5 EMERG MGT PENSION INT EXP	$429.00	$0.00	$429.00	0.00 %
TOTAL EMERGENCY MANAGEMENT	**$6,929.00**	**$5,107.11**	**$1,821.89**	**73.71%**
10.5100 DPW STREETS				
10.5100.10.00.5 DPW ST SALARY & WAGES	$474,088.00	$364,640.62	$109,447.38	76.91 %
10.5100.11.00.5 DPW ST OVERTIME	$63,296.00	$24,989.31	$38,306.69	39.48 %
10.5100.15.01.5 DPW ST DENTAL INS	$4,734.00	$3,344.46	$1,389.54	70.65 %
10.5100.15.02.5 DPW ST FICA/MEDICARE	$41,095.00	$28,117.16	$12,977.84	68.42 %
10.5100.15.03.5 DPW ST HEALTH INS	$130,110.00	$80,582.42	$49,527.58	61.93 %
10.5100.15.04.5 DPW ST FLEX SPENDING ACCOUNT	$2,367.00	$2,506.92	($139.92)	105.91 %
10.5100.15.05.5 DPW ST- LT CARE INS	$326.00	$113.59	$212.41	34.84 %
10.5100.15.07.5 DPW ST CITY RETIREMENT	$36,873.00	$26,513.66	$10,359.34	71.91 %
10.5100.15.08.5 DPW ST LIFE, STD, LTD INS	$7,101.00	$5,863.33	$1,237.67	82.57 %
10.5100.15.09.5 DPW ST UNEMPLOYMENT INS	$1,148.00	$1,264.50	($116.50)	110.15 %
10.5100.15.10.5 DPW ST WORKERS' COMP	$34,299.00	$36,374.96	($2,075.96)	106.05 %
10.5100.15.12.5 DPW ST PARKING FEE	$1,728.00	$1,728.00	$0.00	100.00 %
10.5100.18.00.5 DPW ST UNIFRMS/PROT CLOTHING	$6,400.00	$4,490.32	$1,909.68	70.16 %
10.5100.20.00.5 DPW ST OFFICE SUPPLY	$2,000.00	$1,468.69	$531.31	73.43 %
10.5100.20.01.5 DPW ST POSTAGE	$300.00	$88.81	$211.19	29.60 %
10.5100.21.00.5 DPW ST OPERATING SUPPLY	$44,903.00	$44,194.08	$708.92	98.42 %
10.5100.21.01.5 DPW ST SALT-OPER SUPPLY	$200,000.00	$99,482.15	$100,517.85	49.74 %
10.5100.21.02.5 DPW ST SAND-OPER SUPPLY	$7,500.00	$4,964.60	$2,535.40	66.19 %
10.5100.21.03.5 DPW ST BITUMINOUS MAT-SUMMER	$40,000.00	$49,801.63	($9,801.63)	124.50 %
10.5100.21.04.5 DPW ST BITUMINOUS MAT-WINTER	$8,000.00	$0.00	$8,000.00	0.00 %
10.5100.21.05.5 DPW ST CONCRETE	$15,000.00	$0.00	$15,000.00	0.00 %
10.5100.23.00.5 DPW ST SMALL TOOLS & EQUIP	$1,000.00	$0.00	$1,000.00	0.00 %
10.5100.30.00.5 DPW ST ADVERTISING	$1,600.00	$825.60	$774.40	51.60 %

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
10.5100.34.03.5 DPW ST CELL PHONE & PAGER	$2,400.00	$3,258.88	($858.88)	135.79 %
10.5100.34.04.5 DPW ST COMMUNICATIONS	$0.00	$0.00	$0.00	0.00 %
10.5100.40.00.5 DPW ST DUES/SUB/MTGS	$2,600.00	$9,098.06	($6,498.06)	349.93 %
10.5100.48.00.5 DPW ST PROP & LIAB INS	$25,838.00	$27,583.86	($1,745.86)	106.76 %
10.5100.56.00.5 DPW ST OTR PUR SRVC	$22,500.00	$36,087.65	($13,587.65)	160.39 %
10.5100.56.01.5 DPW ST BRIDGE MAINTENANCE	$5,000.00	$0.00	$5,000.00	0.00 %
10.5100.56.02.5 DPW ST CRACK SEAL MAINT	$0.00	$0.00	$0.00	0.00 %
10.5100.56.03.5 DPW ST ROADSIDE MOWING	$6,000.00	$5,000.00	$1,000.00	83.33 %
10.5100.56.04.5 DPW ST- ST LIGHT LEASES/SVC CHG	$75,840.00	$55,290.15	$20,549.85	72.90 %
10.5100.56.05.5 DPW ST PAVEMT MARKING	$17,000.00	$300.00	$16,700.00	1.76 %
10.5100.56.08.5 DPW STREETS PUR SRV WATER FD	$0.00	$0.00	$0.00	0.00 %
10.5100.56.09.5 DPW STREETS PUR SRV SEWER FD	$0.00	$0.00	$0.00	0.00 %
10.5100.60.00.5 DPW ST PROFESSIONAL SVC	$3,950.00	$2,070.00	$1,880.00	52.41 %
10.5100.60.01.5 DPW ST PROF SVC ELM ST SLIDE	$0.00	$0.00	$0.00	0.00 %
10.5100.62.00.5 DPW ST PRINT & BINDING	$500.00	$397.47	$102.53	79.49 %
10.5100.66.00.5 DPW ST OTHER RENTALS	$17,750.00	$0.00	$17,750.00	0.00 %
10.5100.67.00.5 DPW ST STREET MAINT	$5,000.00	$5,312.90	($312.90)	106.26 %
10.5100.68.00.5 DPW ST EQUIP MAINT-INACTIVE FY17	$5,000.00	$7,315.00	($2,315.00)	146.30 %
10.5100.68.02.5 DPW ST STREET LIGHTS REPAIRS	$1,000.00	$264.66	$735.34	26.47 %
10.5100.68.03.5 DPW ST TRAFFIC SIGNAL REPAIRS	$250.00	$1,957.56	($1,707.56)	783.02 %
10.5100.70.00.5 DPW ST COPIER	$1,844.00	$1,337.20	$506.80	72.52 %
10.5100.70.01.5 DPW ST COPIER PAPER	$50.00	$0.00	$50.00	0.00 %
10.5100.72.00.5 DPW ST TAXES/LICENSE/REG	$2,000.00	$418.00	$1,582.00	20.90 %
10.5100.74.00.5 DPW ST TRAVEL/TRANSP	$0.00	$1,245.25	($1,245.25)	0.00 %
10.5100.76.01.5 DPW ST ELECTRIC	$23,500.00	$15,386.76	$8,113.24	65.48 %
10.5100.76.03.5 DPW ST TRASH REMOVAL	$3,200.00	$2,294.38	$905.62	71.70 %
10.5100.79.00.5 DPW ST MISC	$0.00	$0.00	$0.00	0.00 %
10.5100.83.00.5 DPW ST MACH & EQUIP	$0.00	$0.00	$0.00	0.00 %
10.5100.95.01.5 DPW ST PENSION INT EXP	$25,871.00	$14,073.00	$11,798.00	54.40 %
TOTAL DPW STREETS	**$1,370,961.00**	**$970,045.59**	**$400,915.41**	**70.76%**

10.5300 DPW FLEET OPERATIONS

City of Montpelier
GENERAL FUND FY 2016 Budget Report
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9 Months Ending 3/31/2016
75% of Fiscal Year Completed

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
10.5300.10.00.5 DPW FLEET OPS SALARY & WAGES	$144,944.00	$101,331.50	$43,612.50	69.91 %
10.5300.11.00.5 DPW FLEET OPS OVERTIME	$10,158.00	$3,926.32	$6,231.68	38.65 %
10.5300.15.01.5 DPW FLEET OPS DENTAL INS	$1,218.00	$853.01	$364.99	70.03 %
10.5300.15.02.5 DPW FLEET OPS FICA/MEDICARE	$11,331.00	$7,721.12	$3,609.88	68.14 %
10.5300.15.03.5 DPW FLEET OPS HEALTH INS	$31,797.00	$19,314.20	$12,482.80	60.74 %
10.5300.15.04.5 DPW FLEET OPS FLEX SPENDING ACCOUNT	$609.00	$645.04	($36.04)	105.92 %
10.5300.15.05.5 DPW FLEET OPS LT CARE INS	$77.00	$44.06	$32.94	57.22 %
10.5300.15.07.5 DPW FLEET OPS CITY RETIREMENT	$10,167.00	$6,906.32	$3,260.68	67.93 %
10.5300.15.08.5 DPW FLEET OPS LIFE, STD, LTD INS	$1,827.00	$1,508.67	$318.33	82.58 %
10.5300.15.09.5 DPW FLEET OPS UNEMPLOYMENT INS	$295.00	$325.36	($30.36)	110.29 %
10.5300.15.10.5 DPW FLEET OPS WORKERS' COMP	$9,611.00	$10,192.70	($581.70)	106.05 %
10.5300.15.12.5 DPW FLEET OPS PARKING FEE	$144.00	$144.00	$0.00	100.00 %
10.5300.18.00.5 DPW FLEET OPS PROT CLOTHING	$5,000.00	$2,356.79	$2,643.21	47.14 %
10.5300.20.00.5 DPW FLEET OPS OFFICE SUPPLY	$750.00	$244.13	$505.87	32.55 %
10.5300.20.01.5 DPW FLEET OPS POSTAGE	$100.00	$26.82	$73.18	26.82 %
10.5300.21.00.5 DPW FLEET OPS OPERATING SUPPLY	$258,875.00	$55,170.60	$203,704.40	21.31 %
10.5300.21.01.5 DPW FLEET OPS INT FUEL REIMB	($50,000.00)	($16,691.58)	($33,308.42)	33.38 %
10.5300.21.02.5 DPW FLEET OPS OIL &ANTI-FREEZE	$3,750.00	$0.00	$3,750.00	0.00 %
10.5300.23.00.5 DPW FLEET OPS SMALL TOOLS & EQUIP	$2,500.00	$500.72	$1,999.28	20.03 %
10.5300.23.01.5 DPW FLEET OPS STOCKROOM EQUIP	$2,500.00	$0.00	$2,500.00	0.00 %
10.5300.23.02.5 DPW FLEET OPS SMALL TOOLS	$3,500.00	$4,670.19	($1,170.19)	133.43 %
10.5300.23.03.5 DPW FLEET OPS SMALL EQUIPMENT	$2,500.00	$0.00	$2,500.00	0.00 %
10.5300.30.00.5 DPW FLEET OPS ADVERTISING	$250.00	$143.15	$106.85	57.26 %
10.5300.34.04.5 DPW FLEET OPS COMMUNICATIONS	$5,000.00	$2,706.18	$2,293.82	54.12 %
10.5300.38.00.5 DPW FLEET OPS DEPRECIATION	$0.00	$0.00	$0.00	0.00 %
10.5300.40.00.5 DPW FLEET OPS DUES/SUB/MTGS	$250.00	$0.00	$250.00	0.00 %
10.5300.48.00.5 DPW FLEET OPS PROP & LIAB INS	$6,648.00	$8,061.17	($1,413.17)	121.26 %
10.5300.60.00.5 DPW FLEET OPS PROFESSIONAL SVC	$500.00	$210.00	$290.00	42.00 %
10.5300.68.00.5 DPW FLEET OPS VEH/EQUIP MAINT	$134,200.00	$87,845.18	$46,354.82	65.46 %
10.5300.68.01.5 DPW FLEET OPS INTNL REP REIMB	($25,000.00)	($12,635.79)	($12,364.21)	50.54 %
10.5300.70.00.5 DPW FLEET OPS COPIER	$475.00	$344.07	$130.93	72.44 %
10.5300.70.01.5 DPW FLEET OPS COPIER PAPER	$500.00	$0.00	$500.00	0.00 %

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
10.5300.72.00.5 DPW FLEET OPS TAXES/LIC/REG	$300.00	$290.00	$10.00	96.67 %
10.5300.74.00.5 DPW FLEET OPS TRAVEL/TRANS	$50.00	$0.00	$50.00	0.00 %
10.5300.83.00.5 DPW FLEET OPS MACH & EQUIP	$0.00	$0.00	$0.00	0.00 %
10.5300.85.00.5 DPW FLEET OPS FED/ST GRANT EXP	$0.00	$0.00	$0.00	0.00 %
10.5300.95.01.5 DPW FLEET OPS PENSION INT EXP	$6,328.00	$3,164.11	$3,163.89	50.00 %
TOTAL DPW FLEET OPERATIONS	**$581,154.00**	**$289,318.04**	**$291,835.96**	**49.78%**
10.5310 DPW BUILDING OPERATIONS				
10.5310.21.00.5 DPW BLDG OPS OPERATING SUPPLY	$2,000.00	$1,096.20	$903.80	54.81 %
10.5310.23.00.5 DPW BLDG OPS SMALL TOOLS &EQUIP	$0.00	$87.79	($87.79)	0.00 %
10.5310.34.00.5 DPW BLDG OPS COM	$0.00	$0.00	$0.00	0.00 %
10.5310.56.00.5 DPW BLDG OPS OTR PUR SRVC	$7,500.00	$6,378.25	$1,121.75	85.04 %
10.5310.69.00.5 DPW BLDG OPS BLDG/GRNDS MAINT	$10,500.00	$6,497.05	$4,002.95	61.88 %
10.5310.72.00.5 DPW BLDG OPS TAXES/LIC/REG	$400.00	$200.00	$200.00	50.00 %
10.5310.76.01.5 DPW BLDG OPS ELECTRIC	$10,000.00	$6,812.54	$3,187.46	68.13 %
10.5310.76.02.5 DPW BLDG OPS HEATING FUEL	$25,000.00	$13,194.65	$11,805.35	52.78 %
10.5310.76.03.5 DPW BLDG OPS TRASH REMOVAL	$1,200.00	$764.81	$435.19	63.73 %
10.5310.76.04.5 DPW BLDG OPS IN HOUSE UTILITIES	$2,500.00	$1,314.12	$1,185.88	52.56 %
10.5310.76.05.5 DPW BLDG OPS PROPANE	$5,000.00	$3,355.77	$1,644.23	67.12 %
TOTAL DPW BUILDING OPERATIONS	**$64,100.00**	**$39,701.18**	**$24,398.82**	**61.94%**
10.7270 WRIGHTSVILLE BEACH FUNDS				
10.7270.44.00.5 WRIGHTSVILLE BEACH CONTRIB	$4,007.00	$7,211.70	($3,204.70)	179.98 %
TOTAL WRIGHTSVILLE BEACH FUNDS	**$4,007.00**	**$7,211.70**	**($3,204.70)**	**179.98%**
10.7800 AGENCY CONTRIBUTION				
10.7800.44.00.5 DOWNTOWN IMPROV DISTRICT EXP	$40,000.00	$71,517.23	($31,517.23)	178.79 %
10.7800.45.00.5 OUTSIDE AGENCY CONTRIB	$110,175.00	$111,700.00	($1,525.00)	101.38 %
TOTAL AGENCY CONTRIBUTION	**$150,175.00**	**$183,217.23**	**($33,042.23)**	**122.00%**
10.7900 LIBRARY CONTRIBUTION				

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
10.7900.00.00.5 KELLOGG HUBBARD LIBRARY CONTRIB	$316,698.00	$316,698.00	$0.00	100.00 %
TOTAL LIBRARY CONTRIBUTION	**$316,698.00**	**$316,698.00**	**$0.00**	**100.00%**
10.8000 COMMUNITY ENHANCEMENT				
10.8000.00.02.5 COM ENH MDCA	$20,000.00	$20,000.00	$0.00	100.00 %
10.8000.00.04.5 COM ENH JULY 4 CELEBRATION	$2,000.00	$4,230.12	($2,230.12)	211.51 %
10.8000.00.12.5 COM ENH FALL-WINTER CELEBR	$3,000.00	$3,000.00	$0.00	100.00 %
10.8000.00.18.5 COM ENH WELCOME LEGISLATORS	$1,500.00	$2,397.79	($897.79)	159.85 %
10.8000.00.19.5 COM ENH HOLIDAY LIGHTS	$2,000.00	$2,000.00	$0.00	100.00 %
10.8000.00.21.5 COMMUNITY ENHANCEMENT USS MONTPELIER	$1,000.00	$1,000.00	$0.00	100.00 %
10.8000.20.00.5 CEMETERY FLAGS	$1,500.00	$1,500.00	$0.00	100.00 %
TOTAL COMMUNITY ENHANCEMENT	**$31,000.00**	**$34,127.91**	**($3,127.91)**	**110.09%**
10.8130 TREE MANAGEMENT				
10.8130.10.00.5 TREE MANAGEMENT SALARIES & WAGES-WARDEN	$20,242.00	$12,699.20	$7,542.80	62.74 %
10.8130.11.00.5 TREE MANAGEMENT OVERTIME	$0.00	$0.00	$0.00	0.00 %
10.8130.15.01.5 TREE MANAGEMENT DENTAL INSURANCE	$209.00	$174.01	$34.99	83.26 %
10.8130.15.02.5 TREE MANAGEMENT FICA/MEDICARE	$1,478.00	$898.87	$579.13	60.82 %
10.8130.15.03.5 TREE MANAGEMENT HEALTH INSURANCE	$5,460.00	$3,043.98	$2,416.02	55.75 %
10.8130.15.04.5 TREE MANAGEMENT FLEX SPENDING ACCOUNT	$105.00	$110.76	($5.76)	105.49 %
10.8130.15.05.5 TREE MANAGEMENT LONG TERM CARE INSURANCE	$13.00	$0.00	$13.00	0.00 %
10.8130.15.07.5 TREE MANAGEMENT CITY RETIREMENT	$1,326.00	$907.41	$418.59	68.43 %
10.8130.15.08.5 TREE MANAGEMENT LIFE, STD, LTD INSURANCE	$314.00	$259.04	$54.96	82.50 %
10.8130.15.09.5 TREE MANAGEMENT UNEMPLOYMENT INSURANCE	$51.00	$55.87	($4.87)	109.55 %
10.8130.15.10.5 TREE MANAGEMENT WORKERS' COMPENSATION	$1,281.00	$1,358.54	($77.54)	106.05 %
10.8130.23.00.5 TREE MANAGEMENT SMALL TOOLS	$0.00	$0.00	$0.00	0.00 %
10.8130.30.00.5 TREE MANAGEMENT ADVERTISING	$0.00	$0.00	$0.00	0.00 %
10.8130.48.00.5 TREE MANAGEMENT PROPERTY & LIABILITY INS	$1,142.00	$1,231.46	($89.46)	107.83 %
10.8130.56.00.5 TREE MANAGEMENT OTR PUR SRVC	$5,000.00	$538.98	$4,461.02	10.78 %
10.8130.70.00.5 TREE MANAGEMENT COPIER	$81.00	$48.63	$32.37	60.04 %
10.8130.82.00.5 TREE MANAGEMENT CAP IMP- WARDEN & BOARD	$0.00	$0.00	$0.00	0.00 %
10.8130.95.01.5 PENSION INTEREST EXP-WARDEN	$1,073.00	$536.29	$536.71	49.98 %

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9 Months Ending 3/31/2016
75% of Fiscal Year Completed

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
TOTAL TREE MANAGEMENT	**$37,775.00**	**$21,863.04**	**$15,911.96**	**57.88%**
10.8135 TREE BOARD				
10.8135.21.00.5 TREE BOARD TREE NURSERY	$2,000.00	$394.95	$1,605.05	19.75 %
10.8135.79.00.5 TREE BOARD MISC GRANT EXPENSE	$0.00	$0.00	$0.00	0.00 %
TOTAL TREE BOARD	**$2,000.00**	**$394.95**	**$1,605.05**	**19.75%**
10.8300 CONSERVATION COMMISSION				
10.8300.56.00.5 CONSERVATION OTR PUR SRVC	$0.00	$0.00	$0.00	0.00 %
10.8300.79.00.5 CONSERVATION MISCELLANEOUS PROJECTS	$3,500.00	$177.00	$3,323.00	5.06 %
10.8300.93.00.5 CONSERVATION BUDGET XFER TO RESERVE	$0.00	$0.00	$0.00	0.00 %
TOTAL CONSERVATION COMMISSION	**$3,500.00**	**$177.00**	**$3,323.00**	**5.06%**
10.9100 DEBT SERVICE				
10.9100.90.00.5 DEBT SERVICE CIP PRINCIPAL PAYMENTS	$494,457.00	$489,801.47	$4,655.53	99.06 %
10.9100.90.01.5 DEBT SERVICE EQUIP PRINCIPAL	$52,540.00	$52,540.00	$0.00	100.00 %
10.9100.91.00.5 DEBT SERVICE CIP INTEREST PAYMENTS	$191,941.00	$99,132.91	$92,808.09	51.65 %
10.9100.91.01.5 DEBT SERVICE EQUIP INTEREST	$5,552.00	$2,816.00	$2,736.00	50.72 %
10.9100.92.00.5 DEBT SERVICE ENERGY IMPROV LEASE PYMT	$37,128.00	$37,126.08	$1.92	99.99 %
10.9100.92.02.5 DEBT SERVICE BOND ISSUANCE EXPENSES	$0.00	$0.00	$0.00	0.00 %
TOTAL DEBT SERVICE	**$781,618.00**	**$681,416.46**	**$100,201.54**	**87.18%**
10.9200 ADMIN COPIER & POSTAGE				
10.9200.20.01.5 ADMIN POSTAGE	$0.00	$2,240.82	($2,240.82)	0.00 %
10.9200.20.02.5 ADMIN OTHER SUPPLIES	$0.00	$495.00	($495.00)	0.00 %
TOTAL ADMIN COPIER & POSTAGE	**$0.00**	**$2,735.82**	**($2,735.82)**	**0.00%**
10.9300 OTHER GOVERNMENTAL				
10.9300.72.00.5 OTHR GOVT- WASH COUNTY TAX	$66,000.00	$67,374.00	($1,374.00)	102.08 %
10.9300.72.01.5 OTHR GOVT - SOLID WASTE DIST FEE	$15,520.00	$7,755.00	$7,765.00	49.97 %

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
10.9300.72.02.5 OTHR GOVT - GRN MTN TRANSIT	$69,371.00	$69,371.00	$0.00	100.00 %
10.9300.72.03.5 OTHR GOVT - CENTRAL VT REG PLANNING	$8,640.00	$8,640.50	($0.50)	100.01 %
10.9300.72.04.5 OTHR GOVT - VT LEAGUE OF CITIES AND TOWNS	$9,230.00	$9,230.00	$0.00	100.00 %
10.9300.72.05.5 OTHR GOVT-CNTRL VT PUBLIC SAFETY AUTH	$34,725.00	$34,725.00	$0.00	100.00 %
TOTAL OTHER GOVERNMENTAL	**$203,486.00**	**$197,095.50**	**$6,390.50**	**96.86%**
10.9390 TRANSFERS TO OTHER FUNDS				
10.9390.93.00.5 XFER TO WATER FUND	$0.00	$0.00	$0.00	0.00 %
10.9390.94.00.5 XFER TO SEWER FUND	$0.00	$0.00	$0.00	0.00 %
10.9390.95.00.5 XFER TO REC DEPT OPERATIONS	$0.00	$0.00	$0.00	0.00 %
10.9390.96.00.5 XFER CEMETERY PROP TAX	$0.00	$0.00	$0.00	0.00 %
10.9390.96.01.5 XFER TO CEMETERY CIP	$18,875.00	$18,875.00	$0.00	100.00 %
10.9390.96.02.5 XFER CEMETERY SMALL PARKS	$27,900.00	$27,900.00	$0.00	100.00 %
10.9390.96.04.5 XFER CEMETERY OPERATIONS	$57,826.00	$57,826.00	$0.00	100.00 %
10.9390.96.05.5 XFER TO CEMETERY EQUIP	$13,908.00	$13,908.00	$0.00	100.00 %
10.9390.97.00.5 XFER TO PARKING FUND	$0.00	$0.00	$0.00	0.00 %
10.9390.98.00.5 XFER TO CAPITAL PROJECTS	$849,103.00	$887,868.00	($38,765.00)	104.57 %
10.9390.98.01.5 TRANSFER TO DISTRICT ENERGY	$0.00	$0.00	$0.00	0.00 %
10.9390.98.05.5 XFER PARK IMPACT FEE TO PARKS	$0.00	$0.00	$0.00	0.00 %
10.9390.99.00.5 XFER PARK OPERATIONS	$148,927.00	$148,927.00	$0.00	100.00 %
10.9390.99.01.5 XFER PARKS CIP	$8,000.00	$8,000.00	$0.00	100.00 %
10.9390.99.02.5 XFER PARKS EQUIPMENT	$10,700.00	$10,700.00	$0.00	100.00 %
10.9390.99.03.5 XFER TO HOUSING TRUST	$21,000.00	$21,000.00	$0.00	100.00 %
10.9390.99.04.5 XFER TO SENIOR CENTER	$143,475.00	$143,475.00	$0.00	100.00 %
TOTAL TRANSFERS TO OTHER FUNDS	**$1,299,714.00**	**$1,338,479.00**	**($38,765.00)**	**102.98%**
10.9400 EQUIPMENT PLAN				
10.9400.83.01.5 EQUIP PLAN - DPW	$322,580.00	$322,580.00	$0.00	100.00 %
10.9400.83.02.5 EQUIP PLAN - POLICE	$60,000.00	$60,000.00	$0.00	100.00 %
10.9400.83.03.5 EQUIP PLAN - FIRE	$0.00	$0.00	$0.00	0.00 %
10.9400.83.04.5 EQUIP PLAN - CLERK	$0.00	$0.00	$0.00	0.00 %
10.9400.83.05.5 EQUIP PLAN - TECHNOLOGY	$49,720.00	$49,720.00	$0.00	100.00 %

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
10.9400.83.06.5 EQUIP PLAN- PLANNING	$0.00	$0.00	$0.00	0.00 %
10.9400.83.07.5 EQUIP PLAN - FINANCE SOFTWARE	$0.00	$0.00	$0.00	0.00 %
10.9400.83.08.5 EQUIP PLAN - CITY HALL	$0.00	$0.00	$0.00	0.00 %
TOTAL EQUIPMENT PLAN	**$432,300.00**	**$432,300.00**	**$0.00**	**100.00%**
10.9900 EMPLOYEE BENEFITS				
10.9900.15.03.5 EMPLOYEE BENEFITS HLTH REIMB ARRANGEMENT DRAW DOWI	$0.00	$0.00	$0.00	0.00 %
10.9900.15.04.5 EMPLOYEE BENEFITS FLEX SPENDING ACCOUNT FUNDING	$0.00	$0.00	$0.00	0.00 %
10.9900.15.05.5 EMPLOYEE BENEFITS HRA/FSA ADMINISTRATION EXP	$0.00	$0.00	$0.00	0.00 %
10.9900.48.00.5 EMPLOYEE BENEFITS P&C INSURANCE CLAIM EXP	$0.00	$0.00	$0.00	0.00 %
10.9900.48.01.5 EMPLOYEE BENEFITS PC - DEDUCTIBLE EXPENSE	$0.00	$0.00	$0.00	0.00 %
10.9900.79.00.5 EMPLOYEE BENEFITS MISCELLANEOUS - BENEFITS	$0.00	$2,449.49	($2,449.49)	0.00 %
10.9900.80.00.5 EMPLOYEE BENEFITS WELLNESS PROGRAM	$0.00	$0.00	$0.00	0.00 %
TOTAL EMPLOYEE BENEFITS	**$0.00**	**$2,449.49**	**($2,449.49)**	**0.00%**
10.9951 GF MISC EXP				
10.9951.57.00.5 MISC XFER TO DOWNTWN IMPROV DISTRICT	$0.00	$0.00	$0.00	0.00 %
10.9951.60.00.5 MISC USE OF GF FUND BALANCE	$0.00	$46,219.62	($46,219.62)	0.00 %
10.9951.79.00.5 MISC MISCELLANEOUS EXP	$0.00	$0.00	$0.00	0.00 %
10.9951.80.00.5 MISC PURCHASE OF LAND	$0.00	$0.00	$0.00	0.00 %
10.9951.93.00.5 MISC USE OF RECORDS RESERVE	$0.00	$0.00	$0.00	0.00 %
TOTAL GF MISC EXP	**$0.00**	**$46,219.62**	**($46,219.62)**	**0.00%**
10.9961 TAX ABATEMENTS/CREDITS				
10.9961.00.00.5 TAX ABATEMENTS/SPRINKLER	$64,000.00	$64,171.87	($171.87)	100.27 %
TOTAL TAX ABATEMENTS/CREDITS	**$64,000.00**	**$64,171.87**	**($171.87)**	**100.27%**
10.9962 GF MISC EXP				
10.9962.00.00.5 MISC A/R BAD DEBT WO	$0.00	$60.00	($60.00)	0.00 %
TOTAL GF MISC EXP	**$0.00**	**$60.00**	**($60.00)**	**0.00%**

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
TOTAL GENERAL FUND EXPENDITURES	**$12,086,826.00**	**$9,826,131.69**	**$2,260,694.31**	**81.30%**
GENERAL FUND NET EXCESS / (DEFICIT)	**$0.00**	**$1,853,156.73**		

City of Montpelier
WATER FUND FY 2016 Budget Report
As Of and For The
9 Months Ending 3/31/2016
75% of Fiscal Year Completed

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
REVENUES				
11.2 INTERGOVERNMENTAL REV				
11.2300.00.00.4 WATER REV GRANTS-STATE	$0.00	$0.00	$0.00	0.00 %
11.2301.00.00.4 GF REIMB OT HRS	$0.00	$0.00	$0.00	0.00 %
11.2310.00.00.4 WATER REV GRANTS-FEDERAL	$0.00	$0.00	$0.00	0.00 %
11.2502.00.00.4 WATER REV WATER USE REVENUE	$2,430,483.00	$1,940,344.24	($490,138.76)	79.83 %
11.2503.00.00.4 WATER REV PENALTIES - WATER USE	$12,000.00	$9,263.70	($2,736.30)	77.20 %
11.2505.00.00.4 WATER REV DELINQUENT INTEREST	$12,000.00	$7,457.82	($4,542.18)	62.15 %
11.2522.00.00.4 WATER BENEFIT CHARGE	$96,283.00	$95,684.47	($598.53)	99.38 %
11.2570.00.00.4 WATER REV METER SALES	$0.00	$218.00	$218.00	0.00 %
11.2595.00.00.4 WATER REV ON/OFF FEES	$4,000.00	$2,400.00	($1,600.00)	60.00 %
11.2599.00.00.4 WATER REV CONNECTION FEES	$10,000.00	$3,000.00	($7,000.00)	30.00 %
11.2605.00.00.4 WATER REV SPRINKLER SERV REIMB	$0.00	$0.00	$0.00	0.00 %
11.2614.00.00.4 WATER REV SALE OF EQUIP	$0.00	$0.00	$0.00	0.00 %
11.2614.00.11.4 WATER REV SALE OF LAND	$0.00	$0.00	$0.00	0.00 %
11.2804.00.00.4 WATER REV DONATIONS	$0.00	$0.00	$0.00	0.00 %
11.2820.00.00.4 WATER REV W/C REIMB	$0.00	$6,457.89	$6,457.89	0.00 %
11.2901.00.00.4 XFER FROM SEWER FD WATER METER DEPREC	$12,500.00	$15,000.00	$2,500.00	120.00 %
11.2990.00.00.4 WATER REV MISC REVENUE	$2,000.00	$10,976.62	$8,976.62	548.83 %
11.2992.00.00.4 WATER REV XFER PARKS PEACE PARK	$0.00	$0.00	$0.00	0.00 %
11.2993.00.00.4 WATER REV XFER FROM GENERAL FUND	$0.00	$0.00	$0.00	0.00 %
11.2997.00.00.4 WATER REV USE OF FUND BALANCE	$0.00	$0.00	$0.00	0.00 %
TOTAL INTERGOVERNMENTAL REV	**$2,579,266.00**	**$2,090,802.74**	**($488,463.26)**	**81.06%**
TOTAL WATER FUND REVENUES	**$2,579,266.00**	**$2,090,802.74**	**($488,463.26)**	**81.06%**

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
EXPENDITURES				
11.6200 WATER ADMINISTRATION				
11.6200.10.00.5 ADMIN SALARIES & WAGES	$65,055.00	$41,464.99	$23,590.01	63.74 %
11.6200.11.00.5 ADMIN OVERTIME	$2,672.00	$1,576.61	$1,095.39	59.00 %
11.6200.15.01.5 ADMIN DENTAL INSURANCE	$518.00	$339.66	$178.34	65.57 %
11.6200.15.02.5 ADMIN FICA/MEDICARE	$4,953.00	$3,136.90	$1,816.10	63.33 %
11.6200.15.03.5 ADMIN HEALTH INSURANCE	$13,511.00	$8,384.41	$5,126.59	62.06 %
11.6200.15.04.5 ADMIN FLEX SPENDING ACCOUNT	$259.00	$274.08	($15.08)	105.82 %
11.6200.15.05.5 ADMIN LONG TERM CARE INSURANCE	$37.00	$19.40	$17.60	52.43 %
11.6200.15.07.5 ADMIN CITY RETIREMENT	$4,444.00	$2,732.23	$1,711.77	61.48 %
11.6200.15.08.5 ADMIN LIFE, STD, LTD INSURANCE	$776.00	$641.04	$134.96	82.61 %
11.6200.15.09.5 ADMIN UNEMPLOYMENT INSURANCE	$126.00	$138.25	($12.25)	109.72 %
11.6200.15.10.5 ADMIN WORK COMP	$201.00	$213.18	($12.18)	106.06 %
11.6200.15.12.5 ADMIN PARKING FEE	$264.00	$264.00	$0.00	100.00 %
11.6200.16.00.5 ADMIN GASB#68 PENSION	$0.00	$0.00	$0.00	0.00 %
11.6200.18.00.5 ADMIN UNIFRMS/PROTECT CLOTHING	$0.00	$224.00	($224.00)	0.00 %
11.6200.20.00.5 ADMIN OFFICE SUPPLIES	$2,250.00	$1,136.84	$1,113.16	50.53 %
11.6200.20.01.5 ADMIN POSTAGE	$3,700.00	$2,774.41	$925.59	74.98 %
11.6200.30.00.5 ADMIN ADVERTISING	$1,500.00	$66.56	$1,433.44	4.44 %
11.6200.34.00.5 ADMIN TELEPH BASIC SERVICE	$4,000.00	$1,210.82	$2,789.18	30.27 %
11.6200.34.01.5 ADMIN TELEPH LONG DISTANCE	$1,500.00	$615.18	$884.82	41.01 %
11.6200.34.02.5 ADMIN INTERNET WAN SERVICE	$6,500.00	$6,145.83	$354.17	94.55 %
11.6200.38.00.5 ADMIN DEPRECIATION	$0.00	$0.00	$0.00	0.00 %
11.6200.40.00.5 ADMIN DUES/SUBSCRIPTS/MTGS	$1,750.00	$857.24	$892.76	48.99 %
11.6200.48.00.5 ADMIN PROP & LIAB INS	$2,825.00	$3,047.46	($222.46)	107.87 %
11.6200.48.01.5 ADMIN PC - DEDUCTIBLE EXPENSE	$0.00	$0.00	$0.00	0.00 %
11.6200.60.00.5 ADMIN PROF SVCS	$3,500.00	$1,135.50	$2,364.50	32.44 %
11.6200.61.00.5 ADMIN LEGAL SERVICES	$8,000.00	$472.00	$7,528.00	5.90 %
11.6200.62.00.5 ADMIN PRINTING & BINDING	$500.00	$351.64	$148.36	70.33 %
11.6200.66.00.5 ADMIN TOWN HILL LEASE	$39,265.00	$39,264.72	$0.28	100.00 %
11.6200.70.00.5 ADMIN COPIER	$202.00	$146.18	$55.82	72.37 %

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
11.6200.72.00.5 ADMIN TAXES/LICENSE/REGIST	$20,000.00	$7,375.32	$12,624.68	36.88 %
11.6200.74.00.5 ADMIN TRAVEL/TRANSPORTATION	$0.00	$102.92	($102.92)	0.00 %
11.6200.79.00.5 ADMIN MISC	$0.00	$0.00	$0.00	0.00 %
11.6200.83.00.5 ADMIN MACH & EQUIP	$0.00	$0.00	$0.00	0.00 %
11.6200.83.01.5 ADMIN COMPUTER EQUIP ALLOC	$14,273.00	$9,211.81	$5,061.19	64.54 %
11.6200.83.02.5 ADMIN FINANCIAL SOFTWARE	$0.00	$0.00	$0.00	0.00 %
11.6200.90.00.5 ADMIN PRINCIPAL	$500,520.00	$500,519.48	$0.52	100.00 %
11.6200.91.00.5 ADMIN INTEREST EXPENSE	$260,122.00	$116,402.43	$143,719.57	44.75 %
11.6200.92.00.5 ADMIN ENERGY IMPROV LEASE PYMT	$6,086.00	$6,086.24	($0.24)	100.00 %
11.6200.95.01.5 ADMIN PENSION INTEREST EXP	$3,059.00	$1,529.58	$1,529.42	50.00 %
11.6200.97.00.5 ADMIN ADMIN/MGMT SVCS	$299,952.00	$299,952.00	$0.00	100.00 %
TOTAL WATER ADMINISTRATION	**$1,272,320.00**	**$1,057,812.91**	**$214,507.09**	**83.14%**
11.6210 WATER SUPPLY & TREATMENT				
11.6210.10.00.5 WATER TREAT SALARIES & WAGES	$205,397.00	$141,923.48	$63,473.52	69.10 %
11.6210.11.00.5 WATER TREAT OVERTIME	$12,603.00	$6,804.35	$5,798.65	53.99 %
11.6210.15.01.5 WATER TREAT DENTAL INSURANCE	$1,496.00	$1,053.16	$442.84	70.40 %
11.6210.15.02.5 WATER TREAT FICA/MEDICARE	$15,921.00	$10,713.60	$5,207.40	67.29 %
11.6210.15.03.5 WATER TREAT HEALTH INSURANCE	$39,135.00	$24,335.39	$14,799.61	62.18 %
11.6210.15.04.5 WATER TREAT FLEX SPENDING ACCOUNT	$750.00	$793.90	($43.90)	105.85 %
11.6210.15.05.5 WATER TREAT LONG TERM CARE INSURANCE	$92.00	$65.94	$26.06	71.67 %
11.6210.15.07.5 WATER TREAT CITY RETIREMENT	$14,285.00	$9,615.99	$4,669.01	67.32 %
11.6210.15.08.5 WATER TREAT LIFE STD, LTD INSURANCE	$2,249.00	$1,856.82	$392.18	82.56 %
11.6210.15.09.5 WATER TREAT UNEMP INSURANCE	$364.00	$400.45	($36.45)	110.01 %
11.6210.15.10.5 WATER TREAT WORK COMP	$8,107.00	$8,597.68	($490.68)	106.05 %
11.6210.15.12.5 WATER TREAT PARKING FEE	$150.00	$150.00	$0.00	100.00 %
11.6210.18.00.5 WATER TREAT UNIFORMS/PROTECTIVE CLOTH	$1,500.00	$690.59	$809.41	46.04 %
11.6210.20.00.5 WATER TREAT OFFICE SUPPLIES	$150.00	$629.59	($479.59)	419.73 %
11.6210.21.00.5 WATER TREAT OPER SUPPLIES	$114,560.00	$34,820.33	$79,739.67	30.39 %
11.6210.23.00.5 WATER TREAT SMALL TOOLS & EQUIP	$500.00	$27.52	$472.48	5.50 %
11.6210.34.00.5 WATER TREAT COMMUNICATIONS	$2,120.00	$789.29	$1,330.71	37.23 %
11.6210.38.00.5 WATER TREAT DEPRECIATION	$0.00	$0.00	$0.00	0.00 %

City of Montpelier
WATER FUND FY 2016 Budget Report
As Of and For The
9 Months Ending 3/31/2016
75% of Fiscal Year Completed

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
11.6210.40.00.5 WATER TREAT DUES, SUBSCRIP, MTGS	$1,350.00	$1,765.20	($415.20)	130.76 %
11.6210.48.00.5 WATER TREAT PROP & LIAB INS	$8,183.00	$8,827.16	($644.16)	107.87 %
11.6210.60.00.5 WATER TREAT PROF SERVICES	$5,000.00	$1,425.00	$3,575.00	28.50 %
11.6210.65.00.5 WATER TREAT EQUIPMENT FLAT FEE	$2,500.00	$2,500.00	$0.00	100.00 %
11.6210.66.00.5 WATER TREAT OTHER RENTALS	$0.00	$0.00	$0.00	0.00 %
11.6210.68.00.5 WATER TREAT VEH/EQ REPAIR & MAIN	$30,000.00	$12,933.87	$17,066.13	43.11 %
11.6210.69.00.5 WATER TREAT BLDGS/GRNDS REPAIR/MAINT	$10,000.00	$7,230.07	$2,769.93	72.30 %
11.6210.70.00.5 WATER TREAT COPIER	$584.00	$423.44	$160.56	72.51 %
11.6210.72.00.5 WATER TREAT TAXES/LICENSE/REGIST	$12,550.00	$9,316.89	$3,233.11	74.24 %
11.6210.74.00.5 WATER TREAT TRAVEL & TRANSP	$55.00	$0.00	$55.00	0.00 %
11.6210.76.01.5 WATER TREAT ELECTRIC	$70,000.00	$43,570.62	$26,429.38	62.24 %
11.6210.76.05.5 WATER TREAT PROPANE	$24,000.00	$10,109.96	$13,890.04	42.12 %
11.6210.79.00.5 WATER TREAT MISCELLANEOUS	$0.00	$0.00	$0.00	0.00 %
11.6210.83.00.5 WATER TREAT MACHINERY & EQUIPMENT	$8,500.00	$5,700.00	$2,800.00	67.06 %
11.6210.85.00.5 WATER TREAT WTP GRANT EXP	$0.00	$0.00	$0.00	0.00 %
11.6210.95.01.5 WATER TREAT PENSION INTEREST EXP	$6,837.00	$3,418.46	$3,418.54	50.00 %
TOTAL WATER SUPPLY & TREATMENT	**$598,938.00**	**$350,488.75**	**$248,449.25**	**58.52%**
11.6220 WATER DISTRIBUTION SYSTEM				
11.6220.10.00.5 WATER DISTRIB SALARIES & WAGES	$151,048.00	$108,459.79	$42,588.21	71.80 %
11.6220.11.00.5 WATER DISTRIB OVERTIME	$19,181.00	$9,333.35	$9,847.65	48.66 %
11.6220.15.01.5 WATER DISTRIB DENTAL INSURANCE	$1,472.00	$987.80	$484.20	67.11 %
11.6220.15.02.5 WATER DISTRIB FICA/MEDICARE	$12,427.00	$8,435.29	$3,991.71	67.88 %
11.6220.15.03.5 WATER DISTRIB HEALTH INSURANCE	$38,436.00	$27,325.51	$11,110.49	71.09 %
11.6220.15.04.5 WATER DISTRIB FLEX SPENDING ACCOUNT	$736.00	$779.72	($43.72)	105.94 %
11.6220.15.05.5 WATER DISTRIB LONG TERM CARE INS	$82.00	$17.27	$64.73	21.06 %
11.6220.15.07.5 WATER DISTRIB CITY RETIREMENT	$11,150.00	$7,785.99	$3,364.01	69.83 %
11.6220.15.08.5 WATER DISTRIB LIFE STD, LTD INSURANCE	$2,208.00	$1,823.65	$384.35	82.59 %
11.6220.15.09.5 WATER DISTRIB UNEMP INSURANCE	$357.00	$393.30	($36.30)	110.17 %
11.6220.15.10.5 WATER DISTRIB WORK COMP	$6,209.00	$6,584.80	($375.80)	106.05 %
11.6220.15.12.5 WATER DISTRIB PARKING FEE	$84.00	$84.00	$0.00	100.00 %
11.6220.18.00.5 WATER DISTRIB UNIFORMS/PROTECTIVE EQUIP	$1,500.00	$1,911.26	($411.26)	127.42 %

City of Montpelier
WATER FUND FY 2016 Budget Report
As Of and For The
9 Months Ending 3/31/2016
75% of Fiscal Year Completed

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
11.6220.20.00.5 WATER DISTRIB OFFICE SUPPLIES	$100.00	$137.88	($37.88)	137.88 %
11.6220.21.00.5 WATER DISTRIB OPERATING SUPPLIES	$30,000.00	$22,910.56	$7,089.44	76.37 %
11.6220.23.00.5 WATER DISTRIB SMALL TOOLS & EQUIP	$2,500.00	$1,891.72	$608.28	75.67 %
11.6220.34.00.5 WATER DISTRIB COMMUNICATIONS	$1,200.00	$194.57	$1,005.43	16.21 %
11.6220.38.00.5 WATER DISTRIB DEPRECIATION	$0.00	$0.00	$0.00	0.00 %
11.6220.48.00.5 WATER DISTRIB PROP & LIAB INS	$8,036.00	$8,669.52	($633.52)	107.88 %
11.6220.48.01.5 WATER DISTRIB PC-DEDUCTIBLE EXP	$0.00	$0.00	$0.00	0.00 %
11.6220.56.00.5 WATER DISTRIB OTR PUR SRVC	$3,000.00	$5,488.06	($2,488.06)	182.94 %
11.6220.56.01.5 WATER DISTRIB STORAGE TK INSPECTION EXP	$5,000.00	$0.00	$5,000.00	0.00 %
11.6220.65.00.5 WATER DISTRIB EQUIP USE	$120,446.00	$120,466.00	($20.00)	100.02 %
11.6220.66.00.5 WATER DISTRIB OTHER RENTALS	$500.00	$800.00	($300.00)	160.00 %
11.6220.67.00.5 WATER DISTRIB STREET REPAIRS & MAINT	$30,000.00	$20,191.90	$9,808.10	67.31 %
11.6220.68.00.5 WATER DISTRIB VEH/EQUIP REPAIR & MAINT	$9,000.00	$5,374.68	$3,625.32	59.72 %
11.6220.70.00.5 WATER DISTRIB COPIER	$574.00	$415.91	$158.09	72.46 %
11.6220.72.00.5 WATER DISTRIB TAXES/LICENSE/REGIST	$0.00	$896.00	($896.00)	0.00 %
11.6220.76.01.5 WATER DISTRIB ELECTRIC	$8,000.00	$4,690.15	$3,309.85	58.63 %
11.6220.76.05.5 WATER DISTRIB PROPANE	$1,300.00	$196.29	$1,103.71	15.10 %
11.6220.82.00.5 WATER DISTRIB CAPITAL IMPROVEMENTS	$0.00	$14,770.00	($14,770.00)	0.00 %
11.6220.83.00.5 WATER DISTRIB MACH & EQUIP	$40,000.00	$38,129.00	$1,871.00	95.32 %
11.6220.86.00.5 WATER DISTRIB HYDRANTS	$5,000.00	$256.92	$4,743.08	5.14 %
11.6220.95.01.5 WATER DISTRIB PENSION INTEREST EXP	$7,473.00	$3,736.70	$3,736.30	50.00 %
TOTAL WATER DISTRIBUTION SYSTEM	**$517,019.00**	**$423,137.59**	**$93,881.41**	**81.84%**
11.6230 DELQ WATER FEES COLLECTION				
11.6230.10.00.5 DEL WATER COLL SALARIES & WAGES	$10,049.00	$7,579.26	$2,469.74	75.42 %
11.6230.11.00.5 DEL WATER COLL OVERTIME	$0.00	$0.00	$0.00	0.00 %
11.6230.15.01.5 DEL WATER COLL DENTAL INSURANCE	$74.00	$104.40	($30.40)	141.08 %
11.6230.15.02.5 DEL WATER COLL FICA/MEDICARE	$734.00	$539.30	$194.70	73.47 %
11.6230.15.03.5 DEL WATER COLL HEALTH INSURANCE	$1,922.00	$960.82	$961.18	49.99 %
11.6230.15.04.5 DEL WATER COLL FLEX SPENDING ACCOUNT	$37.00	$38.98	($1.98)	105.35 %
11.6230.15.05.5 DEL WATER COLL LONG TERM CARE INS	$5.00	$61.80	($56.80)	1,236.00 %
11.6230.15.07.5 DEL WATER COLL CITY RETIREMENT	$0.00	$0.00	$0.00	0.00 %

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
11.6230.15.08.5 DEL WATER COLL LIFE, STD, LTD INSURANCE	$110.00	$91.17	$18.83	82.88 %
11.6230.15.09.5 DEL WATER COLL UNEMP INSURANCE	$18.00	$19.67	($1.67)	109.28 %
11.6230.15.10.5 DEL WATER COLL WORK COMP	$30.00	$31.82	($1.82)	106.07 %
11.6230.15.12.5 DEL WATER COLL PARKING FEE	$99.00	$99.00	$0.00	100.00 %
11.6230.20.00.5 DEL WATER COLL OFFICE SUPPLIES	$0.00	$0.00	$0.00	0.00 %
11.6230.20.01.5 DEL WATER COLL POSTAGE	$250.00	$978.36	($728.36)	391.34 %
11.6230.34.00.5 DEL WATER COLL COMMUNICATIONS	$500.00	$0.00	$500.00	0.00 %
11.6230.40.00.5 DEL WATER COLL DUES/SUBSCRIPTS/MTGS	$0.00	$0.00	$0.00	0.00 %
11.6230.48.00.5 DEL WATER COLL PROPERTY & LIABILITY INS	$402.00	$433.48	($31.48)	107.83 %
11.6230.70.00.5 DEL WATER COLL COPIER	$29.00	$20.79	$8.21	71.69 %
11.6230.95.01.5 DEL WATER COLL PENSION INTEREST EXP	$411.00	$205.31	$205.69	49.95 %
TOTAL DELQ WATER FEES COLLECTION	**$14,670.00**	**$11,164.16**	**$3,505.84**	**76.10%**
11.6250 WATER METER OPERATIONS				
11.6250.10.00.5 WATER METER SALARIES & WAGES	$35,677.00	$26,351.73	$9,325.27	73.86 %
11.6250.11.00.5 WATER METER OVERTIME	$1,153.00	$519.05	$633.95	45.02 %
11.6250.15.01.5 WATER METER DENTAL INSURANCE	$348.00	$242.84	$105.16	69.78 %
11.6250.15.02.5 WATER METER FICA/MEDICARE	$2,689.00	$1,948.72	$740.28	72.47 %
11.6250.15.03.5 WATER METER HEALTH INSURANCE	$9,085.00	$5,723.70	$3,361.30	63.00 %
11.6250.15.04.5 WATER METER FLEX SPENDING ACCOUNT	$174.00	$184.30	($10.30)	105.92 %
11.6250.15.05.5 WATER METER LONG TERM CARE INSURANCE	$21.00	$0.00	$21.00	0.00 %
11.6250.15.07.5 WATER METER CITY RETIREMENT	$2,412.00	$1,877.63	$534.37	77.85 %
11.6250.15.08.5 WATER METER LIFE STD, LTD INSURANCE	$522.00	$431.05	$90.95	82.58 %
11.6250.15.09.5 WATER METER UNEMP INSURANCE	$84.00	$92.97	($8.97)	110.68 %
11.6250.15.10.5 WATER METER WORK COMP	$1,381.00	$1,464.58	($83.58)	106.05 %
11.6250.15.12.5 WATER METER PARKING FEE	$300.00	$300.00	$0.00	100.00 %
11.6250.21.00.5 WATER METER OPERATING SUPPLIES	$5,000.00	($297.49)	$5,297.49	(5.95)%
11.6250.23.00.5 WATER METER SMALL TOOLS & EQUIP	$200.00	$609.24	($409.24)	304.62 %
11.6250.48.00.5 WATER METER PROP & LIAB INS	$1,900.00	$1,499.30	$400.70	78.91 %
11.6250.65.00.5 WATER METER EQUIPMENT FLAT FEE	$1,600.00	$1,900.00	($300.00)	118.75 %
11.6250.70.00.5 WATER METER COPIER	$136.00	$98.26	$37.74	72.25 %
11.6250.82.00.5 WATER METER CAPITAL IMPROVEMENT	$0.00	$0.00	$0.00	0.00 %

City of Montpelier
WATER FUND FY 2016 Budget Report
As Of and For The
9 Months Ending 3/31/2016
75% of Fiscal Year Completed

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
11.6250.84.00.5 WATER METER WATER METERS	$10,000.00	$6,023.90	$3,976.10	60.24 %
11.6250.95.01.5 WATER METER PENSION INTEREST EXP	$1,560.00	$780.19	$779.81	50.01 %
TOTAL WATER METER OPERATIONS	**$74,242.00**	**$49,749.97**	**$24,492.03**	**67.01%**
11.9962 GF MISC EXP				
11.9962.00.00.5 A/R WATER BAD DEBT WRITE-OFF	$0.00	$0.00	$0.00	0.00 %
TOTAL GF MISC EXP	**$0.00**	**$0.00**	**$0.00**	**0.00%**
TOTAL WATER FUND EXPENDITURES	**$2,477,189.00**	**$1,892,353.38**	**$584,835.62**	**76.39%**
WATER FUND NET EXCESS / (DEFICIT)	**$102,077.00**	**$198,449.36**		

City of Montpelier
SEWER FUND FY 2016 Budget Report
As Of and For The
9 Months Ending 3/31/2016
75% of Fiscal Year Completed

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
REVENUES				
12.2 INTERGOVERNMENTAL REV				
12.2300.00.00.4 SEWER REV CAPITAL GRANTS-VT	$0.00	$0.00	$0.00	0.00 %
12.2300.00.10.4 SEWER REV FEDERAL GRANTS	$0.00	$0.00	$0.00	0.00 %
12.2300.00.20.4 SEWER REV ARRA GRANT	$0.00	$0.00	$0.00	0.00 %
12.2301.00.00.4 GF REIMB OT HRS	$0.00	$0.00	$0.00	0.00 %
12.2501.00.00.4 SEWER USE REV-METERED	$1,960,000.00	$1,405,135.60	($554,864.40)	71.69 %
12.2501.00.01.4 SEWER USE REV-FLAT RATE	$27,550.00	$0.00	($27,550.00)	0.00 %
12.2502.00.00.4 SEWER USE REV-BERLIN	$343,000.00	$255,453.80	($87,546.20)	74.48 %
12.2503.00.00.4 SEWER REV PENALTIES - SEWER USE	$12,000.00	$9,376.15	($2,623.85)	78.13 %
12.2504.00.00.4 SEWER REV CONNECTION FEES	$3,000.00	$2,983.00	($17.00)	99.43 %
12.2505.00.00.4 SEWER REV DELINQ INTEREST	$12,000.00	$20,966.85	$8,966.85	174.72 %
12.2522.00.00.4 SEWER BENEFIT CHARGE	$96,280.00	$95,684.48	($595.52)	99.38 %
12.2525.00.00.4 SEWER CSO BENEFIT CHARGE	$673,969.00	$669,791.33	($4,177.67)	99.38 %
12.2614.00.00.4 SEWER REV SALE OF EQUIPMENT	$0.00	$0.00	$0.00	0.00 %
12.2615.00.00.4 SEWER REV VACTOR RENTAL FEES	$500.00	$355.76	($144.24)	71.15 %
12.2700.00.00.4 SEWER REV INTEREST	$0.00	$0.00	$0.00	0.00 %
12.2807.00.00.4 SEWER STD WAGE REIMB	$0.00	$0.00	$0.00	0.00 %
12.2820.00.00.4 SEWER REV W/C REIMB	$0.00	$0.00	$0.00	0.00 %
12.2920.00.00.4 SEWER REV BOND PROCEEDS	$0.00	$0.00	$0.00	0.00 %
12.2986.00.00.4 SEWER SEPTAGE & LEACHATE FEES	$650,000.00	$595,249.56	($54,750.44)	91.58 %
12.2990.00.00.4 SEWER MISC REVENUE	$0.00	$0.00	$0.00	0.00 %
12.2992.00.00.4 SEWER MISC REIMBURSEMENTS	$0.00	$0.00	$0.00	0.00 %
12.2993.00.00.4 SEWER XFER FROM GENERAL FUND	$0.00	$0.00	$0.00	0.00 %
12.2997.00.00.4 SEWER REV USE OF FUND BALANCE	$0.00	$0.00	$0.00	0.00 %
TOTAL INTERGOVERNMENTAL REV	**$3,778,299.00**	**$3,054,996.53**	**($723,302.47)**	**80.86%**
TOTAL SEWER FUND REVENUES	**$3,778,299.00**	**$3,054,996.53**	**($723,302.47)**	**80.86%**

City of Montpelier
SEWER FUND FY 2016 Budget Report
As Of and For The
9 Months Ending 3/31/2016
75% of Fiscal Year Completed

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
EXPENDITURES				
12.5470 WASTEWATER TREATMENT				
12.5470.10.00.5 WW TREAT SALARIES & WAGES	$233,712.00	$158,372.76	$75,339.24	67.76 %
12.5470.11.00.5 WW TREAT OVERTIME	$16,617.00	$17,510.42	($893.42)	105.38 %
12.5470.15.01.5 WW TREAT DENTAL INSURANCE	$1,959.00	$1,309.18	$649.82	66.83 %
12.5470.15.02.5 WW TREAT FICA/MEDICARE	$18,283.00	$13,221.95	$5,061.05	72.32 %
12.5470.15.03.5 WW TREAT HEALTH INSURANCE	$51,132.00	$24,445.51	$26,686.49	47.81 %
12.5470.15.04.5 WW TREATFLEX SPENDING ACCOUNT	$979.00	$1,037.27	($58.27)	105.95 %
12.5470.15.05.5 WW TREAT LONG TERM CARE INSURANCE	$120.00	$16.94	$103.06	14.12 %
12.5470.15.07.5 WW TREAT CITY RETIREMENT	$16,040.00	$12,330.96	$3,709.04	76.88 %
12.5470.15.08.5 WW TREAT LIFE, STD, LTD INSURANCE	$2,938.00	$2,542.22	$395.78	86.53 %
12.5470.15.09.5 WW TREAT UNEMPLOYMENT INSURANCE	$475.00	$406.99	$68.01	85.68 %
12.5470.15.10.5 WW TREAT WORKERS' COMPENSATION	$9,282.00	$9,843.80	($561.80)	106.05 %
12.5470.15.12.5 WW TREAT PARKING FEE	$90.00	$90.00	$0.00	100.00 %
12.5470.18.00.5 WW TREAT UNIFRMS/PROTECT CLOTHING	$3,500.00	$1,693.07	$1,806.93	48.37 %
12.5470.20.00.5 WW TREAT OFFICE SUPPLIES	$3,000.00	$904.55	$2,095.45	30.15 %
12.5470.20.01.5 WW TREAT POSTAGE	$100.00	$67.67	$32.33	67.67 %
12.5470.21.00.5 WW TREAT OPERATING SUPPLIES	$175,865.00	$115,526.56	$60,338.44	65.69 %
12.5470.23.00.5 WW TREAT SMALL TOOLS & EQUIP	$3,000.00	$1,034.66	$1,965.34	34.49 %
12.5470.34.00.5 WW TREAT COMMUNICATIONS	$2,600.00	$575.76	$2,024.24	22.14 %
12.5470.38.00.5 WW TREAT DEPRECIATION	$0.00	$0.00	$0.00	0.00 %
12.5470.40.00.5 WW TREAT DUES/SUBSCRIPTS/MTGS	$3,000.00	$2,306.25	$693.75	76.88 %
12.5470.48.00.5 WW TREAT PROP & LIAB INS	$32,691.00	$33,533.10	($842.10)	102.58 %
12.5470.56.00.5 WW TREAT OTR PUR SRVC	$257,500.00	$215,521.29	$41,978.71	83.70 %
12.5470.60.00.5 WW TREAT PROF SVCS	$25,200.00	$416.50	$24,783.50	1.65 %
12.5470.65.00.5 WW TREAT EQUIPMENT FLAT FEE	$0.00	$0.00	$0.00	0.00 %
12.5470.66.00.5 WW TREAT OTHER RENTALS	$5,000.00	$0.00	$5,000.00	0.00 %
12.5470.68.00.5 WW TREAT VEH/EQUIP REPAIR & MAINT	$105,000.00	$139,780.71	($34,780.71)	133.12 %
12.5470.69.00.5 WW TREAT BLDGS/GRNDS REPAIR/MAINT	$40,000.00	$43,333.41	($3,333.41)	108.33 %
12.5470.70.00.5 WW TREAT COPIER	$763.00	$553.40	$209.60	72.53 %
12.5470.72.00.5 WW TREAT TAXES/LICENSE/REGIST.	$8,000.00	$12,500.00	($4,500.00)	156.25 %

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
12.5470.73.00.5 WW TREAT OPERATING FEE	$6,600.00	$0.00	$6,600.00	0.00 %
12.5470.74.00.5 WW TREAT TRAVEL/TRANSPORTATION	$1,500.00	$223.50	$1,276.50	14.90 %
12.5470.76.01.5 WW TREAT ELECTRIC	$190,000.00	$97,923.23	$92,076.77	51.54 %
12.5470.76.02.5 WW TREAT FUEL OIL	$46,200.00	$30,553.30	$15,646.70	66.13 %
12.5470.76.03.5 WW TREAT TRASH REMOVAL	$0.00	$0.00	$0.00	0.00 %
12.5470.76.04.5 WW TREAT IN HOUSE UTILITIES	$360,000.00	$359,596.48	$403.52	99.89 %
12.5470.79.00.5 WW TREAT MISC	$0.00	$0.00	$0.00	0.00 %
12.5470.82.00.5 WW TREAT CAP IMPROVEMENTS	$0.00	$0.00	$0.00	0.00 %
12.5470.83.00.5 WW TREAT MACH & EQUIP	$105,000.00	$84,218.59	$20,781.41	80.21 %
12.5470.88.00.5 WW TREAT CAPITAL RESERVE	$0.00	$0.00	$0.00	0.00 %
12.5470.90.00.5 WW TREAT DEBT PRINCIPAL	$174,171.00	$0.00	$174,171.00	0.00 %
12.5470.91.00.5 WW TREAT DEBT INTEREST	$0.00	$0.00	$0.00	0.00 %
12.5470.95.01.5 WW TREAT PENSION INTEREST EXP	$12,037.00	$6,018.93	$6,018.07	50.00 %
12.5470.97.00.5 WW TREAT ADMIN/MGMT SVCS	$160,662.00	$160,602.00	$60.00	99.96 %
TOTAL WASTEWATER TREATMENT	**$2,073,016.00**	**$1,548,010.96**	**$525,005.04**	**74.67%**
12.5471 STORMWATER MANAGEMENT				
12.5471.10.00.5 STRM WTR MGMT SALARIES & WAGES	$129,586.00	$95,258.69	$34,327.31	73.51 %
12.5471.11.00.5 STRM WTR MGMT OVERTIME	$14,774.00	$7,700.33	$7,073.67	52.12 %
12.5471.15.01.5 STRM WTR MGMT DENTAL INSURANCE	$1,129.00	$796.10	$332.90	70.51 %
12.5471.15.02.5 STRM WTR MGMT FICA/MEDICARE	$10,543.00	$7,420.82	$3,122.18	70.39 %
12.5471.15.03.5 STRM WTR MGMT HEALTH INSURANCE	$29,468.00	$19,538.75	$9,929.25	66.30 %
12.5471.15.04.5 STRM WTR MGMT FLEX SPENDING ACCOUNT	$564.00	$597.79	($33.79)	105.99 %
12.5471.15.05.5 STRM WTR MGMT LONG TERM CARE INSURANCE	$49.00	$40.01	$8.99	81.65 %
12.5471.15.07.5 STRM WTR MGMT CITY RETIREMENT	$9,460.00	$6,733.40	$2,726.60	71.18 %
12.5471.15.08.5 STRM WTR MGMT LIFE, STD, LTD INSURANCE	$1,693.00	$1,398.14	$294.86	82.58 %
12.5471.15.09.5 STRM WTR MGMT UNEMPLOYMENT INS	$274.00	$301.52	($27.52)	110.04 %
12.5471.15.10.5 STRM WTR MGMT WORKERS COMP INS	$5,287.00	$5,607.00	($320.00)	106.05 %
12.5471.15.12.5 STRM WTR MGMT PARKING FEE	$360.00	$330.00	$30.00	91.67 %
12.5471.18.00.5 STRM WTR MGMT UNIFRMS/PROTECT CLOTHING	$250.00	$0.00	$250.00	0.00 %
12.5471.20.00.5 STRM WTR MGMT OFFICE SUPPLIES	$0.00	$0.00	$0.00	0.00 %
12.5471.21.00.5 STRM WTR MGMT OPERATING SUPPLIES	$2,500.00	$0.00	$2,500.00	0.00 %

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
12.5471.23.00.5 STRM WTR MGMT SMALL TOOLS AND EQUIP	$0.00	$0.00	$0.00	0.00 %
12.5471.34.00.5 STRM WTR MGMT COMMUNICATIONS	$0.00	$0.00	$0.00	0.00 %
12.5471.40.00.5 STRM WTR MGMT DUES/SUBSCRIPTS/MTGS	$0.00	$0.00	$0.00	0.00 %
12.5471.48.00.5 STRM WTR MGMT PROPERTY & CASUALTY INS	$6,161.00	$6,646.64	($485.64)	107.88 %
12.5471.60.00.5 STRM WTR MGMT PROFESSIONAL SVCS	$2,500.00	$0.00	$2,500.00	0.00 %
12.5471.65.00.5 STRM WTR MGMT RENTAL OF CITY EQUIP	$0.00	$0.00	$0.00	0.00 %
12.5471.66.00.5 STRM WTR MGMT OTHER RENTALS	$0.00	$0.00	$0.00	0.00 %
12.5471.67.00.5 STRM WTR MGMT STREET REPAIR/MAINT	$0.00	$0.00	$0.00	0.00 %
12.5471.68.00.5 STRM WTR MGMT VEH/EQUIP REPAIR/MAINT	$0.00	$0.00	$0.00	0.00 %
12.5471.69.00.5 STRM WTR MGMT BLDG/GRNDS REPAIR/MAINT	$0.00	$0.00	$0.00	0.00 %
12.5471.70.00.5 STRM WTR MGMT COPIER	$440.00	$318.91	$121.09	72.48 %
12.5471.72.00.5 STRM WTR MGMT TAXES/LICENSES/REGISTS	$1,500.00	$0.00	$1,500.00	0.00 %
12.5471.74.00.5 STRM WTR MGMT TRAVEL/TRANSPORTATION	$0.00	$0.00	$0.00	0.00 %
12.5471.79.00.5 STRM WTR MGMT MISC	$0.00	$0.00	$0.00	0.00 %
12.5471.83.00.5 STRM WTR MGMT EQUIP/MACH	$500.00	$0.00	$500.00	0.00 %
12.5471.95.01.5 STRM WTR MGMT PENSION INTEREST EXP	$2,610.00	$1,304.80	$1,305.20	49.99 %
TOTAL STORMWATER MANAGEMENT	**$219,648.00**	**$153,992.90**	**$65,655.10**	**70.11%**
12.5480 SEWER COLLECTION SYSTEM				
12.5480.10.00.5 COLLECTION SALARIES & WAGES	$165,388.00	$115,807.31	$49,580.69	70.02 %
12.5480.11.00.5 COLLECTION OVERTIME	$18,143.00	$8,806.05	$9,336.95	48.54 %
12.5480.15.01.5 COLLECTION DENTAL INSURANCE	$1,606.00	$2,744.41	($1,138.41)	170.88 %
12.5480.15.02.5 COLLECTION FICA/MEDICARE	$13,402.00	$8,907.90	$4,494.10	66.47 %
12.5480.15.03.5 COLLECTION HEALTH INSURANCE	$41,931.00	$29,626.64	$12,304.36	70.66 %
12.5480.15.04.5 COLLECTION FLEX SPENDING ACCOUNT	$803.00	$850.61	($47.61)	105.93 %
12.5480.15.05.5 COLLECTION LONG TERM CARE INSURANCE	$92.00	$10.00	$82.00	10.87 %
12.5480.15.07.5 COLLECTION CITY RETIREMENT	$12,025.00	$8,311.16	$3,713.84	69.12 %
12.5480.15.08.5 COLLECTION LIFE, STD, LTD INSURANCE	$2,409.00	$1,989.45	$419.55	82.58 %
12.5480.15.09.5 COLLECTION UNEMPLOYMENT INSURANCE	$390.00	$429.05	($39.05)	110.01 %
12.5480.15.10.5 COLLECTION WORKERS' COMPENSATION	$6,729.00	$5,450.48	$1,278.52	81.00 %
12.5480.15.12.5 COLLECTION PARKING FEE	$306.00	$330.00	($24.00)	107.84 %
12.5480.18.00.5 COLLECTION UNIFORMS/PROTECTIVE CLOTH	$1,500.00	$517.50	$982.50	34.50 %

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Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
12.5480.20.00.5 COLLECTION OFFICE SUPPLIES	$50.00	$60.09	($10.09)	120.18 %
12.5480.21.00.5 COLLECTION OPERATING SUPPLIES	$25,000.00	$6,116.52	$18,883.48	24.47 %
12.5480.23.00.5 COLLECTION SMALL TOOLS & EQUIP	$1,500.00	$104.68	$1,395.32	6.98 %
12.5480.34.00.5 COLLECTION COMMUNICATIONS	$3,300.00	$100.67	$3,199.33	3.05 %
12.5480.38.00.5 COLLECTION DEPRECIATION	$0.00	$0.00	$0.00	0.00 %
12.5480.48.00.5 COLLECTION PROP & LIAB INS	$8,767.00	$9,457.68	($690.68)	107.88 %
12.5480.48.01.5 COLLECTION PC - DEDUCTIBLE EXPENSE	$0.00	$0.00	$0.00	0.00 %
12.5480.56.00.5 COLLECTION OTR PUR SRVC	$15,000.00	$11,655.85	$3,344.15	77.71 %
12.5480.65.00.5 COLLECTION EQUIP USE ASSESSMENT	$105,390.00	$105,390.00	$0.00	100.00 %
12.5480.65.01.5 COLLECTION EQUIP FLAT FEE	$50,000.00	$50,000.00	$0.00	100.00 %
12.5480.66.00.5 COLLECTION OTHER RENTALS	$2,500.00	$0.00	$2,500.00	0.00 %
12.5480.67.00.5 COLLECTION STREET REPAIR/MAINT	$5,000.00	$8,403.34	($3,403.34)	168.07 %
12.5480.68.00.5 COLLECTION VEH/EQUIP REPAIR & MAINT	$10,000.00	$255.57	$9,744.43	2.56 %
12.5480.69.00.5 COLLECTION BLDGS/GRNDS REPAIR/MAINT	$500.00	$0.00	$500.00	0.00 %
12.5480.70.00.5 COLLECTION COPIER	$626.00	$453.72	$172.28	72.48 %
12.5480.76.01.5 COLLECTION ELECTRIC	$10,000.00	$5,146.36	$4,853.64	51.46 %
12.5480.79.00.5 COLLECTION MISC	$0.00	$0.00	$0.00	0.00 %
12.5480.82.00.5 COLLECTION CAP IMPROVEMENTS	$0.00	$226.87	($226.87)	0.00 %
12.5480.82.01.5 COLLECTION CSO CAPITAL IMPROVEMNENT	$0.00	$0.00	$0.00	0.00 %
12.5480.83.00.5 COLLECTION MACH/EQUIPMENT	$60,000.00	$38,129.00	$21,871.00	63.55 %
12.5480.88.00.5 COLLECTION CAPITAL RSRV	$0.00	$0.00	$0.00	0.00 %
12.5480.90.00.5 COLLECTION CSO PRINCIPAL DEBT PAYMNT	$348,310.00	$259,322.75	$88,987.25	74.45 %
12.5480.91.00.5 COLLECTION CSO INTEREST DEBT PAYMENT	$37,885.00	$21,438.62	$16,446.38	56.59 %
12.5480.95.01.5 COLLECTION PENSION INTEREST EXP	$7,147.00	$3,573.50	$3,573.50	50.00 %
TOTAL SEWER COLLECTION SYSTEM	**$955,699.00**	**$703,615.78**	**$252,083.22**	**73.62%**
12.5481 WASTEWATER ADMINISTRATION				
12.5481.10.00.5 WW ADMIN SALARIES & WAGES	$82,008.00	$51,075.66	$30,932.34	62.28 %
12.5481.11.00.5 WW ADMIN OVERTIME	$2,753.00	$1,143.76	$1,609.24	41.55 %
12.5481.15.01.5 WW ADMIN DENTAL INSURANCE	$674.00	$441.86	$232.14	65.56 %
12.5481.15.02.5 WW ADMIN FICA/MEDICARE	$6,188.00	$3,874.01	$2,313.99	62.61 %
12.5481.15.03.5 WW ADMIN HEALTH INSURANCE	$17,588.00	$9,858.56	$7,729.44	56.05 %

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12.5481.15.04.5 WW ADMIN FLEX SPENDING ACCOUNT	$337.00	$356.78	($19.78)	105.87 %
12.5481.15.05.5 WW ADMIN LONG TERM CARE INSURANCE	$47.00	$23.80	$23.20	50.64 %
12.5481.15.07.5 WW ADMIN CITY RETIREMENT	$5,552.00	$3,340.61	$2,211.39	60.17 %
12.5481.15.08.5 WW ADMIN LIFE, STD, LTD INSURANCE	$1,011.00	$834.47	$176.53	82.54 %
12.5481.15.09.5 WW ADMIN UNEMPLOYMENT INSURANCE	$163.00	$179.95	($16.95)	110.40 %
12.5481.15.10.5 WW ADMIN WORKERS' COMPENSATION	$252.00	$267.24	($15.24)	106.05 %
12.5481.15.12.5 WW ADMIN PARKING FEE	$522.00	$498.00	$24.00	95.40 %
12.5481.16.00.5 WW ADMIN GASB#68 PENSION	$0.00	$0.00	$0.00	0.00 %
12.5481.18.00.5 WW ADMIN UNIFRMS/PROTECT CLOTHING	$0.00	$0.00	$0.00	0.00 %
12.5481.20.00.5 WW ADMIN OFFICE SUPPLIES	$2,500.00	$1,480.01	$1,019.99	59.20 %
12.5481.20.01.5 WW ADMIN POSTAGE	$2,000.00	$23.20	$1,976.80	1.16 %
12.5481.30.00.5 WW ADMIN ADVERTISING	$250.00	$66.56	$183.44	26.62 %
12.5481.34.00.5 WW ADMIN TELEPHONE BASIC SERVICE	$4,500.00	$1,546.75	$2,953.25	34.37 %
12.5481.34.01.5 WW ADMIN TELEPHONE LONG DISTANCE	$1,750.00	$696.49	$1,053.51	39.80 %
12.5481.34.02.5 WW ADMIN INTERNET WAN SERVICE	$7,775.00	$7,485.44	$289.56	96.28 %
12.5481.38.00.5 WW ADMIN DEPRECIATION	$0.00	$0.00	$0.00	0.00 %
12.5481.40.00.5 WW ADMIN DUES/SUBSCRIPTS/MTGS	$1,250.00	$0.00	$1,250.00	0.00 %
12.5481.48.00.5 WW ADMIN PROPERTY & LIABILITY INS	$3,677.00	$3,986.96	($309.96)	108.43 %
12.5481.48.01.5 WW ADMIN PC - DEDUCTIBLE EXPENSE	$0.00	$0.00	$0.00	0.00 %
12.5481.56.00.5 WW ADMIN - OTR PUR SRVC	$250.00	$0.00	$250.00	0.00 %
12.5481.60.00.5 WW ADMIN PROFESSIONAL SVCS	$5,000.00	$101.00	$4,899.00	2.02 %
12.5481.61.00.5 WW ADMIN LEGAL SERVICES	$2,000.00	$0.00	$2,000.00	0.00 %
12.5481.65.00.5 WW ADMIN EQUIPMENT VACTOR RESERVE	$0.00	$0.00	$0.00	0.00 %
12.5481.70.00.5 WW ADMIN COPIER	$262.00	$190.34	$71.66	72.65 %
12.5481.79.00.5 WW ADMIN MISCELLANEOUS	$0.00	$30.77	($30.77)	0.00 %
12.5481.83.00.5 WW ADMIN MACHINERY & EQUIPMENT	$0.00	$0.00	$0.00	0.00 %
12.5481.83.01.5 WW ADMIN COMPUTER EQUIPMENT ALLOC	$15,587.00	$10,270.12	$5,316.88	65.89 %
12.5481.83.02.5 WW ADMIN FINANCIAL SOFTWARE	$0.00	$0.00	$0.00	0.00 %
12.5481.85.00.5 WW ADMIN FED/STATE GRANT EXPENSE	$0.00	$0.00	$0.00	0.00 %
12.5481.90.00.5 WW ADMIN WWTP DEBT PRINCIPAL	$142,946.00	$142,945.52	$0.48	100.00 %
12.5481.91.00.5 WW ADMIN WWTP DEBT INTEREST	$79,351.00	$38,301.99	$41,049.01	48.27 %
12.5481.92.00.5 WW ADMIN ENERGY IMPROV LEASE PYMT	$17,650.00	$17,650.10	($0.10)	100.00 %

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
12.5481.92.01.5 WW ADMIN ENERGY AUDIT	$0.00	$0.00	$0.00	0.00 %
12.5481.95.01.5 WW ADMIN PENSION INTEREST EXP	$3,856.00	$1,928.00	$1,928.00	50.00 %
12.5481.96.00.5 WW ADMIN WATER METER DEPREC SHARE	$15,000.00	$15,000.00	$0.00	100.00 %
12.5481.97.00.5 WW ADMIN ADMINISTRATIVE/MGMT SVCS	$275,159.00	$275,159.00	$0.00	100.00 %
TOTAL WASTEWATER ADMINISTRATION	**$697,858.00**	**$588,756.95**	**$109,101.05**	**84.37%**
12.5482 PRIVATE SEWER SYS MAINT				
12.5482.10.00.5 PRIV SWR MAINT SALARIES & WAGES	$3,796.00	$2,713.81	$1,082.19	71.49 %
12.5482.11.00.5 PRIV SWR MAINT OVERTIME	$47.00	$52.71	($5.71)	112.15 %
12.5482.15.01.5 PRIV SWR MAINT DENTAL INSURANCE	$22.00	$15.24	$6.76	69.27 %
12.5482.15.02.5 PRIV SWR MAINT FICA/MEDICARE	$282.00	$198.22	$83.78	70.29 %
12.5482.15.03.5 PRIV SWR MAINT HEALTH INSURANCE	$582.00	$492.84	$89.16	84.68 %
12.5482.15.04.5 PRIV SWR MAINT FLEX SPENDING ACCOUNT	$11.00	$11.81	($0.81)	107.36 %
12.5482.15.05.5 PRIV SWR MAINT LONG TERM CARE INS	$1.00	$1.61	($0.61)	161.00 %
12.5482.15.07.5 PRIV SWR MAINT CITY RETIREMENT	$253.00	$158.83	$94.17	62.78 %
12.5482.15.08.5 PRIV SWR MAINT LIFE, STD, LTD INS	$33.00	$27.63	$5.37	83.73 %
12.5482.15.09.5 PRIV SWR MAINT UNEMPLOY INSURANCE	$5.00	$5.95	($0.95)	119.00 %
12.5482.15.10.5 PRIV SWR MAINT WORKERS' COMPENSATION	$146.00	$154.84	($8.84)	106.05 %
12.5482.48.00.5 PRIV SWR MAINT PROP/LIAB INS	$122.00	$131.36	($9.36)	107.67 %
12.5482.56.00.5 PRIV SWR MAINT OTR PUR SRVC	$4,000.00	$2,680.19	$1,319.81	67.00 %
12.5482.70.00.5 PRIV SWR MAINT COPIER	$9.00	$6.27	$2.73	69.67 %
12.5482.95.01.5 PRIV SWR MAINT PENSION INTEREST EXP	$47.00	$23.11	$23.89	49.17 %
TOTAL PRIVATE SEWER SYS MAINT	**$9,356.00**	**$6,674.42**	**$2,681.58**	**71.34%**
12.5491 DELQ SEWER FEES COLLECTION				
12.5491.10.00.5 DELQ SEWER TAX COLL SALARIES & WAGES	$10,049.00	$7,579.26	$2,469.74	75.42 %
12.5491.15.01.5 DELQ SEWER TAX COLL DENTAL INSURANCE	$74.00	$104.40	($30.40)	141.08 %
12.5491.15.02.5 DELQ SEWER TAX COLL FICA/MEDICARE	$734.00	$539.30	$194.70	73.47 %
12.5491.15.03.5 DELQ SEWER TAX COLL HEALTH INSURANCE	$1,922.00	$960.82	$961.18	49.99 %
12.5491.15.04.5 DELQ SEWER TAX COLL FLEX SPENDING ACCOUNT	$37.00	$38.98	($1.98)	105.35 %
12.5491.15.05.5 DELQ SEWER TAX COLL LONG TERM CARE INSURANCE	$5.00	$61.80	($56.80)	1,236.00 %
12.5491.15.07.5 DELQ SEWER TAX COLL CITY RETIREMENT	$0.00	$0.00	$0.00	0.00 %

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Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
12.5491.15.08.5 DELQ SEWER TAX COLL LIFE, STD, LTD INSURANCE	$110.00	$91.17	$18.83	82.88 %
12.5491.15.09.5 DELQ SEWER TAX COLL UNEMPLOYMENT INSURANCE	$18.00	$19.67	($1.67)	109.28 %
12.5491.15.10.5 DELQ SEWER TAX COLL WORKERS' COMPENSATION	$30.00	$31.82	($1.82)	106.07 %
12.5491.15.12.5 DELQ SEWER TAX COLL PARKING FEE	$99.00	$99.00	$0.00	100.00 %
12.5491.20.00.5 DELQ SEWER TAX COLL OFFICE SUPPLIES	$0.00	$0.00	$0.00	0.00 %
12.5491.20.01.5 DELQ SEWER TAX COLL POSTAGE	$1,000.00	$1,651.22	($651.22)	165.12 %
12.5491.34.00.5 DELQ SEWER TAX COLL COMMUNICATIONS	$500.00	$0.00	$500.00	0.00 %
12.5491.40.00.5 DELQ SEWER TAX COLL DUES/SUBSCRIPTS/MTGS	$0.00	$0.00	$0.00	0.00 %
12.5491.48.00.5 DELQ SEWER TAX COLL PROPERTY & LIABILITY INS	$402.00	$433.48	($31.48)	107.83 %
12.5491.70.00.5 DELQ SEWER TAX COLL COPIER	$29.00	$20.79	$8.21	71.69 %
12.5491.95.01.5 DELQ SEWER TAX COLL PENSION INTEREST EXP	$470.00	$235.10	$234.90	50.02 %
TOTAL DELQ SEWER FEES COLLECTION	**$15,479.00**	**$11,866.81**	**$3,612.19**	**76.66%**
12.9962 GF MISC EXP				
12.9962.00.00.5 A/R SEWER BAD DEBT WRITE-OFF	$0.00	$0.00	$0.00	0.00 %
TOTAL GF MISC EXP	**$0.00**	**$0.00**	**$0.00**	**0.00%**
TOTAL SEWER FUND EXPENDITURES	**$3,971,056.00**	**$3,012,917.82**	**$958,138.18**	**75.87%**
SEWER FUND NET EXCESS / (DEFICIT)	**($192,757.00)**	**$42,078.71**		

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Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
REVENUES				
17.2 INTERGOVERNMENTAL REV				
17.2301.00.00.4 FEMA STORM DAMAGE GRANT REV	$0.00	$0.00	$0.00	0.00 %
17.2550.00.00.4 CEMETERY XFER CMTRY TRST-EXP	$30,000.00	$0.00	($30,000.00)	0.00 %
17.2660.00.00.4 CEMETERY OUTSIDE BURIALS	$3,000.00	$2,985.00	($15.00)	99.50 %
17.2700.00.00.4 CEMETERY INTEREST	$0.00	$0.00	$0.00	0.00 %
17.2701.00.00.4 CEMETERY CHANGE IN MARKET VALUE	$0.00	$0.00	$0.00	0.00 %
17.2770.00.00.4 CEMETERY ENDOWNMENT CARE	$10,250.00	$4,460.00	($5,790.00)	43.51 %
17.2771.00.00.4 CEMETERY GRAVE OPENINGS	$0.00	$1,370.00	$1,370.00	0.00 %
17.2771.00.01.4 CEMETERY GRAVE OPEN FULL BURIAL	$12,000.00	$15,075.00	$3,075.00	125.63 %
17.2771.00.02.4 CEMETERY GRAVE OPEN CREMATION	$12,000.00	$6,050.00	($5,950.00)	50.42 %
17.2772.00.00.4 CEMETERY FOUNDATIONS	$0.00	$0.00	$0.00	0.00 %
17.2773.00.00.4 CEMETERY VAULT CHARGES	$2,000.00	$1,037.50	($962.50)	51.88 %
17.2814.00.00.4 PROCEEDS FROM LTD	$0.00	$0.00	$0.00	0.00 %
17.2816.00.00.4 SALE OF EQUIP PROCEEDS	$0.00	$0.00	$0.00	0.00 %
17.2960.00.00.4 CEMETERY LOT SALES	$6,400.00	$2,680.00	($3,720.00)	41.88 %
17.2990.00.00.4 CEMETERY FOUNDATIONS	$4,000.00	$5,999.10	$1,999.10	149.98 %
17.2990.00.01.4 CEMETERY MONUMENT SALES/REPAIR	$0.00	$0.00	$0.00	0.00 %
17.2990.00.02.4 CEMETERY MONUMENT INSTALLATIONS	$0.00	$40.00	$40.00	0.00 %
17.2990.00.03.4 CEMETERY MONUMENT REPAIR	$1,500.00	$615.00	($885.00)	41.00 %
17.2990.00.04.4 CEMETERY MONUMENT SALES/SANDBLAST	$0.00	$725.00	$725.00	0.00 %
17.2992.00.00.4 CEMETERY MISC REIMBS	$0.00	$847.50	$847.50	0.00 %
17.2993.00.00.4 CEMETERY NON-RESIDENT REVENUE	$1,000.00	$0.00	($1,000.00)	0.00 %
17.2994.00.00.4 CEMETERY XFER GENERAL FUND	$57,826.00	$57,826.00	$0.00	100.00 %
17.2995.00.00.4 CEMETERY XFER PARKING FUND	$10,000.00	$10,000.00	$0.00	100.00 %
17.2996.00.00.4 CEMETERY XFER DPW SMALL PARKS	$27,900.00	$27,900.00	$0.00	100.00 %
17.2997.00.00.4 CEMETERY XFER GF CIP/EQUIPMENT	$32,783.00	$32,783.00	$0.00	100.00 %
TOTAL INTERGOVERNMENTAL REV	**$210,659.00**	**$170,393.10**	**($40,265.90)**	**80.89%**
TOTAL CEMETERY FUND REVENUES	**$210,659.00**	**$170,393.10**	**($40,265.90)**	**80.89%**

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EXPENDITURES				
17.7000 GREEN MOUNT CEMETERY				
17.7000.10.00.5 CEMETERY SALARIES & WAGES	$91,008.00	$60,683.78	$30,324.22	66.68 %
17.7000.11.00.5 CEMETERY OVERTIME	$500.00	$3,941.46	($3,441.46)	788.29 %
17.7000.15.01.5 CEMETERY DENTAL INSURANCE	$745.00	$490.42	$254.58	65.83 %
17.7000.15.02.5 CEMETERY FICA/MEDICARE	$6,680.00	$4,924.25	$1,755.75	73.72 %
17.7000.15.03.5 CEMETERY HEALTH INSURANCE	$7,804.00	$3,919.96	$3,884.04	50.23 %
17.7000.15.04.5 CEMETERY FLEX SPENDING ACCOUNT	$373.00	$158.31	$214.69	42.44 %
17.7000.15.05.5 CEMETERY LONG TERM CARE INSURANCE	$46.00	$60.00	($14.00)	130.43 %
17.7000.15.07.5 CEMETERY CITY RETIREMENT	$5,994.00	$4,624.59	$1,369.41	77.15 %
17.7000.15.08.5 CEMETERY LIFE, STD, LTD INSURANCE	$1,118.00	$922.88	$195.12	82.55 %
17.7000.15.09.5 CEMETERY UNEMPLOYMENT INSURANCE	$180.00	$199.04	($19.04)	110.58 %
17.7000.15.10.5 CEMETERY WORKERS' COMPENSATION	$3,489.00	$3,700.18	($211.18)	106.05 %
17.7000.18.00.5 CEMETERY UNIFRMS/PROTECT CLOTHING	$1,000.00	$698.46	$301.54	69.85 %
17.7000.20.00.5 CEMETERY OFFICE SUPPLIES	$0.00	$938.02	($938.02)	0.00 %
17.7000.20.01.5 CEMETERY POSTAGE	$50.00	$16.85	$33.15	33.70 %
17.7000.21.00.5 CEMETERY OPERATING SUPPLIES	$800.00	$1,677.77	($877.77)	209.72 %
17.7000.21.01.5 CEMETERY FUEL	$4,000.00	$2,687.84	$1,312.16	67.20 %
17.7000.23.00.5 CEMETERY SMALL TOOLS & EQUIP	$250.00	$603.42	($353.42)	241.37 %
17.7000.30.00.5 CEMETERY ADVERTISING	$1,000.00	$265.00	$735.00	26.50 %
17.7000.34.00.5 CEMETERY TELEPHONE BASIC SERVICE	$394.00	$170.75	$223.25	43.34 %
17.7000.34.01.5 CEMETERY TELEPHONE LONG DISTANCE	$128.00	$76.14	$51.86	59.48 %
17.7000.34.02.5 CEMETERY INTERNET WAN SERVICE	$661.00	$843.24	($182.24)	127.57 %
17.7000.40.00.5 CEMETERY DUES/SUBSCRIPTS/MTGS	$1,000.00	$515.00	$485.00	51.50 %
17.7000.48.00.5 CEMETERY PROPERTY & LIABILITY INS	$4,067.00	$4,387.32	($320.32)	107.88 %
17.7000.48.01.5 CEMETERY PC - DEDUCTIBLE EXPENSE	$0.00	$375.00	($375.00)	0.00 %
17.7000.56.00.5 CEMETERY CORRECTIONS - LABOR COST	$19,824.00	$19,310.36	$513.64	97.41 %
17.7000.57.00.5 CEMETERY MONUMENT INSTALLATION	$1,500.00	$3,976.92	($2,476.92)	265.13 %
17.7000.57.01.5 CEMETERY MONUMENT REPAIR	$500.00	$411.87	$88.13	82.37 %
17.7000.57.02.5 CEMETERY MONUMENT SALES/SANDBLAST	$500.00	$930.00	($430.00)	186.00 %
17.7000.58.00.5 CEMETERY FLOWER FUND	$500.00	$120.27	$379.73	24.05 %

City of Montpelier
CEMETERY FUND FY 2016 Budget Report
As Of and For The
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75% of Fiscal Year Completed

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
17.7000.58.01.5 CEMETERY ENDOWMENT CARE	$10,250.00	$0.00	$10,250.00	0.00 %
17.7000.60.00.5 CEMETERY PROFESSIONAL SVCS	$500.00	$70.00	$430.00	14.00 %
17.7000.66.00.5 CEMETERY OTHER RENTALS	$100.00	$0.00	$100.00	0.00 %
17.7000.67.00.5 CEMETERY STREET REPAIR & MAINT	$0.00	$0.00	$0.00	0.00 %
17.7000.68.00.5 CEMETERY VEH/EQUIP REPAIR & MAINT	$0.00	$3,298.15	($3,298.15)	0.00 %
17.7000.68.01.5 CEMETERY TRUCK REPAIR & MAINT	$500.00	$238.76	$261.24	47.75 %
17.7000.68.02.5 CEMETERY MOWING REPAIR & MAINT	$1,000.00	$1,366.27	($366.27)	136.63 %
17.7000.68.03.5 CEMETERY EXCAVATOR REPAIR & MAINT	$500.00	$130.51	$369.49	26.10 %
17.7000.68.04.5 CEMETERY TRACTOR REPAIR & MAINT	$250.00	$234.45	$15.55	93.78 %
17.7000.69.00.5 CEMETERY BLDGS/GRNDS REPAIR/MAINT	$1,000.00	$45.60	$954.40	4.56 %
17.7000.69.01.5 CEMETERY SMALL PARKS MAINTENANCE	$1,500.00	$70.16	$1,429.84	4.68 %
17.7000.70.00.5 CEMETERY COPIER	$290.00	$210.48	$79.52	72.58 %
17.7000.72.00.5 CEMETERY TAXES/LICENSE/REGIST	$0.00	$0.00	$0.00	0.00 %
17.7000.74.00.5 CEMETERY TRAVEL/TRANSPORTATION	$300.00	$545.00	($245.00)	181.67 %
17.7000.76.01.5 CEMETERY ELECTRIC	$1,400.00	$1,417.46	($17.46)	101.25 %
17.7000.76.02.5 CEMETERY HEATING FUEL	$1,800.00	$1,328.39	$471.61	73.80 %
17.7000.76.03.5 CEMETERY TRASH REMOVAL	$75.00	$0.00	$75.00	0.00 %
17.7000.76.04.5 CEMETERY IN HOUSE UTILITIES/WATER	$800.00	$1,337.77	($537.77)	167.22 %
17.7000.76.05.5 CEMETERY PORTOLET	$2,000.00	$1,132.80	$867.20	56.64 %
17.7000.79.00.5 CEMETERY MISC	$100.00	$0.00	$100.00	0.00 %
17.7000.80.00.5 CEMETERY ELM STREET CEMETERY	$100.00	$0.00	$100.00	0.00 %
17.7000.80.01.5 CEMETERY TREES, BULBS, SHRUBS	$1,300.00	$586.60	$713.40	45.12 %
17.7000.82.00.5 CEMETERY CIP PLAN CEMETERY	$18,875.00	$1,633.16	$17,241.84	8.65 %
17.7000.83.00.5 CEMETERY EQUIPMENT PLAN CEMETERY	$13,908.00	$7,749.99	$6,158.01	55.72 %
17.7000.91.00.5 CEMETERY INTEREST EXPENSE	$0.00	$0.00	$0.00	0.00 %
17.7000.95.01.5 CEMETERY PENSION INTEREST EXP	$0.00	$0.00	$0.00	0.00 %
TOTAL GREEN MOUNT CEMETERY	**$210,659.00**	**$143,024.65**	**$67,634.35**	**67.89%**
17.9962 GF MISC EXP				
17.9962.00.00.5 AR BAD DEBT EXPENSE	$0.00	$475.00	($475.00)	0.00 %
TOTAL GF MISC EXP	**$0.00**	**$475.00**	**($475.00)**	**0.00%**

City of Montpelier
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9 Months Ending 3/31/2016
75% of Fiscal Year Completed

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
TOTAL CEMETERY FUND EXPENDITURES	**$210,659.00**	**$143,499.65**	**$67,159.35**	**68.12%**
CEMETERY FUND NET EXCESS / (DEFICIT)	**$0.00**	**$26,893.45**		

City of Montpelier
PARKS FUND FY 2016 Budget Report
As Of and For The
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75% of Fiscal Year Completed

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
REVENUES				
18.22 PERMITS AND LICENSE REV				
18.2280.00.00.4 PARKS MISC GRANT REVENUE	$6,000.00	$6,024.00	$24.00	100.40 %
TOTAL PERMITS AND LICENSE REV	**$6,000.00**	**$6,024.00**	**$24.00**	**100.40%**
18.23 INTERGOVERNMENTAL REV				
18.2300.00.00.4 PARKS TOWER GRANT REVENUE	$0.00	$0.00	$0.00	0.00 %
TOTAL INTERGOVERNMENTAL REV	**$0.00**	**$0.00**	**$0.00**	**0.00%**
18.261 EQUIPMENT/LAND REVENUE				
18.2614.00.00.4 PARKS SALE OF EQUIPMENT	$0.00	$0.00	$0.00	0.00 %
TOTAL EQUIPMENT/LAND REVENUE	**$0.00**	**$0.00**	**$0.00**	**0.00%**
18.264 OTHER REVENUE				
18.2648.00.00.4 PARKS VISTA	$0.00	$0.00	$0.00	0.00 %
18.2649.00.00.4 PARKS MISC CONTRIBS	$0.00	$1,800.00	$1,800.00	0.00 %
18.2649.00.01.4 PARKS PET WASTE CONTRIBS	$0.00	$0.00	$0.00	0.00 %
TOTAL OTHER REVENUE	**$0.00**	**$1,800.00**	**$1,800.00**	**0.00%**
18.268 OTHER REVENUE				
18.2680.00.00.4 PARK ENCHANTED FOREST RECEIPTS	$0.00	$3,666.00	$3,666.00	0.00 %
18.2685.00.00.4 PARKS SHELTER RESERVATION	$0.00	$175.00	$175.00	0.00 %
TOTAL OTHER REVENUE	**$0.00**	**$3,841.00**	**$3,841.00**	**0.00%**
18.29 OPERATING TRANSFERS				
18.2900.00.00.4 PARKS INTEREST REV	$0.00	$51.66	$51.66	0.00 %
18.2907.00.00.4 PARKS W/C REIMB	$0.00	$0.00	$0.00	0.00 %
18.2910.00.00.4 PARKS XFER GF OPERATIONS	$146,767.00	$148,927.00	$2,160.00	101.47 %
18.2910.01.00.4 PARKS XFER GF PARK IMPACT FEES	$0.00	$0.00	$0.00	0.00 %

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75% of Fiscal Year Completed

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
18.2915.00.00.4 PARKS XFER FROM GF PET WASTE FEES	$2,160.00	$0.00	($2,160.00)	0.00 %
18.2983.00.00.4 PARKS RANGER HOUSE RENTAL	$13,200.00	$9,900.00	($3,300.00)	75.00 %
18.2984.00.00.4 PARKS XFER FROM OTHER FUNDS	$0.00	$0.00	$0.00	0.00 %
18.2985.00.00.4 PARKS XFER GF EQUIPMENT	$10,700.00	$10,700.00	$0.00	100.00 %
18.2986.00.00.4 PARKS XFER MONTPR FOUNDTN	$0.00	$0.00	$0.00	0.00 %
18.2987.00.00.4 PARKS XFER GF CIP	$8,000.00	$8,000.00	$0.00	100.00 %
18.2990.00.00.4 PARKS MISC. REVENUE	$0.00	$166.83	$166.83	0.00 %
18.2992.00.00.4 PARKS MISC REIMB	$0.00	$821.66	$821.66	0.00 %
TOTAL OPERATING TRANSFERS	**$180,827.00**	**$178,567.15**	**($2,259.85)**	**98.75%**
TOTAL PARKS FUND REVENUES	**$186,827.00**	**$190,232.15**	**$3,405.15**	**101.82%**

City of Montpelier
PARKS FUND FY 2016 Budget Report
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75% of Fiscal Year Completed

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
EXPENDITURES				
18.76 PARKS GRANT EXP				
18.7612.00.00.5 PARKS VISIONING GRANT	$0.00	$0.00	$0.00	0.00 %
18.7615.00.00.5 PARKS STATE HOUSE TRAIL	$900.00	$613.88	$286.12	68.21 %
18.7621.00.00.5 PARKS GRANT EXP-COMMUNITY GARDEN	$0.00	$0.00	$0.00	0.00 %
TOTAL PARKS GRANT EXP	**$900.00**	**$613.88**	**$286.12**	**68.21%**
18.7600 PARKS OPERATIONS				
18.7600.10.00.5 PARKS SALARIES & WAGES	$84,181.00	$68,578.65	$15,602.35	81.47 %
18.7600.10.01.5 PARKS AMERICORP & SUMMER WAGES	$14,000.00	$13,516.75	$483.25	96.55 %
18.7600.11.00.5 PARKS OVERTIME	$0.00	$101.25	($101.25)	0.00 %
18.7600.15.01.5 PARKS DENTAL INSURANCE	$739.00	$458.79	$280.21	62.08 %
18.7600.15.02.5 PARKS FICA/MEDICARE	$6,145.00	$5,431.68	$713.32	88.39 %
18.7600.15.03.5 PARKS HEALTH INSURANCE	$13,511.00	$13,742.43	($231.43)	101.71 %
18.7600.15.04.5 PARKS FLEX SPENDING ACCOUNT	$369.00	$274.08	$94.92	74.28 %
18.7600.15.05.5 PARKS LONG TERM CARE INSURANCE	$45.00	$79.40	($34.40)	176.44 %
18.7600.15.07.5 PARKS CITY RETIREMENT	$5,514.00	$4,128.79	$1,385.21	74.88 %
18.7600.15.08.5 PARKS LIFE, STD, LTD INSURANCE	$1,108.00	$915.27	$192.73	82.61 %
18.7600.15.09.5 PARKS UNEMPLOYMENT INSURANCE	$179.00	$197.39	($18.39)	110.27 %
18.7600.15.10.5 PARKS WORKERS' COMPENSATION	$3,216.00	$3,410.66	($194.66)	106.05 %
18.7600.20.00.5 PARKS OFFICE SUPPLIES	$200.00	$263.78	($63.78)	131.89 %
18.7600.20.01.5 PARKS POSTAGE	$70.00	$4.31	$65.69	6.16 %
18.7600.21.00.5 PARKS OPERATING SUPPLIES	$1,200.00	$2,353.45	($1,153.45)	196.12 %
18.7600.23.00.5 PARKS SMALL TOOLS & EQUIP	$1,000.00	$1,912.51	($912.51)	191.25 %
18.7600.30.00.5 PARKS ADVERTISING	$200.00	$0.00	$200.00	0.00 %
18.7600.34.00.5 PARKS TELEPHONE BASIC SERVICE	$172.00	$142.97	$29.03	83.12 %
18.7600.34.01.5 PARKS TELEPHONE LONG DISTANCE	$56.00	$36.97	$19.03	66.02 %
18.7600.34.02.5 PARKS INTERNET WAN SERVICE	$288.00	$367.11	($79.11)	127.47 %
18.7600.34.03.5 PARKS CELL PHONE & PAGER	$1,200.00	$755.70	$444.30	62.98 %
18.7600.40.00.5 PARKS DUES/SUBSCRIPTS/MTGS	$1,000.00	$900.00	$100.00	90.00 %

City of Montpelier
PARKS FUND FY 2016 Budget Report
As Of and For The
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Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
18.7600.48.00.5 PARKS PROPERTY & LIABILITY INS	$4,033.00	$4,351.18	($318.18)	107.89 %
18.7600.48.01.5 PARKS PC - DEDUCTIBLE EXPENSE	$0.00	$0.00	$0.00	0.00 %
18.7600.56.00.5 PARKS OTR PUR SRVC	$1,500.00	$970.00	$530.00	64.67 %
18.7600.62.00.5 PARKS PRINTING & BINDING	$200.00	$87.43	$112.57	43.72 %
18.7600.67.00.5 PARKS ROADS/REPAIR/MAINT	$3,846.00	$0.00	$3,846.00	0.00 %
18.7600.68.00.5 PARKS VEHS/EQUIP REPAIR/MAINT	$9,000.00	$9,182.71	($182.71)	102.03 %
18.7600.69.00.5 PARKS BLDG/GRNDS REPAIR/MAINT	$4,000.00	$4,373.55	($373.55)	109.34 %
18.7600.69.01.5 PARKS NON RE-OCCURRING MAINT	$4,000.00	$0.00	$4,000.00	0.00 %
18.7600.69.02.5 PARKS TOWER REPAIRS/MAINT	$0.00	$0.00	$0.00	0.00 %
18.7600.70.00.5 PARKS COPIER	$288.00	$208.72	$79.28	72.47 %
18.7600.74.00.5 PARKS TRAVEL/TRANSPORTATION	$400.00	$0.00	$400.00	0.00 %
18.7600.76.01.5 PARKS ELECTRIC	$882.00	$504.12	$377.88	57.16 %
18.7600.76.02.5 PARKS HEAT	$0.00	$474.98	($474.98)	0.00 %
18.7600.76.03.5 PARKS TRASH REMOVAL	$100.00	$46.01	$53.99	46.01 %
18.7600.76.04.5 PARKS IN HOUSE UTILITIES/WATER	$400.00	$476.57	($76.57)	119.14 %
18.7600.79.00.5 PARKS MISC	$250.00	$3,475.56	($3,225.56)	1,390.22 %
18.7600.79.01.5 PARKS PET WASTE EXP	$2,160.00	$0.00	$2,160.00	0.00 %
18.7600.82.00.5 PARKS CIP PLAN PARKS	$4,000.00	$669.60	$3,330.40	16.74 %
18.7600.83.00.5 PARKS EQUIPMENT PLAN PARKS	$10,700.00	$664.97	$10,035.03	6.21 %
18.7600.83.01.5 PARKS TOWER RESTORATION	$0.00	$0.00	$0.00	0.00 %
18.7600.95.01.5 PARKS PENSION INTEREST EXP	$2,275.00	$1,137.68	$1,137.32	50.01 %
18.7600.99.01.5 PARKS XFER TO GF-TREE WARDEN ASST	$3,000.00	$3,000.00	$0.00	100.00 %
TOTAL PARKS OPERATIONS	**$185,427.00**	**$147,195.02**	**$38,231.98**	**79.38%**
18.764 PARKS MISC EXP				
18.7643.00.00.5 PARKS PEACE PARK	$500.00	$0.00	$500.00	0.00 %
18.7644.00.00.5 PARKS IMPACT EXP	$0.00	$0.00	$0.00	0.00 %
TOTAL PARKS MISC EXP	**$500.00**	**$0.00**	**$500.00**	**0.00%**
TOTAL PARKS FUND EXPENDITURES	**$186,827.00**	**$147,808.90**	**$39,018.10**	**79.12%**
PARKS FUND NET EXCESS / (DEFICIT)	**$0.00**	**$42,423.25**		

City of Montpelier
SENIOR CENTER FY 2016 Budget Report
As Of and For The
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75% of Fiscal Year Completed

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
REVENUES				
38.23 INTERGOVERNMENTAL REV				
38.2301.00.00.4 SR CTR GRANT REV -FED/STATE	$0.00	$0.00	$0.00	0.00 %
38.2305.00.00.4 GRANTS-PRIVATE	$0.00	$0.00	$0.00	0.00 %
TOTAL INTERGOVERNMENTAL REV	**$0.00**	**$0.00**	**$0.00**	**0.00%**
38.24 FEES & CHARGES FOR SERVICES				
38.2401.00.00.4 SR CTR MEMBERSHIP DUES	$19,500.00	$20,353.00	$853.00	104.37 %
38.2403.00.00.4 SR CTR CLASS FEES	$69,885.00	$74,759.50	$4,874.50	106.98 %
38.2405.00.00.4 SR CTR MEAL CONTRIBUTIONS	$0.00	$0.00	$0.00	0.00 %
38.2407.00.00.4 SR CTR TRIP INCOME	$7,800.00	$2,678.50	($5,121.50)	34.34 %
38.2409.00.00.4 SR CTR SPECIAL DINNERS	$5,000.00	$1,600.00	($3,400.00)	32.00 %
38.2425.00.00.4 SR CTR SPECIAL PROJECTS	$500.00	$0.00	($500.00)	0.00 %
TOTAL FEES & CHARGES FOR SERVICES	**$102,685.00**	**$99,391.00**	**($3,294.00)**	**96.79%**
38.25 RENTS & COMMISSIONS/UTILITY FEES				
38.2502.00.00.4 SR CTR FACILITY RENTAL REV	$6,500.00	$3,475.00	($3,025.00)	53.46 %
38.2505.00.00.4 SR CTR AD & SPONSORSHIP REV	$4,000.00	$3,340.00	($660.00)	83.50 %
TOTAL RENTS & COMMISSIONS/UTILITY FEES	**$10,500.00**	**$6,815.00**	**($3,685.00)**	**64.90%**
38.27 INTEREST/INVESTMENT REVENUE				
38.2700.00.00.4 SR CTR CORRY FUND-OPERATIONS	$52,041.00	$38,166.26	($13,874.74)	73.34 %
38.2705.00.00.4 SR CTR INTEREST INCOME	$0.00	$28.47	$28.47	0.00 %
38.2705.00.01.4 SR CTR REALIZED GAIN	$0.00	$0.00	$0.00	0.00 %
38.2705.00.02.4 SR CTR UNREALIZED GAIN	$0.00	$0.00	$0.00	0.00 %
38.2706.00.00.4 SR CTR INVESTMENT INCOME	$8,171.00	($92.64)	($8,263.64)	(1.13)%
TOTAL INTEREST/INVESTMENT REVENUE	**$60,212.00**	**$38,102.09**	**($22,109.91)**	**63.28%**
38.28 MISC REVENUE				

City of Montpelier
SENIOR CENTER FY 2016 Budget Report
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75% of Fiscal Year Completed

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
38.2801.00.00.4 SR CTR CONTRIBUTIONS	$2,000.00	$6,797.81	$4,797.81	339.89 %
38.2801.01.00.4 SR CTR APPEAL REVENUE	$15,000.00	$13,924.00	($1,076.00)	92.83 %
38.2801.02.00.4 SR CTR BOARD MEMBER GIFTS	$0.00	$2,000.00	$2,000.00	0.00 %
38.2802.00.00.4 SR CTR MEMORIAL GIFTS	$0.00	$85.00	$85.00	0.00 %
38.2803.00.00.4 SR CTR FUND RAISING-BAZAAR/WINDOW	$0.00	$0.00	$0.00	0.00 %
38.2804.00.00.4 SR CTR FUND RAISING-MERCHANDISE SALE	$500.00	$35.00	($465.00)	7.00 %
38.2805.00.00.4 SR CTR FUND RAISING-RUMMAGE SALE	$3,000.00	$0.00	($3,000.00)	0.00 %
38.2808.00.00.4 CONTRIBUTIONS-CLASS SCHOLARSHIPS	$1,200.00	$285.00	($915.00)	23.75 %
38.2808.00.01.4 CONTRIBUTIONS-TRIP SCHOLARSHIPS	$100.00	$0.00	($100.00)	0.00 %
38.2809.00.00.4 SR CTR GRANT REV - PRIVATE	$11,000.00	$33,809.54	$22,809.54	307.36 %
38.2810.00.00.4 SR CTR OTHER TOWNS CONTRIBUTION	$16,000.00	$14,300.00	($1,700.00)	89.38 %
38.2816.00.00.4 SR CTR TRANSFER FROM ENDOWMENT ACCOUNT	$0.00	$0.00	$0.00	0.00 %
38.2817.00.00.4 TRANSFER FROM MONTPELIER FOUNDATION	$0.00	$0.00	$0.00	0.00 %
38.2820.00.00.4 SR CTR MISC INCOME	$500.00	$972.75	$472.75	194.55 %
TOTAL MISC REVENUE	**$49,300.00**	**$72,209.10**	**$22,909.10**	**146.47%**
38.29 OPERATING TRANSFERS				
38.2910.00.00.4 SR CTR XFER GF OPERATIONS	$143,475.00	$143,475.00	$0.00	100.00 %
38.2997.00.00.4 SR CTR XFER GF CIP/EQUIPMENT	$0.00	$0.00	$0.00	0.00 %
38.2998.00.00.4 SR CTR ENDOWMENT REVENUE	$0.00	$105,192.26	$105,192.26	0.00 %
TOTAL OPERATING TRANSFERS	**$143,475.00**	**$248,667.26**	**$105,192.26**	**173.32%**
TOTAL SENIOR CENTER REVENUES	**$366,172.00**	**$465,184.45**	**$99,012.45**	**127.04%**

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
EXPENDITURES				
38.3800 SENIOR CTR OPERATIONS				
38.3800.10.00.5 SR CTR SALARIES & WAGES	$111,151.00	$80,700.14	$30,450.86	72.60 %
38.3800.11.00.5 SR CTR OVERTIME	$0.00	$0.00	$0.00	0.00 %
38.3800.15.01.5 SR CTR DENTAL INSURANCE	$1,106.00	$949.20	$156.80	85.82 %
38.3800.15.02.5 SR CTR FICA/MEDICARE	$8,114.00	$5,314.44	$2,799.56	65.50 %
38.3800.15.03.5 SR CTR HEALTH INSURANCE	$30,283.00	$23,789.78	$6,493.22	78.56 %
38.3800.15.04.5 SR CTR FLEX SPENDING ACCOUNT	$553.00	$614.32	($61.32)	111.09 %
38.3800.15.05.5 SR CTR LONG TERM CARE INSURANCE	$68.00	$0.00	$68.00	0.00 %
38.3800.15.07.5 SR CTR CITY RETIREMENT	$7,781.00	$5,818.81	$1,962.19	74.78 %
38.3800.15.08.5 SR CTR LIFE, STD, LTD INSURANCE	$1,660.00	$1,370.51	$289.49	82.56 %
38.3800.15.09.5 SR CTR UNEMPLOYMENT INSURANCE	$268.00	$295.56	($27.56)	110.28 %
38.3800.15.10.5 SR CTR WORKERS' COMPENSATION	$323.00	$342.54	($19.54)	106.05 %
38.3800.20.00.5 SR CTR OFFICE SUPPLIES	$1,000.00	$799.55	$200.45	79.96 %
38.3800.20.01.5 SR CTR POSTAGE	$2,500.00	$2,218.71	$281.29	88.75 %
38.3800.20.02.5 SR CTR PROGRAM SUPPLIES	$500.00	$558.70	($58.70)	111.74 %
38.3800.21.00.5 SR CTR OPERATING SUPPLIES	$1,200.00	$326.92	$873.08	27.24 %
38.3800.21.01.5 SR CTR FUEL-VAN	$1,200.00	$332.14	$867.86	27.68 %
38.3800.23.00.5 SR CTR SMALL TOOLS & EQUIP	$600.00	$244.48	$355.52	40.75 %
38.3800.30.00.5 SR CTR ADVERTISING	$1,500.00	$1,040.82	$459.18	69.39 %
38.3800.40.00.5 SR CTR DUES/SUBSCRIPTIONS/MTGS	$2,400.00	$2,171.58	$228.42	90.48 %
38.3800.41.00.5 SR CTR TRAINING	$2,000.00	$1,205.20	$794.80	60.26 %
38.3800.48.00.5 SR CTR PROP & LIAB INS	$6,040.00	$6,515.28	($475.28)	107.87 %
38.3800.56.00.5 SR CTR CONTRACT SVCS-INSTRUCTION	$46,000.00	$32,974.50	$13,025.50	71.68 %
38.3800.56.01.5 SR CTR SWIMMING PROGRAM	$17,600.00	$11,726.00	$5,874.00	66.63 %
38.3800.56.02.5 SR CTR BOWLING PROGRAM	$0.00	$0.00	$0.00	0.00 %
38.3800.56.03.5 SR CTR OTHER PROGRAMS	$2,200.00	$6,545.00	($4,345.00)	297.50 %
38.3800.56.04.5 SR CENTER CLEANING SERVICES	$12,500.00	$6,523.80	$5,976.20	52.19 %
38.3800.56.05.5 SR CTR TENNIS PROGRAM	$960.00	$1,120.00	($160.00)	116.67 %
38.3800.56.06.5 SR CTR GYM USE	$0.00	$0.00	$0.00	0.00 %
38.3800.60.00.5 SR CTR PROF SERVICES	$3,500.00	$2,528.80	$971.20	72.25 %

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
38.3800.62.00.5 SR CTR PRINTING/COPIER	$4,200.00	$2,452.65	$1,747.35	58.40 %
38.3800.63.00.5 SR CTR AMERICORPS SERVICES	$0.00	$0.00	$0.00	0.00 %
38.3800.66.00.5 SR CTR CONDO FEES	$26,800.00	$26,304.36	$495.64	98.15 %
38.3800.68.00.5 SR CTR EQUIPMENT MAINT/RENTAL	$800.00	$1,224.72	($424.72)	153.09 %
38.3800.68.01.5 SR CTR VAN REPAIRS/MAINT	$1,000.00	$0.00	$1,000.00	0.00 %
38.3800.70.00.5 SR CTR COPIER-CITY ALLOCATION	$431.00	$312.46	$118.54	72.50 %
38.3800.74.00.5 SR CTR TRAVEL/TRANSPORTATION	$0.00	$21.81	($21.81)	0.00 %
38.3800.76.01.5 SR CTR ELECTRIC	$10,750.00	$8,873.89	$1,876.11	82.55 %
38.3800.76.04.5 SR CTR WATER & SEWER	$3,300.00	$1,670.44	$1,629.56	50.62 %
38.3800.79.00.5 SR CTR MISC	$500.00	$635.77	($135.77)	127.15 %
38.3800.79.01.5 SR CTR CREDIT CARD FEES	$0.00	$532.12	($532.12)	0.00 %
38.3800.83.00.5 SR CTR EQUIP/COMPUTERS/WEBSITE	$600.00	$49.00	$551.00	8.17 %
38.3800.90.00.5 SR CTR DEBT SERVICE PRINCIPAL PAYMENT	$7,929.00	$5,920.20	$2,008.80	74.67 %
38.3800.91.00.5 SR CTR DEBT SERVICE INTEREST PAYMENT	$5,214.00	$3,936.87	$1,277.13	75.51 %
38.3800.95.01.5 SR CTR PENSION INTEREST EXP	$4,241.00	$2,112.63	$2,128.37	49.81 %
38.3800.97.00.5 SR CTR ADMIN/MGMT SVCS	$0.00	$0.00	$0.00	0.00 %
TOTAL SENIOR CTR OPERATIONS	**$328,772.00**	**$250,073.70**	**$78,698.30**	**76.06%**
38.3801 SENIOR CTR FOOD SERVICE				
38.3801.00.00.4 SENIOR CTR FOOD SERVICE	$0.00	($596.00)	$596.00	0.00 %
38.3801.21.00.5 SR CTR FOOD SVC FOOD & WATER	$3,500.00	$2,218.64	$1,281.36	63.39 %
38.3801.21.01.5 SR CTR FOOD SVC KITCHEN SUPPLIES	$2,200.00	$2,262.03	($62.03)	102.82 %
38.3801.48.00.5 SR CTR FOOD SVC PROPERTY & LIABILITY INS	$0.00	$0.00	$0.00	0.00 %
38.3801.56.00.5 SR CTR MEAL PROGRAM PURCH SRVC	$18,000.00	$9,000.00	$9,000.00	50.00 %
38.3801.57.00.5 SR CTR FOOD SVC SPECIAL DINNERS	$3,000.00	$0.00	$3,000.00	0.00 %
38.3801.68.00.5 SR CTR FOOD SVC EQUIPMENT MAINTENANCE	$2,000.00	$837.50	$1,162.50	41.88 %
38.3801.76.05.5 SR CTR FOOD SVC PROPANE	$3,200.00	$602.91	$2,597.09	18.84 %
38.3801.79.00.5 SR CTR FOOD SVC COMPOSTING	$500.00	$518.00	($18.00)	103.60 %
TOTAL SENIOR CTR FOOD SERVICE	**$32,400.00**	**$14,843.08**	**$17,556.92**	**45.81%**
38.3802 SENIOR CTR FIELD TRIP/TOURS				
38.3802.74.00.5 SR CTR FIELD TRIP/TOURS EXP	$5,000.00	$4,354.43	$645.57	87.09 %

City of Montpelier
SENIOR CENTER FY 2016 Budget Report
As Of and For The
9 Months Ending 3/31/2016
75% of Fiscal Year Completed

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
TOTAL SENIOR CTR FIELD TRIP/TOURS	**$5,000.00**	**$4,354.43**	**$645.57**	**87.09%**
38.3803 SENIOR CTR CAPITAL IMP.				
38.3803.82.00.5 SR CTR CAPITAL IMPROVEMENTS	$0.00	$0.00	$0.00	0.00 %
38.3803.83.00.5 SR CTR-USE OF ENDOW-RENOVATION	$0.00	$173.75	($173.75)	0.00 %
TOTAL SENIOR CTR CAPITAL IMP.	**$0.00**	**$173.75**	**($173.75)**	**0.00%**
38.3804 SENIOR CTR SCHOLARSHIPS				
38.3804.44.00.5 CLASS SCHOLARSHIP EXPENSE	$0.00	$0.00	$0.00	0.00 %
38.3804.44.01.5 TRIP SCHOLARSHIP EXPENSE	$0.00	$0.00	$0.00	0.00 %
TOTAL SENIOR CTR SCHOLARSHIPS	**$0.00**	**$0.00**	**$0.00**	**0.00%**
38.9390 TRANSFERS TO OTHER FUNDS				
38.9390.00.00.5 XFER TO CAPITAL PROJECTS #31	$0.00	$0.00	$0.00	0.00 %
TOTAL TRANSFERS TO OTHER FUNDS	**$0.00**	**$0.00**	**$0.00**	**0.00%**
TOTAL SENIOR CENTER EXPENDITURES	**$366,172.00**	**$269,444.96**	**$96,727.04**	**73.58%**
SENIOR CENTER NET EXCESS / (DEFICIT)	**$0.00**	**$195,739.49**		

City of Montpelier
PARKING FUND FY 2016 Budget Report
As Of and For The
9 Months Ending 3/31/2016
75% of Fiscal Year Completed

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
REVENUES				
40.25 RENTS & COMMISSIONS/UTILITY FEES				
40.2560.00.00.4 PARKING METER REV	$426,000.00	$296,253.60	($129,746.40)	69.54 %
40.2560.00.01.4 PARKING METERS REV-JACOBS LOT	$21,800.00	$15,093.83	($6,706.17)	69.24 %
40.2560.01.00.4 PARKING VENDING-BLANCHARD	$34,000.00	$31,460.65	($2,539.35)	92.53 %
40.2560.02.00.4 PARKING VENDING-CAP PLAZA	$37,000.00	$29,464.90	($7,535.10)	79.63 %
40.2560.03.00.4 PARKING VENDING-60 STATE ST	$41,500.00	$33,121.20	($8,378.80)	79.81 %
40.2560.05.00.4 PARKING VENDING-STONECUTTER	$5,000.00	$6,361.45	$1,361.45	127.23 %
40.2560.06.00.4 PARKING KEY REVENUE	$8,000.00	$8,393.75	$393.75	104.92 %
40.2561.00.00.4 PARKING TICKETS REV	$175,000.00	$113,358.18	($61,641.82)	64.78 %
40.2563.00.00.4 PARKING PERMITS-BLANCHARD	$7,500.00	$7,770.00	$270.00	103.60 %
40.2563.01.00.4 PARKING PERMITS-CAP PLAZA	$0.00	$0.00	$0.00	0.00 %
40.2563.02.00.4 PARKING PERMITS-JACOBS	$31,460.00	$28,975.00	($2,485.00)	92.10 %
40.2563.03.00.4 PARKING PERMITS-60 STATE	$26,400.00	$20,400.00	($6,000.00)	77.27 %
40.2563.05.00.4 PARKING PERMITS-STONECUTTER'S WAY	$28,120.00	$40,800.00	$12,680.00	145.09 %
40.2563.06.00.4 PARKING PERMITS-PITKIN COURT CIRC	$0.00	$1,625.00	$1,625.00	0.00 %
40.2563.07.00.4 PARKING PERMITS-VLCT LOT	$5,880.00	$5,880.00	$0.00	100.00 %
TOTAL RENTS & COMMISSIONS/UTILITY FEES	**$847,660.00**	**$638,957.56**	**($208,702.44)**	**75.38%**
40.27 INTEREST/INVESTMENT REVENUE				
40.2700.00.00.4 PARKING INTEREST	$0.00	$0.00	$0.00	0.00 %
TOTAL INTEREST/INVESTMENT REVENUE	**$0.00**	**$0.00**	**$0.00**	**0.00%**
40.29 OPERATING TRANSFERS				
40.2910.00.00.4 EMPLOYEE PARKING REVENUE	$26,000.00	$27,642.00	$1,642.00	106.32 %
40.2915.00.01.4 XFER FROM PARKING FUND ATR-BIKE/PED PLAN	$0.00	$0.00	$0.00	0.00 %
40.2990.00.00.4 PARKING MISC REV	$3,000.00	$3,284.10	$284.10	109.47 %
40.2992.00.00.4 PARKING MISC REIMBS	$0.00	$0.00	$0.00	0.00 %
40.2995.00.00.4 PARKING REPLACEMENT FEES	$0.00	$0.00	$0.00	0.00 %

City of Montpelier
PARKING FUND FY 2016 Budget Report
As Of and For The
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75% of Fiscal Year Completed

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
TOTAL OPERATING TRANSFERS	**$29,000.00**	**$30,926.10**	**$1,926.10**	**106.64%**
TOTAL PARKING FUND REVENUES	**$876,660.00**	**$669,883.66**	**($206,776.34)**	**76.41%**

City of Montpelier
PARKING FUND FY 2016 Budget Report
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75% of Fiscal Year Completed

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
EXPENDITURES				
40.4400 PARKING ENFORCEMENT				
40.4400.10.00.5 PARKING ENF SALARIES & WAGES	$250,716.00	$172,504.47	$78,211.53	68.80 %
40.4400.11.00.5 PARKING ENF OVERTIME	$21,587.00	$12,279.33	$9,307.67	56.88 %
40.4400.15.01.5 PARKING ENF DENTAL INSURANCE	$2,208.00	$1,396.01	$811.99	63.23 %
40.4400.15.02.5 PARKING ENF FICA/MEDICARE	$19,862.00	$13,352.84	$6,509.16	67.23 %
40.4400.15.03.5 PARKING ENF HEALTH INSURANCE	$51,598.00	$29,756.67	$21,841.33	57.67 %
40.4400.15.04.5 PARKING ENF FLEX SPENDING ACCOUNT	$1,104.00	$1,046.72	$57.28	94.81 %
40.4400.15.05.5 PARKING ENF LONG TERM CARE INSURANCE	$138.00	$80.40	$57.60	58.26 %
40.4400.15.07.5 PARKING ENF CITY RETIREMENT	$17,821.00	$10,693.99	$7,127.01	60.01 %
40.4400.15.08.5 PARKING ENF LIFE, STD, LTD INSURANCE	$3,313.00	$2,735.48	$577.52	82.57 %
40.4400.15.09.5 PARKING ENF UNEMPLOY INSURANCE	$536.00	$589.95	($53.95)	110.07 %
40.4400.15.10.5 PARKING ENF WORKERS' COMPENSATION	$9,562.00	$10,140.74	($578.74)	106.05 %
40.4400.15.12.5 PARKING ENF PARKING FEE	$2,376.00	$2,376.00	$0.00	100.00 %
40.4400.16.00.5 PARKING ENF GASB#68 PENSION	$0.00	$0.00	$0.00	0.00 %
40.4400.18.00.5 PARKING ENF UNIFRMS/PROTECT CLOTHING	$1,400.00	$149.74	$1,250.26	10.70 %
40.4400.20.00.5 PARKING ENF OFFICE SUPPLIES	$2,200.00	$1,030.10	$1,169.90	46.82 %
40.4400.20.01.5 PARKING ENF POSTAGE	$4,000.00	$1,766.54	$2,233.46	44.16 %
40.4400.21.00.5 PARKING ENF OPERATING SUPPLIES	$8,825.00	$4,008.05	$4,816.95	45.42 %
40.4400.23.00.5 PARKING ENF SMALL TOOLS & EQUIP	$150.00	$0.00	$150.00	0.00 %
40.4400.30.00.5 PARKING ENF ADVERTISING	$0.00	$212.00	($212.00)	0.00 %
40.4400.34.00.5 PARKING ENF TELEPHONE BASIC SERVICE	$850.00	$367.97	$482.03	43.29 %
40.4400.34.01.5 PARKING ENF TELEPHONE LONG DISTANCE	$275.00	$164.10	$110.90	59.67 %
40.4400.34.02.5 PARKING ENF INTERNET WAN SERVICE	$1,425.00	$1,817.48	($392.48)	127.54 %
40.4400.34.04.5 PARKING ENF TELEPHONE OTHER DPS LINE	$0.00	$1,248.50	($1,248.50)	0.00 %
40.4400.38.00.5 PARKING ENF DEPRECIATION	$0.00	$0.00	$0.00	0.00 %
40.4400.40.00.5 PARKING ENF DUES/SUBSCRIPTS/MTGS	$0.00	$0.00	$0.00	0.00 %
40.4400.48.00.5 PARKING ENF PROPERTY & LIABILITY INS	$12,055.00	$13,004.30	($949.30)	107.87 %
40.4400.48.01.5 PARKING ENF PC DEDUCTIBLE EXPENSE	$0.00	$0.00	$0.00	0.00 %
40.4400.56.00.5 PARKING ENF OTP PUR SRVC	$4,105.00	$6,354.18	($2,249.18)	154.79 %
40.4400.60.00.5 PARKING ENF PROFESSIONAL SVCS	$0.00	$0.00	$0.00	0.00 %

City of Montpelier
PARKING FUND FY 2016 Budget Report
As Of and For The
9 Months Ending 3/31/2016
75% of Fiscal Year Completed

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
40.4400.65.00.5 PARKING ENF EQUIPMENT FLAT FEE	$5,603.00	$5,603.00	$0.00	100.00 %
40.4400.66.00.5 PARKING ENF LOT LEASES	$98,667.00	$49,212.00	$49,455.00	49.88 %
40.4400.68.00.5 PARKING ENF VEH/EQUIP REPAIR & MAINT	$18,950.00	$11,172.41	$7,777.59	58.96 %
40.4400.70.00.5 PARKING ENF COPIER	$860.00	$623.88	$236.12	72.54 %
40.4400.72.00.5 PARKING ENF LOT TAXES	$11,340.00	$10,736.92	$603.08	94.68 %
40.4400.74.00.5 PARKING ENF TRAVEL/TRANSPORTATION	$0.00	$0.00	$0.00	0.00 %
40.4400.76.01.5 PARKING ENF ELECTRIC	$5,800.00	$2,493.06	$3,306.94	42.98 %
40.4400.76.02.5 PARKING ENF HEATING FUEL	$4,500.00	$1,969.35	$2,530.65	43.76 %
40.4400.76.04.5 PARKING ENF IN HOUSE UTILITIES	$325.00	$162.71	$162.29	50.06 %
40.4400.77.00.5 PARKING ENF PARKING BAD DEBT	$0.00	$0.00	$0.00	0.00 %
40.4400.79.01.5 PARKING ENF CC FEES PARKING LOT	$0.00	$10,384.51	($10,384.51)	0.00 %
40.4400.82.00.5 PARKING ENF CAPITAL IMPROVEMENTS	$0.00	$0.00	$0.00	0.00 %
40.4400.83.00.5 PARKING ENF MACHINERY & EQUIP	$3,700.00	$0.00	$3,700.00	0.00 %
40.4400.83.01.5 PARKING ENF COMPUTER EQUIPMENT ALLOC	$3,460.00	$1,938.22	$1,521.78	56.02 %
40.4400.88.01.5 PARKING ENF COMPUTER SOFTWARE	$0.00	$0.00	$0.00	0.00 %
40.4400.95.01.5 PARKING ENF PENSION INTEREST EXP	$9,654.00	$4,826.99	$4,827.01	50.00 %
40.4400.97.00.5 PARKING ENF ADMINISTRATIVE/MGMT SVCS	$67,845.00	$67,845.00	$0.00	100.00 %
TOTAL PARKING ENFORCEMENT	**$646,810.00**	**$454,043.61**	**$192,766.39**	**70.20%**
40.4401 DPW-PARKING MAINT				
40.4401.10.00.5 PARKING MAINT SALARIES & WAGES	$67,765.00	$44,023.16	$23,741.84	64.96 %
40.4401.11.00.5 PARKING MAINT OVERTIME	$8,847.00	$3,619.03	$5,227.97	40.91 %
40.4401.15.01.5 PARKING MAINT DENTAL INSURANCE	$616.00	$367.50	$248.50	59.66 %
40.4401.15.02.5 PARKING MAINT FICA/MEDICARE	$5,597.00	$3,407.75	$2,189.25	60.89 %
40.4401.15.03.5 PARKING MAINT HEALTH INSURANCE	$16,073.00	$10,326.86	$5,746.14	64.25 %
40.4401.15.04.5 PARKING MAINT FLEX SPENDING ACCOUNT	$308.00	$326.07	($18.07)	105.87 %
40.4401.15.05.5 PARKING MAINT LONG TERM CARE INSURANCE	$37.61	$16.65	$20.96	44.27 %
40.4401.15.07.5 PARKING MAINT CITY RETIREMENT	$5,022.00	$3,250.20	$1,771.80	64.72 %
40.4401.15.08.5 PARKING MAINT LIFE, STD, LTD INSURANCE	$924.00	$762.62	$161.38	82.53 %
40.4401.15.09.5 PARKING MAINT UNEMPLOYMENT INSURANCE	$149.00	$164.46	($15.46)	110.38 %
40.4401.15.10.5 PARKING MAINT WORKERS' COMPENSATION	$4,667.00	$4,949.46	($282.46)	106.05 %
40.4401.15.12.5 PARKING MAINT PARKING FEE	$102.00	$102.00	$0.00	100.00 %

City of Montpelier
PARKING FUND FY 2016 Budget Report
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75% of Fiscal Year Completed

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
40.4401.20.00.5 PARKING MAINT OFFICE SUPPLIES	$0.00	$0.00	$0.00	0.00 %
40.4401.21.00.5 PARKING MAINT OPERATING SUPPLIES	$4,565.00	$652.74	$3,912.26	14.30 %
40.4401.48.00.5 PARKING MAINT PROPERTY & LIABILITY INS	$3,361.00	$3,625.46	($264.46)	107.87 %
40.4401.56.00.5 PARKING MAINT OTP PUR SRVC	$20,000.00	$6,241.68	$13,758.32	31.21 %
40.4401.60.00.5 PARKING MAINT PROFESSIONAL SVCS	$0.00	$0.00	$0.00	0.00 %
40.4401.65.00.5 PARKING MAINT EQUIPMENT FLAT FEE	$7,000.00	$7,000.00	$0.00	100.00 %
40.4401.66.00.5 PARKING MAINT OTHER RENTALS	$1,500.00	$0.00	$1,500.00	0.00 %
40.4401.70.00.5 PARKING MAINT COPIER	$240.00	$173.95	$66.05	72.48 %
40.4401.82.00.5 PARKING MAINT CIP PARKING LOT RESURFACE/MAINT	$10,000.00	$0.00	$10,000.00	0.00 %
40.4401.82.10.5 PARKING MAINT XFER TO RESERVES/REPAY GF	$0.00	$0.00	$0.00	0.00 %
40.4401.91.00.5 PARKING MAINT INTEREST EXPENSE	$0.00	$0.00	$0.00	0.00 %
40.4401.93.00.5 PARKING MAINT TRANSFER TO CEMETERY FUND	$10,000.00	$10,000.00	$0.00	100.00 %
40.4401.95.01.5 PARKING MAINT PENSION INTEREST EXP	$2,860.00	$1,430.22	$1,429.78	50.01 %
TOTAL DPW-PARKING MAINT	**$169,633.61**	**$100,439.81**	**$69,193.80**	**59.21%**
40.9393 MISC EXPENDITURE				
40.9393.93.00.5 PARKING XFER TO GF-PLANNING COM DEV	$0.00	$0.00	$0.00	0.00 %
40.9393.98.00.5 ALTERNATIVE TRANSP RESERVE	$43,833.00	$385.34	$43,447.66	0.88 %
TOTAL MISC EXPENDITURE	**$43,833.00**	**$385.34**	**$43,447.66**	**0.88%**
TOTAL PARKING FUND EXPENDITURES	**$860,276.61**	**$554,868.76**	**$305,407.85**	**64.50%**
PARKING FUND NET EXCESS / (DEFICIT)	**$16,383.39**	**$115,014.90**		

City of Montpelier
DISTRICT HEAT FY 2016 Budget Report
As Of and For The
9 Months Ending 3/31/2016
75% of Fiscal Year Completed

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
REVENUES				
50.25 RENTS & COMMISSIONS/UTILITY FEES				
50.2501.00.00.4 DIST HEAT CAPACITY CHARGES	$336,733.00	$228,161.27	($108,571.73)	67.76 %
50.2502.00.00.4 DIST HEAT ENERGY CHARGES	$158,081.00	$104,872.87	($53,208.13)	66.34 %
TOTAL RENTS & COMMISSIONS/UTILITY FEES	**$494,814.00**	**$333,034.14**	**($161,779.86)**	**67.30%**
50.265 OTHER REVENUE				
50.2651.00.00.4 DISTRICT HEAT GRANT REVENUE	$0.00	$0.00	$0.00	0.00 %
50.2651.00.02.4 DISTRICT HEAT-USDA FOREST SVC GRANT	$0.00	$12,719.12	$12,719.12	0.00 %
50.2651.00.03.4 DISTRICT HEAT VILLAGE GREEN GRANT REVENUE	$0.00	$0.00	$0.00	0.00 %
TOTAL OTHER REVENUE	**$0.00**	**$12,719.12**	**$12,719.12**	**0.00%**
50.29 OPERATING TRANSFERS				
50.2910.00.00.4 XFER FROM GENERAL FUND	$0.00	$0.00	$0.00	0.00 %
50.2990.00.00.4 DIST HEAT REV MISC	$0.00	$0.01	$0.01	0.00 %
TOTAL OPERATING TRANSFERS	**$0.00**	**$0.01**	**$0.01**	**0.00%**
TOTAL DISTRICT HEAT REVENUES	**$494,814.00**	**$345,753.27**	**($149,060.73)**	**69.88%**

City of Montpelier
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Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
EXPENDITURES				
50.5200 DIST HEAT STATE CONTRACT				
50.5200.56.00.5 DIST HEAT STATE CONTRACT	$84,089.00	$59,140.00	$24,949.00	70.33 %
TOTAL DIST HEAT STATE CONTRACT	**$84,089.00**	**$59,140.00**	**$24,949.00**	**70.33%**
50.5210 DIST HEAT ENERGY				
50.5210.76.02.5 DIST HEAT HEATING FUEL	$128,522.00	$98,801.01	$29,720.99	76.87 %
TOTAL DIST HEAT ENERGY	**$128,522.00**	**$98,801.01**	**$29,720.99**	**76.87%**
50.5220 DIST HEAT ADMINISTRATION				
50.5220.10.00.5 DIST HEAT ADMIN SALARIES & WAGES	$0.00	$0.00	$0.00	0.00 %
50.5220.11.00.5 DIST HEAT ADMIN OVERTIME	$0.00	$0.00	$0.00	0.00 %
50.5220.15.01.5 DIST HEAT ADMIN DENTAL INSURANCE	$0.00	$0.00	$0.00	0.00 %
50.5220.15.02.5 DIST HEAT ADMIN FICA/MEDICARE	$0.00	$0.00	$0.00	0.00 %
50.5220.15.03.5 DIST HEAT ADMIN HEALTH INSURANCE	$0.00	$0.00	$0.00	0.00 %
50.5220.15.04.5 DIST HEAT ADMIN FLEX SPENDING ACCOUNT	$0.00	$0.00	$0.00	0.00 %
50.5220.15.05.5 DIST HEAT ADMIN LONG TERM CARE INS	$0.00	$0.00	$0.00	0.00 %
50.5220.15.07.5 DIST HEAT ADMIN CITY RETIREMENT	$0.00	$0.00	$0.00	0.00 %
50.5220.15.08.5 DIST HEAT ADMIN LIFE STD LTD INS	$0.00	$0.00	$0.00	0.00 %
50.5220.15.09.5 DIST HEAT ADMIN UNEMP INSURANCE	$0.00	$0.00	$0.00	0.00 %
50.5220.15.10.5 DIST HEAT ADMIN WORK COMP	$0.00	$0.00	$0.00	0.00 %
50.5220.18.00.5 DIST HEAT ADMIN UNIFORMS/PROTECT CLOTHING	$0.00	$0.00	$0.00	0.00 %
50.5220.20.00.5 DIST HEAT ADMIN OFFICE SUPPLIES	$0.00	$0.00	$0.00	0.00 %
50.5220.34.03.5 DIST HEAT ADMIN COM TELE CELL & PAGER	$2,550.00	$0.00	$2,550.00	0.00 %
50.5220.38.00.5 DIST HEAT ADMIN DEPRECIATION	$0.00	$0.00	$0.00	0.00 %
50.5220.40.00.5 DIST HEAT ADMIN DUES/SUBSCRIPTS/MEETINGS	$0.00	$0.00	$0.00	0.00 %
50.5220.41.00.5 DIST HEAT PROF DEV/TRAINING	$0.00	$0.00	$0.00	0.00 %
50.5220.48.00.5 DIST HEAT ADMIN PROP & LIAB INSURANCE	$0.00	$0.00	$0.00	0.00 %
50.5220.56.00.5 DIST HEAT ADMIN OUTSIDE CONSULTING	$0.00	$15,898.90	($15,898.90)	0.00 %
50.5220.60.00.5 DIST HEAT ADMIN PROF SVCS	$13,000.00	$105.00	$12,895.00	0.81 %

Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
50.5220.61.00.5 DIST HEAT ADMIN LEGAL SERVICES	$0.00	$0.00	$0.00	0.00 %
50.5220.70.00.5 DIST HEAT ADMIN COPIER & PAPER	$0.00	$0.00	$0.00	0.00 %
50.5220.74.00.5 DIST HEAT ADMIN TRAVEL/TRANSPORTATION	$0.00	$0.00	$0.00	0.00 %
50.5220.79.00.5 DIST HEAT ADMIN STARTUP	$0.00	$0.00	$0.00	0.00 %
50.5220.83.00.5 DIST HEAT ADMIN MACH & EQUIP	$0.00	$0.00	$0.00	0.00 %
50.5220.90.00.5 DIST HEAT ADMIN PRINCIPAL REPAYMENT	$12,955.00	$12,955.00	$0.00	100.00 %
50.5220.91.00.5 DIST HEAT ADMIN INTEREST EXPENSE	$85,248.00	$44,614.37	$40,633.63	52.33 %
50.5220.92.00.5 DIST HEAT STATE OVERRUN EXP	$0.00	$0.00	$0.00	0.00 %
50.5220.96.00.5 DIST HEAT XFER TO GENERAL FUND	$0.00	$0.00	$0.00	0.00 %
50.5220.97.00.5 DIST HEAT ADMIN ADMIN/MGMT SVCS	$0.00	$0.00	$0.00	0.00 %
TOTAL DIST HEAT ADMINISTRATION	**$113,753.00**	**$73,573.27**	**$40,179.73**	**64.68%**
50.5230 DIST HEAT OPERATIONS				
50.5230.10.00.5 DIST HEAT OPER SALARIES & WAGES	$39,123.00	$30,770.11	$8,352.89	78.65 %
50.5230.11.00.5 DIST HEAT OPER OVERTIME	$3,665.00	$2,166.97	$1,498.03	59.13 %
50.5230.15.01.5 DIST HEAT OPER DENTAL INS	$304.00	$222.20	$81.80	73.09 %
50.5230.15.02.5 DIST HEAT OPER FICA/MEDI	$3,124.00	$2,360.86	$763.14	75.57 %
50.5230.15.03.5 DIST HEAT OPER HEALTH INS	$7,922.00	$6,289.07	$1,632.93	79.39 %
50.5230.15.04.5 DIST HEAT OPER FLEX SPENDING ACCOUNT	$152.00	$160.69	($8.69)	105.72 %
50.5230.15.05.5 DIST HEAT OPER LONG TERM CARE	$8.00	$23.45	($15.45)	293.13 %
50.5230.15.07.5 DIST HEAT OPER CITY RETIREMENT	$2,803.00	$1,973.19	$829.81	70.40 %
50.5230.15.08.5 DIST HEAT OPER LIFE STD LTD INS	$455.00	$375.74	$79.26	82.58 %
50.5230.15.09.5 DIST HEAT OPER UNEMPLOYMENT INS	$74.00	$81.03	($7.03)	109.50 %
50.5230.15.10.5 DIST HEAT OPER WORK COMP	$1,575.00	$1,670.26	($95.26)	106.05 %
50.5230.15.12.5 DIST HEAT OPER PARKING FEE	$30.00	$30.00	$0.00	100.00 %
50.5230.16.00.5 DIST HEAT OPER GASB#68 PENSION	$0.00	$0.00	$0.00	0.00 %
50.5230.18.00.5 DIST HEAT OPER UNIFORMS/PROTECT CLOTHING	$0.00	$0.00	$0.00	0.00 %
50.5230.21.00.5 DIST HEAT OPER SUPPLIES	$7,000.00	$99.00	$6,901.00	1.41 %
50.5230.23.00.5 DIST HEAT OPER SMALL TOOLS	$0.00	$0.00	$0.00	0.00 %
50.5230.34.00.5 DIST HEAT TELEP BASIC SERVICE	$0.00	$0.00	$0.00	0.00 %
50.5230.34.01.5 DIST HEAT TELEP LONG DISTANCE	$0.00	$0.00	$0.00	0.00 %
50.5230.34.02.5 DIST HEAT INTERNET WAN SERV	$0.00	$0.00	$0.00	0.00 %

City of Montpelier
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Account Number and Description	Budget FY 2016	Actual to Date Through 3/31/2016	Variance	Percent of Budget
50.5230.34.03.5 DIST HEAT OPER CELL PHONE	$0.00	$0.00	$0.00	0.00 %
50.5230.48.00.5 DIST HEAT OPER PROP & LIAB INS	$1,656.00	$1,786.46	($130.46)	107.88 %
50.5230.56.00.5 DIST HEAT OPER OTHER PUR SRVC	$0.00	$2,519.98	($2,519.98)	0.00 %
50.5230.68.00.5 DIST HEAT OPER EQUIP REPAIR/MAINT	$0.00	$1,681.67	($1,681.67)	0.00 %
50.5230.70.00.5 DIST HEAT OPER COPIER & PAPER	$118.00	$85.72	$32.28	72.64 %
50.5230.76.01.5 DIST HEAT OPER ELECTRIC	$5,338.00	$2,731.41	$2,606.59	51.17 %
50.5230.76.02.5 DIST HEAT OPER FUEL OIL	$80,253.00	$28,045.54	$52,207.46	34.95 %
50.5230.83.00.5 DIST HEAT OPER MACH & EQUIP	$0.00	$0.00	$0.00	0.00 %
50.5230.83.01.5 DIST HEAT COMPUTER EQUIP ALLOC	$0.00	$0.00	$0.00	0.00 %
TOTAL DIST HEAT OPERATIONS	**$153,600.00**	**$83,073.35**	**$70,526.65**	**54.08%**
50.6500 CIP MISC PROJECTS				
50.6500.85.25.5 DISTRICT HEAT -SUBRECIPIENT PYMT	$0.00	$0.00	$0.00	0.00 %
50.6500.86.30.5 DISTRICT HEAT VILLAGE GREEN GRANT EXPENSE	$0.00	$0.00	$0.00	0.00 %
TOTAL CIP MISC PROJECTS	**$0.00**	**$0.00**	**$0.00**	**0.00%**
50.9390 TRANSFERS TO OTHER FUNDS				
50.9390.82.00.5 DIST HEAT CONSTRUCTION REPAYMENT	$0.00	$4,195.00	($4,195.00)	0.00 %
50.9390.93.00.5 DIST HEAT OPER RESERVE	$14,850.00	$0.00	$14,850.00	0.00 %
50.9390.98.00.5 REVISE BUDGET ADJ FY15	$0.00	$0.00	$0.00	0.00 %
TOTAL TRANSFERS TO OTHER FUNDS	**$14,850.00**	**$4,195.00**	**$10,655.00**	**28.25%**
TOTAL DISTRICT HEAT EXPENDITURES	**$494,814.00**	**$318,782.63**	**$176,031.37**	**64.42%**
DISTRICT HEAT NET EXCESS / (DEFICIT)	**$0.00**	**$26,970.64**		

CITY COUNCIL Agenda Item #16-122(d).
Date: April 27, 2016
Consent _x_ Discussion ___

SUBJECT: Approval of the City's application for the Department of Energy's Cities Leading through Energy Analysis and Planning (Cities-LEAP) grant.

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Approve the City's application for the Department of Energy's Cities Leading through Energy Analysis and Planning (Cities-LEAP) grant.

RELATED COUNCIL GOAL/PRIOR ACTION: The Council established the 2015-2016 goal to "Establish a clear plan for short-term, medium-term, and long-term Net Zero implementation." Historically, the City Council and the Montpelier Energy Advisory Committee has supported the Net Zero Montpelier initiative.

EXPENDITURE REQUIRED: Per this Funding Opportunity Announcement, the Department of Energy is requiring a 10% grant match. However, this grant match can be in the form of in-kind support including existing staff time and other municipal resources.

SOURCE OF FUNDS: Department of Energy Federal grant up to $500,000 for two years with a 10% local match including in-kind time and support.

LEGAL REQUIREMENTS: The City is the eligible applicant.

BACKGROUND INFORMATION:

As a Climate Action Champion, the City has a unique opportunity to respond to this Funding Opportunity Announcement (FOA.) Through this FOA, the City of Montpelier will seek Department of Energy support to utilize a web-based "Community Energy Dashboard" to support data-driven decisions and actions to drive the City's transition to a clean energy future across all energy sectors. Through this project, Montpelier will also provide a replicable model for all communities in Vermont to use the data-driven "Community Energy Dashboard" to support clean energy planning, action and implementation. Finally, this project will create a model of national relevance that can be used by local and tribal governments across the country, with a particular focus on rural areas.

The City of Montpelier will utilize the “Community Energy Dashboard” as developed by the Energy Action Network (EAN) and the “Long Range Energy Alternatives Planning Model” as implemented by the Vermont Energy Investment Corp. (VEIC) to underpin this effort. The outcomes of this grant will be accomplished through .75 FTE on City staff, funds to support MEAC outreach, and funds to support EAN and VEIC. The City will apply for $500,000 over two year; $200,000 of this will be dedicated to the City of Montpelier and the remainder will be sub-granted or contracted to EAN and VEIC.

Through this proposal, the City of Montpelier will work with project partners (Energy Action Network and Vermont Energy Investment Corp.) to enhance the “Community Energy Dashboard” to include 1) a Green House Gas Calculator and 2) Scenario Modeling tools to enable governments to estimate the energy intensity or GHG emissions impacts of specific portfolios of policies and programs.

Through this project, Montpelier will pilot use of the “Community Energy Dashboard” as a data-driven decision framework to create a model for other communities in Vermont and for other small cities and local governments across the country to integrate energy considerations as a routine part of government practices and processes.

As an original Climate Action Champion, the City of Montpelier will use data-driven decision frameworks (through the “Community Energy Dashboard”) to increase the capacity of City government to integrate energy considerations into core City practices including facility operations and management, City planning, finances and budget, etc.

SUPPORTING DOCUMENTS: DOE-Cities LEAP Funding Opportunity Announcement

INTERESTED PARTIES: Montpelier Energy Advisory Committee (MEAC)

We presented this opportunity to MEAC at their April 19, 2016 regular meeting. They voted unanimously to support this grant application.

ASSISTANT CITY MANAGER’S APPROVAL: Jessie C Baker

Financial Assistance
Funding Opportunity Announcement

Department of Energy (DOE)
Office of Energy Efficiency and Renewable Energy (EERE)

Cities Leading through Energy Analysis and Planning (Cities-LEAP)

Funding Opportunity Announcement (FOA) Number: DE-FOA-0001403
FOA Type: Modification 0001
CFDA Number: 81.117

FOA Issue Date:	March 23, 2016
Informational Webinar:	March 31, 2016 2:30pm ET
Submission Deadline for Concept Papers:	May 17, 2016 5:00pm ET
Submission Deadline for Full Applications:	June 23, 2016 5:00pm ET
Expected Submission Deadline for Replies to Reviewer Comments:	July 7, 2016 5:00pm ET
Expected Date for EERE Selection Notifications:	August 1, 2016
Expected Timeframe for Award Negotiations	August 2-Sept 28, 2016

- Applicants must submit a Concept Paper by 5:00pm ET the due date listed above to be eligible to submit a Full Application.

- To apply to this FOA, applicants must register with and submit application materials through EERE Exchange at https://eere-Exchange.energy.gov, EERE's online application portal.

- Applicants must designate primary and backup points-of-contact in EERE Exchange with whom EERE will communicate to conduct award negotiations. If an application is selected for award negotiations, it is not a commitment to issue an award. It is imperative that the applicant/selectee be responsive during award negotiations and meet negotiation deadlines. Failure to do so may result in cancelation of further award negotiations and rescission of the Selection.

MODIFICATIONS

All modifications to the Funding Opportunity Announcement are highlighted in yellow in the body of the FOA.

Mod. No.	Date	Description of Modifications
0001	6 April 2016	DATE CHANGES: 1. Submission Deadline for Full Applications: Changed from June 17, 2016 to June 23, 2016 5:00pm ET 2. Expected Submission Deadline for Replies to Reviewer Comments: Changed from June 30, 2016 to July 7, 2016 5:00pm ET 3. Expected Date for EERE Selection Notifications: Changed from July 30, 2016 to August 1, 2016 4. Expected Timeframe for Award Negotiations: Changed from July 30-Sept. 28, 2016 to August 2-Sept 28, 2016

Table of Contents

I. Funding Opportunity Description

A. Description/Background

i. Program Summary

The Department of Energy (DOE) Office of Energy Efficiency and Renewable (EERE) seeks to continue to support cities in making progress toward a clean energy future through the Cities Leading through Energy Analysis and Planning (Cities-LEAP) project (energy.gov/eere/cities-leading-through-energy-analysis-and-planning). Consistent with existing Energy Department and Administration initiatives to work with local and tribal governments such as the Better Buildings Challenge, Clean Cities Coalition, and Climate Action Champions, this project is investigating complementary ways to support them in catalyzing clean energy innovation and transformation in their communities.

The intent of this Funding Opportunity Announcement (FOA) is to support the development and piloting of data-driven decision frameworks by local and tribal governments. These frameworks should advance model practices and processes that improve the ability of local and tribal governments to integrate, analyze, and understand varied datasets, in order to pursue opportunities across all clean energy sectors such as sustainable transportation, energy efficiency, and renewable power.

To develop and pilot such data-driven efforts, this FOA strongly encourages partnerships between local or tribal governments and entities such as academic institutions, technology companies, utilities, regional planning bodies, and non-governmental organizations.

Successful applications will include or aim to produce strong evidence that proposed model practices and processes can:

- Increase the ability of local or tribal governments to make data-driven decisions regarding actions under their authority (e.g., codes and standards, permitting and fees, zoning, traffic and parking rules, incentives, infrastructure, etc.) that affect energy intensity (e.g., reduce the quantity and cost of energy necessary to fulfill a service such as personal mobility or building occupant comfort) or energy-related greenhouse gas (GHG) emissions at a reasonable cost; and

- Identify and support implementation of local or tribal government actions that can lead to significant and quantifiable reductions in community-wide (e.g., not just facilities occupied and equipment or vehicles operated by the local or tribal government) energy intensity or energy-related GHG emissions.

Applicants are also encouraged to propose energy-related metrics beyond the primary GHG emissions and energy intensity metrics (e.g., air quality, climate change adaptation, quality of life indicators, etc.). While this FOA focuses on energy-related actions, other ancillary benefits may be necessary to stimulate action and may even serve as the stronger motivating factor for communities.

Proposals for data-driven decision frameworks should cover four basic project objectives:

1. Expand the use of data analytics by local or tribal governments for estimating the energy intensity or GHG emissions impacts of specific portfolios of policies and programs.
2. Illustrate how expanded use of data analysis can increase the effectiveness of those policy and program portfolios.
3. Find ways to increase overall local or tribal government capacity for making data-driven decisions through improved data access and data integration across local or tribal government departments.
4. Develop strategies to integrate energy considerations to become a routine part of local or tribal government practices and processes.

Outcomes of successful projects include but are not limited to:

- Local or tribal government adoption of an integrated approach to data analytics for the purposes of developing, improving or supporting policies and programs for reducing community-wide GHG emissions or energy intensity;
- Reducing the cost of and barriers to energy data collection, dissemination, and analysis, including creative ways to infer energy information where direct measurements of energy production or consumption may not be feasible or practical;
- Establishing how model practices and processes can be integrated and institutionalized in the local or tribal government decision-making process;
- Improving local or tribal government-wide data system integration and interoperability;

- Quantifying energy impacts of local or tribal government actions for local decision support;
- Integrating data and analysis across multiple local or tribal government departments and non-governmental entities;
- Maximizing the usefulness of available datasets and data resources for energy analysis;
- Analyzing and selecting a suite of specific energy-impacting policies and programs available to local or tribal governments that affect community-wide GHG emissions and energy intensity;
- Leveraging established standards and protocols for data collection and analysis methodologies to support consistency and cross-comparability of analysis outcomes; and
- Producing ways to implement practices and processes that can be augmented or sustained without long-term reliance on external funding sources.

Applications should include at least two anticipated impact metrics as appropriate such as:

- Improved utilization of data for energy analysis measured by the number of local or tribal government practices and processes impacted;
- Projected cost-effectiveness of continued use of data analytics for decision support, considering both direct costs and long-term outcomes;
- Number of data sets that will conform to established data standards and protocols and are publically available for commercial use; or
- Number of departments planning to utilize newly accessible data for decision support.

Note that applications need only state the intended metrics; and as such, applicants are not required to provide any quantification of those metrics in their submissions.

ii. Background

As part of the Cities-LEAP project, EERE's Office of Strategic Programs, through its Policy and Analysis and Technology-to-Market Teams, is soliciting applications to advance data-driven decision-making by local and tribal governments in support of their climate and energy goals. This funding is intended to enable partnerships between local or tribal governments and entities such as academic institutions, technology companies, utilities, regional planning bodies, and non-governmental organizations to develop and pilot data-driven decision frameworks that strengthen the analytical underpinning of energy-impacting actions by local and tribal governments across the United States.

In the responses to the related request for information (RFI) (eere-exchange.energy.gov/FileContent.aspx?FileID=c0970764-ed88-4eec-ba74-89b445b30b88), local governments indicated the need to integrate datasets across multiple topical and departmental areas. While respondents acknowledged that collecting energy-related data continues to be an important challenge, even once collected, merging and cross-tabulating that data with other (non-energy) datasets is a necessary and often missing step for conducting analyses to inform local government actions. Most respondents agreed that improved data integration can lead to more effective policymaking and program design, enabling local governments to target their activities toward the most cost-effective and efficient pathways for reaching community goals.

A recent, associated review (nrel.gov/docs/fy15osti/64128.pdf) of published local government planning documents such as climate action plans and sustainability plans highlights the interconnectedness of energy issues with broader local policy goals. The review also highlights the practical difficulty local government have in making strong and quantitative linkages between actions and goals. Strong applications in response to this FOA would include data-based analytical approaches that can quantify the linkages between local government actions and the achievement of energy related goals.

iii. Technical Assistance

In addition to a monetary award of up to $500,000 per awardee, successful applicants may also receive access to technical assistance from the National Laboratories to implement solutions to emerging challenges. In cases where technical assistance is provided, EERE anticipates the value of the technical assistance will be in the range of $50,000 per awardee. Actual values will vary and will be determined during the negotiation phase. EERE reserves the right to cancel this offer of technical assistance. Furthermore, the ability of EERE to provide technical assistance to awardees is subject to the availability of appropriated funds.

Below are examples of the types of support and/or project team questions which could be provided and/or answered through this technical support:

- Project strategy and management consultation;
- Identification of technical specifications and best practices for data analysis and GIS platforms; and
- Identification of best practices and methodology related to:
  - Methods for energy analysis such as resource modeling and impacts assessment;
  - Determining energy technology cost and performance;
  - Developing and contracting geospatial information systems (GIS) analysis; and
  - Developing strategies for data systems architecture, maintenance, and infrastructure.

iv. Key Deliverables

Recipients are required to provide a number of deliverables to DOE that verify (1) they have developed and piloted a data-driven decision framework that improves the ability of the local or tribal government(s) to meet community-wide energy or climate goals and (2) this framework can be integrated with local or tribal government processes in a sustainable way without continued support from external funding sources. Verification should be provided in the form of a project summary and any related supplemental and presentation materials that can also be used by other local or tribal governments to replicate this framework in their communities. DOE has the right to use these materials for publication as case studies, brochures, and fact sheets and as part of its technical assistance activities.

1. Project Summary: This must have a clear problem statement and show how the decision framework addresses a specific set of policies and programs. This must also outline the approach, methodology, calculations, and results including the data analytics, data integration, impact metrics, and quantitative estimates for impacts to energy intensity or energy-related GHG emissions. Of specific interest are lessons learned and changes to local or tribal government processes to integrate the decision framework in a routine and sustainable manner.

2. Supplemental Materials: Sufficient materials should be provided to enable the replicability of the project by other local or tribal governments. These materials are project specific and will be agreed upon in the negotiation phase. These materials should include templates for any potential changes to local or tribal government reporting requirements, draft language for any potential changes to policies, source code developed through this award for data analytics or data integration, and applicable data specifications and protocols. Any software developed through this award must be made Open Source unless DOE grants a waiver at the time of award (See Article VIII(O) below). Applicants must show in their proposal how the development of proprietary or otherwise non-Open Source software under the award will better meet the objectives of the Cities-LEAP program to expand the use of data analytics to be considered for a waiver.

3. Communications: Recipient must conduct at least one recorded webinar and must also participate in a final meeting of all awardees to share experiences and disseminate information. Copies of presentation materials and attendee lists must be provided to DOE. Recipient must also conduct at least 2 other communications activities to make project goals, methods, and results accessible to other local or tribal governments and their stakeholders. These activities could include but are not limited to posting and advertising presentation materials through the web; delivering webinar presentations and in-person presentations at workshops and conferences widely attended by other local or tribal governments and their stakeholders; and other communications activities identified by DOE.

B. Topic Areas/Technical Areas of Interest

This FOA seeks applications for developing and piloting data-driven decision-making frameworks at a community-wide scale. These frameworks should address local or tribal government or community-identified data and energy analysis gaps, and establish strategies by which projected or realized energy intensity or GHG emissions impacts assessments can be integrated with local or tribal government planning, rules, regulations, and programs.

It should be stressed that this FOA solicits applications across all local or tribal government departments and all EERE technology areas (e.g., sustainable transportation, energy efficiency, and renewable power).

Decision frameworks should meet four basics objectives:

1. Expand the use of data analytics by local or tribal governments for estimating the energy intensity or GHG emissions impacts of specific portfolios of policies and programs.
2. Illustrate how expanded use of data analysis can increase the effectiveness of those policy and program portfolios.
3. Find ways to increase overall local or tribal government capacity for making data-driven decisions through improved data access and data integration across local or tribal government departments.
4. Develop strategies to integrate energy considerations to become a routine part of local or tribal government practices and processes.

This FOA seeks a diversity of projects that that address data and analysis needs by local or tribal governments for decision support. For example, addressed gaps could include developing and piloting data-driven approaches to:

- Project the energy impacts of future local or tribal government actions for the purposes of enabling metrics-driven selection, prioritization, and refinement of programs and policies. Local or tribal governments may be challenged in making explicit and quantitative linkages between the aspirational actions expressed in planning documents and the ability of the related suites of policies and programs to achieve climate, energy, or other sustainability goals.
    - For example, a number of local governments have undertaken capital improvement projects and modifications to zoning, in order to create Complete Streets (i.e., streets designed for multi-modal use) that provide, among other values, enhanced mobility. There is a lack of empirical methods for estimating the long term energy impacts of implemented Complete Streets policies and the extent to which the implementation of those policies can support community GHG or energy-related goals. Local governments that have implemented these policies may be able to conduct natural experiments to assess impacts by combining GIS data with other datasets (e.g., demographic, vehicle registration, economic, transit, tax, and marketing) for energy analysis. This would allow local governments to assess potential expansion of these policies or modifications that would increase impacts and lower costs and select key indicators that could be used for continued energy and GHG emissions impacts tracking.

- Improve the targeting of local or tribal government policies and resources with energy implications toward specific community subpopulations of individuals, households, and businesses to maximize program returns and GHG emission or energy intensity reductions (e.g., by focusing on those entities at a decision point, who would most benefit from an energy program and would be most likely to participate).
    - For example, transit planners are challenged in assessing the latent demand for new transit routes and schedules. Furthermore, developers may miss key opportunities to invest in distributed PV, lacking knowledge of potential grid support and strong solar resource availability. Also, energy efficiency program administrators must invest heavily in marketing and outreach to engage customers and close information gaps; and much of the effort is often misdirected toward non-target audiences. Standard approaches, such as audits and surveys, may be resource intensive and difficult to do on a routine basis. Remote sensing technologies (e.g., LiDAR) combined with other datasets (e.g., historic participation, marketing, and demographic data) could be leveraged to develop location-specific targeting strategies.
- Measure and track the realized energy impacts of existing, innovative local or tribal government actions for the purposes of determining policy or program effectiveness and opportunities for increased effectiveness. Measuring and tracking policy and program effectiveness frequently is not an explicit consideration during planning and implementation phases, and policy and program effectiveness measurements are often based on alternative criteria to realized energy impacts. A lack of proper baselines and counterfactuals (i.e., what would have happened in the absence of the implemented policy or program) and a lack of available tracking data are significant barriers to the use of impact evaluations for decision support.
    - For example, verification of energy savings from building retrofits and the level of building energy code compliance has proved difficult to monitor and quantify. Connecting building permit data (i.e., implemented retrofit measures and new constructions) with energy use data (e.g., local utility, Green Button, disclosure policy, and excise tax) and building characteristics data (e.g., property tax assessment) could support automated tracking of the energy impacts. The combination of standardized program metrics and energy impacts metrics can allow local or tribal governments to conduct simple and cost-effective evaluations of different policies

and programs for building retrofits or increasing code compliance that can be used for decision support.

All work under EERE funding agreements must be performed in the United States. See Section IV.J.3 and Appendix B.

C. Applications Specifically Not of Interest

The following types of applications will be deemed nonresponsive and will not be reviewed or considered (See Section III.D of the FOA):

- Applications that fall outside the technical parameters specified in Section I.B of the FOA, including but not limited to:
    - Activities that focus primarily on municipal operations (i.e., energy use by municipal facilities and fleets) rather than community energy use;
    - Primary development of local or tribal government and community plans (e.g., climate action, sustainability, and energy plans);
    - Activities that focus exclusively on other issues (e.g., resilience, livability) without demonstrating a strong energy intensity or GHG emissions reduction impact;
    - Hiring staff or consultants or collecting data for unrelated activities or without specific analytical objectives; and
    - Purchasing time-limited licenses or memberships without good faith commitments for funding past the award period.
- Applications for continuation of an existing project already funded by other sources without demonstration of substantial increase in project outcomes.
- Applications for which there is significant uncertainty in data access and the proposed use of new data sources lack commitments from the relevant parties.
- Applications that include:
    - Purchase of buildings, vehicles, or land;
    - Direct funding of subsidy programs or other types of incentives; and
    - Financing (seed capital, loan forgiveness, interest buy down, etc.).
- Applications for proposed technologies that are not based on sound scientific principles (e.g., violates the laws of thermodynamics).

D. Authorizing Statutes

The programmatic authorizing statute is EPAct 2005, Section 1004, Section 931(a)(2).

Awards made under this announcement will fall under the purview of 2 CFR Part 200 as amended by 2 CFR Part 910.

II. Award Information

A. Award Overview

i. Estimated Funding

EERE expects to make approximately $1,250,000 of Federal funding available for new awards under this FOA, subject to the availability of appropriated funds. EERE anticipates making approximately 3-5 awards under this FOA. EERE may issue one, multiple, or no awards. Individual awards may vary between $100,000 and $500,000 but could be greater or less than these amounts.

EERE may establish more than one budget period for each award and fund only the initial budget period(s). Funding for all budget periods, including the initial budget period, is not guaranteed. Before the expiration of the initial budget period(s), EERE may perform a down-select among different recipients and provide additional funding only to a subset of recipients.

ii. Period of Performance

EERE anticipates making awards that will run up to 24 months in length. Project continuation will be contingent upon satisfactory performance and go/no-go decision review. At the go/no-go decision points, EERE will evaluate project performance, project schedule adherence, meeting milestone objectives, compliance with reporting requirements, and overall contribution to the program goals and objectives. As a result of this evaluation, EERE will make a determination to continue the project, re-direct the project, or discontinue funding the project.

iii. New Applications Only

EERE will accept only new applications under this FOA. EERE will not consider applications for renewals of existing EERE-funded awards through this FOA.

B. EERE Funding Agreements

Through Cooperative Agreements and other similar agreements, EERE provides financial and other support to projects that have the potential to realize the FOA objectives. EERE does not use such agreements to acquire property or services for the direct benefit or use of the United States Government.

i. Cooperative Agreements

EERE generally uses Cooperative Agreements to provide financial and other support to Prime Recipients.

Through Cooperative Agreements, EERE provides financial or other support to accomplish a public purpose of support or stimulation authorized by Federal statute. Under Cooperative Agreements, the Government and Prime Recipients share responsibility for the direction of projects.

EERE has substantial involvement in all projects funded via Cooperative Agreement. See Section VI.B.9 of the FOA for more information on what substantial involvement may involve.

ii. Funding Agreements with FFRDCs

In most cases, Federally Funded Research and Development Centers (FFRDC) are funded independently of the remainder of the Project Team. The FFRDC then executes an agreement with any non-FFRDC Project Team members to arrange work structure, project execution, and any other matters. Regardless of these arrangements, the entity that applied as the Prime Recipient for the project will remain the Prime Recipient for the project.

iii. Grants

Although EERE has the authority to provide financial support to Prime Recipients through Grants, EERE generally does not fund projects through Grants. EERE may fund a limited number of projects through Grants, as appropriate.

iv. Technology Investment Agreements

In rare cases and if determined appropriate, EERE will consider awarding a Technology Investment Agreement (TIA) to a non-FFRDC applicant. TIAs, governed by 10 CFR Part 603, are assistance instruments used to increase the involvement of commercial entities in the Department's research, development, and demonstration programs. A TIA may be either a type of cooperative agreement or an assistance transaction other than a cooperative agreement, depending on the intellectual property provisions. In both cases, TIAs are not necessarily subject to all of the requirements of 2 CFR Part 200 as amended by 2 CFR Part 910.

In a TIA, EERE may modify the standard Government terms and conditions, including but not limited to:

- Intellectual Property Provisions: EERE may negotiate special arrangements with recipients to avoid the encumbrance of existing intellectual property rights or to facilitate the commercial deployment of inventions conceived or first actually reduced to practice under the EERE funding agreement.
- Accounting Provisions: EERE may authorize the use of generally accepted accounting principles (GAAP) where recipients do not have accounting systems that comply with Government recordkeeping and reporting requirements.

EERE will be more amenable to awarding a TIA in support of an application from a consortium or a team arrangement that includes cost sharing with the private sector, as opposed to an application from a single organization. Such a consortium or teaming arrangement could include a FFRDC. If a DOE/NNSA FFRDC is a part of the consortium or teaming arrangement, the value of, and funding for the DOE/NNSA FFRDC portion of the work will be authorized and funded under the DOE field work authorization system and performed under the laboratory's Management and Operating contract. Funding for a non-DOE/NNSA FFRDC would be through an interagency agreement under the Economy Act or other statutory authority. Other appropriate contractual accommodations, such as those involving intellectual property, may be made through a "funds in" agreement to facilitate the FFRDCs participation in the consortium or teaming arrangement. If a TIA is awarded, certain types of information described in 10 CFR 603.420(b) are exempt from disclosure under the Freedom of Information Act for five years after DOE receives the information.

An applicant may request a TIA if it believes that using a TIA could benefit the RD&D objectives of the program (see section 603.225) and can document these benefits. If an applicant is seeking to negotiate a TIA, the applicant must include an explicit request in its Full Application. After an applicant is selected for award negotiation, the Contracting Officer will determine if awarding a TIA would benefit the RD&D objectives of the program in ways that likely would not happen if another type of assistance agreement (e.g., cooperative agreement subject to the requirements of 2 CFR Part 200 as amended by 2 CFR Part 910). The Contracting Officer will use the criteria in 10 CFR 603, Subpart B, to make this determination.

III. Eligibility Information

To be considered for substantive evaluation, an applicant's submission must meet the criteria set forth below. If the application does not meet these initial requirements, it will be considered non-responsive, removed from further evaluation, and ineligible for any award.

A. Eligible Applicants

U.S. local and tribal governments, or consortia thereof, are eligible to apply. For the purposes of this initiative, local governments may include a county, municipality, city, town, township, local public authority (including any public and Indian housing agency), school district, special district, intrastate district, council of governments, any other regional or interstate government entity, or any agency or instrumentality of a local government. To be considered as a tribal government for purposes of this Announcement, the entity must be any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688) [43 U.S.C. 1601 et seq.], which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

B. Cost Sharing

Cost Share 10%

The cost share must be at least 10% of the total allowable costs for proposed projects (i.e., the sum of the Government share, including FFRDC costs if applicable, and the recipient share of allowable costs equals the total allowable cost of the project) and must come from non-Federal sources unless otherwise allowed by law. (See 2 CFR 200.306 and 2 CFR 910.130 for the applicable cost sharing requirements.)

To assist applicants in calculating proper cost share amounts, EERE has included a cost share information sheet and sample cost share calculation as Appendix A.

i. Legal Responsibility

Although the cost share requirement applies to the project as a whole, including work performed by members of the project team other than the

Prime Recipient, the Prime Recipient is legally responsible for paying the entire cost share. The Prime Recipient's cost share obligation is expressed in the Assistance Agreement as a static amount in U.S. dollars (cost share amount) and as a percentage of the Total Project Cost (cost share percentage). If the funding agreement is terminated prior to the end of the project period, the Prime Recipient is required to contribute at least the cost share percentage of total expenditures incurred through the date of termination.

The Prime Recipient is solely responsible for managing cost share contributions by the Project Team and enforcing cost share obligation assumed by Project Team members in subawards or related agreements.

ii. Cost Share Allocation

Each Project Team is free to determine how best to allocate the cost share requirement among the team members. The amount contributed by individual Project Team members may vary, as long as the cost share requirement for the project as a whole is met.

iii. Cost Share Types and Allowability

Every cost share contribution must be allowable under the applicable Federal cost principles, as described in Section IV.J.1 of the FOA. In addition, cost share must be verifiable upon submission of the Full Application.

Project Teams may provide cost share in the form of cash or in-kind contributions. Cash contributions may be provided by the Prime Recipient or Subrecipients. Allowable in-kind contributions include, but are not limited to: rental value of buildings or equipment, the value of a donated service or resource, or third party in-kind contribution.

Project teams may use funding or property received from state or local governments to meet the cost share requirement, so long as the funding was not provided to the state or local government by the Federal Government.

The Prime Recipient may not use the following sources to meet its cost share obligations including, but not limited to:

- Revenues or royalties from the prospective operation of an activity beyond the project period;
- Proceeds from the prospective sale of an asset of an activity;

- Federal funding or property (e.g., Federal grants, equipment owned by the Federal Government); or
- Expenditures that were reimbursed under a separate Federal Program.

Project Teams may not use the same cash or in-kind contributions to meet cost share requirements for more than one project or program.

Cost share contributions must be specified in the project budget, verifiable from the Prime Recipient's records, and necessary and reasonable for proper and efficient accomplishment of the project. As all sources of cost share are considered part of total project cost, the cost share dollars will be scrutinized under the same Federal regulations as Federal dollars to the project. Every cost share contribution must be reviewed and approved in advance by the Contracting Officer and incorporated into the project budget before the expenditures are incurred.

Applicants are encouraged to refer to 2 CFR 200.306 as amended by 2 CFR 910.130 & 10 CFR 603.525-555 for additional guidance on cost sharing.

iv. Cost Share Contributions by FFRDCs

Because FFRDCs are funded by the Federal Government, costs incurred by FFRDCs generally may not be used to meet the cost share requirement. FFRDCs may contribute cost share only if the contributions are paid directly from the contractor's Management Fee or another non-Federal source.

v. Cost Share Verification

Applicants are required to provide written assurance of their proposed cost share contributions in their Full Applications.

Upon selection for award negotiations, applicants are required to provide additional information and documentation regarding their cost share contributions. Please refer to Appendix A of the FOA.

vi. Cost Share Payment

EERE requires Prime Recipients to contribute the cost share amount incrementally over the life of the award. Specifically, the Prime Recipient's cost share for each billing period must always reflect the overall cost share ratio negotiated by the parties (i.e., the total amount of cost sharing on each invoice when considered cumulatively with previous invoices must reflect, at a minimum, the cost sharing percentage negotiated).

In limited circumstances, and where it is in the government's interest, the EERE Contracting Officer may approve a request by the Prime Recipient to meet its cost share requirements on a less frequent basis, such as monthly or quarterly. Regardless of the interval requested, the Prime Recipient must be up-to-date on cost share at each interval. Such requests must be sent to the Contracting Officer during award negotiations and include the following information: (1) a detailed justification for the request; (2) a proposed schedule of payments, including amounts and dates; (3) a written commitment to meet that schedule; and (4) such evidence as necessary to demonstrate that the Prime Recipient has complied with its cost share obligations to date. The Contracting Officer must approve all such requests before they go into effect.

C. Compliance Criteria

Concept Papers and Full Applications must meet all Compliance criteria listed below or they will be considered noncompliant. EERE will not review or consider noncompliant submissions, including Concept Papers, Full Applications, and Replies to Reviewer Comments that were: submitted through means other than EERE Exchange; submitted after the applicable deadline; and/or submitted incomplete. EERE will not extend the submission deadline for applicants that fail to submit required information due to server/connection congestion.

i. Compliance Criteria

1. Concept Papers

Concept Papers are deemed compliant if:

- The Concept Paper complies with the content and form requirements in Section IV.C of the FOA; and
- The applicant successfully uploaded all required documents and clicked the "Submit" button in EERE Exchange by the deadline stated in this FOA.

2. Full Applications

Full Applications are deemed compliant if:

- The applicant submitted a compliant Concept Paper;

- The Full Application complies with the content and form requirements in Section IV.D of the FOA; and
- The applicant successfully uploaded all required documents and clicked the “Submit” button in EERE Exchange by the deadline stated in the FOA.

3. **Replies to Reviewer Comments**
   Replies to Reviewer Comments are deemed compliant if:

   - The Reply to Reviewer Comments complies with the content and form requirements in Section IV.E of the FOA; and
   - The applicant successfully uploaded all required documents to EERE Exchange by the deadline stated in the FOA.

D. Responsiveness Criteria

All “Applications Specifically Not of Interest,” as described in Section I.C of the FOA, are deemed nonresponsive and are not reviewed or considered.

E. Other Eligibility Requirements

i. Requirements for DOE/NNSA Federally Funded Research and Development Centers (FFRDC) Listed as the Prime Applicant

A DOE/NNSA FFRDC is not eligible to apply as a Prime Applicant under this Funding Opportunity Announcement.

ii. Requirements for DOE/NNSA and non-DOE/NNSA Federally Funded Research and Development Centers Included as a Subrecipient

DOE/NNSA and non-DOE/NNSA FFRDCs may be proposed as a Subrecipient on another entity’s application subject to the following guidelines:

1. **Authorization for non-DOE/NNSA FFRDCs**
   The Federal agency sponsoring the FFRDC must authorize in writing the use of the FFRDC on the proposed project and this authorization must be submitted with the application. The use of a FFRDC must be consistent with its authority under its award.

2. **Authorization for DOE/NNSA FFRDCs**
   The cognizant Contracting Officer for the FFRDC must authorize in writing the use of the FFRDC on the proposed project and this authorization must be submitted with the application. The following wording is acceptable for this authorization:

   Authorization is granted for the [Enter Laboratory Name] Laboratory to participate in the proposed project. The work proposed for the laboratory is consistent with or complementary to the missions of the laboratory, and will not adversely impact execution of the DOE assigned programs at the laboratory.

3. **Value/Funding**
   The value of and funding for the FFRDC portion of the work will not normally be included in the award to a successful applicant. Usually, DOE will fund a DOE/NNSA FFRDC contractor through the DOE field work proposal system and non-DOE/NNSA FFRDC through an interagency agreement with the sponsoring agency.

4. **Cost Share**
   Although the FFRDC portion of the work is usually excluded from the award to a successful applicant, the applicant's cost share requirement will be based on the total cost of the project, including the applicant's and the FFRDC's portions of the project.

5. **Responsibility**
   The Prime Recipient will be the responsible authority regarding the settlement and satisfaction of all contractual and administrative issues including, but not limited to disputes and claims arising out of any agreement between the Prime Recipient and the FFRDC contractor.

6. **Limit on FFRDC Effort**
   The scope of work to be performed by the FFRDC may not be more significant than the scope of work to be performed by the applicant.

F. Limitation on Number of Concept Papers and Full Applications Eligible for Review

Applicants may submit more than one Full Application to this FOA, provided that each application describes a unique, scientifically distinct project.

G. Questions Regarding Eligibility

EERE will not make eligibility determinations for potential applicants prior to the date on which applications to this FOA must be submitted. The decision whether to submit an application in response to this FOA lies solely with the applicant.

IV. Application and Submission Information

A. Application Process

The application process will include two phases: a Concept Paper phase and a Full Application phase. **Only applicants who have submitted an eligible Concept Paper will be eligible to submit a Full Application**. At each phase, EERE performs an initial eligibility review of the applicant submissions to determine whether they meet the eligibility requirements of Section III of the FOA. EERE will not review or consider submissions that do not meet the eligibility requirements of Section III. All submissions must conform to the following form and content requirements, including maximum page lengths (described below) and must be submitted via EERE Exchange at https://eere-exchange.energy.gov/, unless specifically stated otherwise. **EERE will not review or consider submissions submitted through means other than EERE Exchange, submissions submitted after the applicable deadline, and incomplete submissions**. EERE will not extend deadlines for applicants who fail to submit required information and documents due to server/connection congestion. A control number will be issued when an applicant begins the Exchange application process. This control number must be included with all Application documents, as described below.

The Concept Paper, Full Application, and Reply to Reviewer Comments must conform to the following requirements:

- Each must be submitted in Adobe PDF format unless stated otherwise.
- Each must be written in English.
- All pages must be formatted to fit on 8.5 x 11 inch paper with margins not less than one inch on every side. Use Times New Roman typeface, a black font color, and a font size of 12 point or larger (except in figures or tables, which may be 10 point font). A symbol font may be used to insert Greek letters or special characters, but the font size requirement still applies. References must be included as footnotes or endnotes in a font size of 10 or larger. Footnotes and endnotes are counted toward the maximum page requirement.

- The Control Number must be prominently displayed on the upper right corner of the header of every page. Page numbers must be included in the footer of every page.
- Each submission must not exceed the specified maximum page limit, including cover page, charts, graphs, maps, and photographs when printed using the formatting requirements set forth above and single spaced. If applicants exceed the maximum page lengths indicated below, EERE will review only the authorized number of pages and disregard any additional pages.

Applicants are responsible for meeting each submission deadline. **Applicants are strongly encouraged to submit their Concept Papers and Full Applications at least 48 hours in advance of the submission deadline**. Under normal conditions (i.e., at least 48 hours in advance of the submission deadline), applicants should allow at least 1 hour to submit a Concept Paper, Full Application, or Reply to Reviewer Comments. Once the Concept Paper, Full Application, or Reply to Reviewer Comments is submitted in EERE Exchange, applicants may revise or update that submission until the expiration of the applicable deadline. If changes are made, the applicant must resubmit the Concept Paper, Full Application, or Reply to Reviewer Comments before the applicable deadline.

EERE urges applicants to carefully review their Concept Papers, and Full Applications and to allow sufficient time for the submission of required information and documents. All Full Applications that pass the initial eligibility review will undergo comprehensive technical merit review according to the criteria identified in Section V.A.2 of the FOA.

i. Additional Information on EERE Exchange

EERE Exchange is designed to enforce the deadlines specified in this FOA. The "Apply" and "Submit" buttons will automatically disable at the defined submission deadlines. Should applicants experience problems with Exchange, the following information may be helpful.

Applicants that experience issues with submission PRIOR to the FOA deadline: In the event that an applicant experiences technical difficulties with a submission, the Application should contact the Exchange helpdesk for assistance (EERE-ExchangeSupport@hq.doe.gov). The Exchange helpdesk and/or the EERE Exchange system administrators will assist Applicants in resolving issues.

Applicants that experience issue with submissions that result in late submissions: In the event that an applicant experiences technical difficulties so severe that they are unable to submit their application by the deadline, the applicant should contact the Exchange helpdesk for assistance (EERE-ExchangeSupport@hq.doe.gov). The Exchange helpdesk and/or the EERE Exchange system administrators will assist the applicant in resolving all issues (including finalizing submission on behalf of and with the applicant's concurrence). PLEASE NOTE, however, those applicants who are unable to submit their application on time due to their waiting until the last minute when network traffic is at its heaviest to submit their materials will not be able to use this process.

B. Application Forms

The application forms and instructions are available on EERE Exchange. To access these materials, go to https://eere-Exchange.energy.gov and select the appropriate funding opportunity number.

Note: The maximum file size that can be uploaded to the EERE Exchange website is 10MB. Files in excess of 10MB cannot be uploaded, and hence cannot be submitted for review. If a file exceeds 10MB but is still within the maximum page limit specified in the FOA, it must be broken into parts and denoted to that effect. For example:
ControlNumber_LeadOrganization_Project_Part_1
ControlNumber_LeadOrganization_Project_Part_2, etc.

C. Content and Form of the Concept Paper

To be eligible to submit a Full Application, applicants must submit a Concept Paper by the specified due date and time.

i. Concept Paper Content Requirements

EERE will not review or consider ineligible Concept Papers (see Section III of the FOA).

Each Concept Paper must be limited to a single concept or technology. Unrelated concepts and technologies should not be consolidated into a single Concept Paper.

The Concept Paper must conform to the following content requirements:

Section	Page Limit	Description
Cover Page	1 page maximum	The cover page should include the project title, both the technical and business points of contact, names of all team member organizations, and any statements regarding confidentiality.
Project Description	5 pages maximum	Applicants are required to describe succinctly: • The proposed project in terms of data analytics and process integration with local government, including its basic operating principles and how it is unique and innovative; • The proposed project's targeted suite of policies and programs and expected implications (qualitative only) to either energy intensity or GHG emissions; • The proposed project's target level of performance based on the impact metrics described in the Program Summary Section I.A.i (applicants should provide technical data or other support to show how the proposed target could be met); • The current state-of-the-art in the relevant field and application, including key shortcomings, limitations, and challenges; • How the proposed project will overcome the shortcomings, limitations, and challenges in the relevant field and application; • The potential impact that the proposed project would have on the relevant field and application; • The key data, analysis, and process integration risks/issues associated with the proposed project development plan; and • The impact that EERE funding would have on the proposed project.
Addendum	5 pages maximum	Applicants are required to describe succinctly the qualifications, experience, and capabilities of the proposed Project Team, including: • Whether the Principal Investigator (PI) and Project Team have the skill and expertise needed to successfully execute the project plan; • Whether the applicant has prior experience which demonstrates an ability to perform tasks of similar risk and complexity; • Whether the applicant has worked together with its teaming partners on prior projects or programs; and • Whether the applicant has adequate access to data, equipment, and facilities necessary to accomplish the effort and/or clearly explain how it intends to obtain

		access to the necessary data, equipment, and facilities. Applicants may provide graphs, charts, or other data to supplement their Technology Description.

EERE makes an independent assessment of each Concept Paper based on the criteria in Section V.A.i of the FOA. EERE will encourage a subset of applicants to submit Full Applications. Other applicants will be discouraged from submitting a Full Application. An applicant who receives a “discouraged” notification may still submit a Full Application. EERE will review all eligible Full Applications. However, by discouraging the submission of a Full Application, EERE intends to convey its lack of programmatic interest in the proposed project in an effort to save the applicant the time and expense of preparing an application that is unlikely to be selected for award negotiations.

EERE may include general comments provided from reviewers on an applicant’s Concept Paper in the encourage/discourage notification sent to applicants at the close of that phase.

D. Content and Form of the Full Application

Applicants must submit a Full Application by the specified due date and time to be considered for funding under this FOA. Applicants must complete the following application forms found on the EERE Exchange website at https://eere-Exchange.energy.gov/, in accordance with the instructions.

Applicants will have approximately 30 days from receipt of the Concept Paper Encourage/Discourage notification to prepare and submit a Full Application. Regardless of the date the applicant receives the Encourage/Discourage notification, the submission deadline for the Full Application remains the date and time stated on the FOA cover page.

All Full Application documents must be marked with the Control Number issued to the applicant. Applicants will receive a control number upon submission of their Concept Paper, and should include that control number in the file name of their Full Application submission (i.e., Control number_Applicant Name_Full Application)."

i. Full Application Content Requirements

EERE will not review or consider ineligible Full Applications (see Section III of the FOA).

Each Full Application shall be limited to a single concept or technology. Unrelated concepts and technologies shall not be consolidated in a single Full Application.

Full Applications must conform to the following requirements:

Submission	Components	File Name
Full Application (PDF, unless stated otherwise)	Technical Volume (See Chart in Section IV.D.2)	ControlNumber_LeadOrganization_TechnicalVolume
	Statement of Project Objectives (Microsoft Word format) (10 page limit)	ControlNumber_LeadOrganization_SOPO
	SF-424	ControlNumber_LeadOrganization_App424
	Budget Justification (EERE 335) (Microsoft Excel format. Applicants must use the template available in EERE Exchange)	ControlNumber_LeadOrganization_Budget_Justification
	Summary for Public Release (1 page limit)	ControlNumber_LeadOrganization_Summary
	Summary Slide (1 page limit, Microsoft PowerPoint format)	ControlNumber_LeadOrganization_Slide
	Subaward Budget Justification (EERE 335) (Microsoft Excel format. Applicants must use the template available in EERE Exchange)	ControlNumber_LeadOrganization_Subawardee_Budget_Justification
	Budget for FFRDC, if applicable	ControlNumber_LeadOrganization_FWP
	Authorization from cognizant Contracting Officer for FFRDC, if applicable	ControlNumber_LeadOrganization_FFRDCAuth
	SF-LLL Disclosure of Lobbying Activities	ControlNumber_LeadOrganization_SF-LLL
	Foreign Entity and Performance of Work in the United States waiver requests, if applicable	ControlNumber_LeadOrganization_Waiver

Note: The maximum file size that can be uploaded to the EERE Exchange website is 10MB. Files in excess of 10MB cannot be uploaded, and hence cannot be submitted for review. If a file exceeds 10MB but is still within the maximum page limit specified in the FOA it must be broken into parts and denoted to that effect. For example:

ControlNumber_LeadOrganization_TechnicalVolume_Part_1
ControlNumber_LeadOrganization_TechnicalVolume_Part_2, etc.

EERE will not accept late submissions that resulted from technical difficulties due to uploading files that exceed 10MB.

EERE provides detailed guidance on the content and form of each component below.

ii. Technical Volume

The Technical Volume must be submitted in Adobe PDF format. The Technical Volume must conform to the following content and form requirements, including maximum page lengths. If applicants exceed the maximum page lengths indicated below, EERE will review only the authorized number of pages and disregard any additional pages. This volume must address the Merit Review Criteria as discussed in Section V.A.2 of the FOA. Save the Technical Volume in a single PDF file using the following convention for the title: "ControlNumber_LeadOrganization_TechnicalVolume".

Applicants must provide sufficient citations and references to the primary research literature to justify the claims and approaches made in the Technical Volume. However, EERE and reviewers are under no obligation to review cited sources.

The Technical Volume to the Full Application may not be more than 20 pages, including the cover page, table of contents, and all citations, charts, graphs, maps, photos, or other graphics, and must include all of the information in the table below. The applicant should consider the weighting of each of the evaluation criteria (see Section V.A.2 of the FOA) when preparing the Technical Volume.

SECTION/PAGE LIMIT	DESCRIPTION
1 Page	The cover page should include the project title, both the technical and business points of contact, names of all team member organizations, and any statements regarding confidentiality.

Project Overview (This section should constitute approximately 10% of the Technical Volume) The Technical Volume should not exceed 10 pages	The Project Overview should contain the following information: • Background: The applicant should discuss the background of their organization, including the history, successes, and current status regarding implemented energy and GHG emissions-impacting programs and policies, data analytics capacity, and the use of data analytics in local government practices and processes (i.e., the technical baseline) relevant to the technical topic being addressed in the Full Application. • Project Goal: The applicant should explicitly identify the targeted suite of energy and GHG emissions-impacting policies and programs, the targeted improvements to the above technical baseline, and the critical success factors in achieving that goal. • DOE Impact: The applicant should discuss the impact that DOE funding would have on the proposed project. Applicants should specifically explain how DOE funding, relative to prior, current, or anticipated funding from other public and private sources, is necessary to achieve the project objectives.
Technical Description, Innovation, and Impact (This section should constitute approximately 40% of the Technical Volume)	The Technical Description should contain the following information: • Relevance and Outcomes: The applicant should provide a detailed description of the data analytics and process integration with local government, including the scientific and other principles and objectives that will be pursued during the project. This section should describe the relevance of the proposed project to the goals and objectives of the FOA, including the potential to meet specific community-identified GHG emissions or energy goals or other relevant performance targets. The applicant should clearly specify the expected outcomes of the project including the impacts metrics described in the Program Summary Section I.A.i. • Feasibility: The applicant should demonstrate the technical feasibility of the proposed project and capability of achieving the anticipated performance targets, including a description of previous work done and prior results. • Innovation and Impacts: The applicant should describe the current state of the art in the applicable field, the specific innovation of the proposed project, the advantages of proposed project over current and emerging local government practices and processes for the use of data analytics, and the overall impact on advancing the state of the art/technical baseline if the project is successful.
Workplan (This section should constitute approximately 30% of the Technical Volume)	The Workplan should include a summary of the Project Objectives, Technical Scope, Work Breakdown Structure, Milestones, Go/No-Go Decision Points, and Project Schedule. A detailed Statement of Project Objectives (SOPO) is separately requested. The Workplan should contain the following information:

	• Project Objectives: The applicant should provide a clear and concise (high-level) statement of the goals and objectives of the project as well as the expected outcomes. • Technical Scope Summary: The applicant should provide a summary description of the overall work scope and approach to achieve the objective(s). The overall work scope is to be divided by performance periods that are separated by discrete, approximately annual decision points (see below for more information on go/no-go decision points). The applicant should describe the specific expected end result of each performance period. • Work Breakdown Structure (WBS) and Task Description Summary: The Workplan should describe the work to be accomplished and how the applicant will achieve the milestones, will accomplish the final project goal(s), and will produce all deliverables. The Workplan is to be structured with a hierarchy of performance period (approximately annual), task and subtasks, which is typical of a standard work breakdown structure (WBS) for any project. The Workplan shall contain a concise description of the specific activities to be conducted over the life of the project. The description shall be a full explanation and disclosure of the project being proposed (i.e., a statement such as “we will then complete a proprietary process” is unacceptable). It is the applicant’s responsibility to prepare an adequately detailed task plan to describe the proposed project and the plan for addressing the objectives of this FOA. The summary provided should be consistent with the SOPO. The SOPO will contain a more detailed description of the WBS and tasks. • Milestone Summary: The applicant should provide a summary of appropriate milestones throughout the project to demonstrate success, where success is defined as technical achievement rather than simply completing a task. To ensure that milestones are relevant, applicants should follow the SMART rule of thumb, which is that all milestones should be **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**imely. Unless otherwise specified in the FOA, the minimum requirement is that each project must have at least one milestone per quarter for the duration of the project (depending on the project, more milestones may be necessary to comprehensively demonstrate progress). The applicant should also provide the means by which the milestone will be verified. The summary provided should be consistent with the Milestone Summary Table in the SOPO. • Go/No-Go Decision Points: The applicant should provide a summary of project-wide go/no-go decision points at appropriate points in the Workplan. A go/no-go decision point is a risk management tool and a project management best practice to ensure that, for the current phase or period of performance,

	technical success is definitively achieved and potential for success in future phases or periods of performance is evaluated, prior to actually beginning the execution of future phases. Unless otherwise specified in the FOA, the minimum requirement is that each project must have at least one project-wide go/no-go decision point for each budget period (12 to 18-month period) of the project. The Applicant should also provide the specific technical criteria to be used to make the go/no-go decision. The summary provided should be consistent with the SOPO. • Project Schedule (Gantt Chart or similar): The applicant should provide a schedule for the entire project, including task and subtask durations, milestones, and go/no-go decision points. • Project Management: The applicant should discuss the team's proposed management plan, including the following: o The overall approach to and organization for managing the work o The roles of each Project Team member o Any critical handoffs/interdependencies among Project Team members o The technical and management aspects of the management plan, including systems and practices, such as financial and project management practices o The approach to project risk management o A description of how project changes will be handled o If applicable, the approach to Quality Assurance/Control o How communications will be maintained among Project Team members
Technical Qualifications and Resources (Approximately 20% of the Technical Volume)	The Technical Qualifications and Resources should contain the following information: • Describe the Project Team's unique qualifications and expertise, including those of key Subrecipients. • Describe the Project Team's existing data, equipment, and facilities that will facilitate the successful completion of the proposed project; include a justification of any new data acquisition, equipment, or facilities requested as part of the project. • This section should also include relevant, previous work efforts, demonstrated innovations, and how these enable the applicant to achieve the project objectives. • Describe the time commitment of the key team members to support the project. • Attach one-page resumes for key participating team members as an appendix. Resumes do not count towards the page limit. Multi-page resumes are not allowed.

	• Describe the technical services to be provided by DOE/NNSA FFRDCs, if applicable.
	• Attach letters of commitment from all Subrecipient/third party cost share providers as an appendix. Letters of commitment do not count towards the page limit.
	• Attach any letters of support from partners/end users as an appendix (1 page maximum per letter). Letters of support do not count towards the page limit.
	• For multi-organizational or multi-investigator projects, describe succinctly:
	  o The roles and the work to be performed by each PI and Key Participant;
	  o Business agreements between the applicant and each PI and Key Participant;
	  o How the various efforts will be integrated and managed;
	  o Process for making decisions on scientific/technical direction;
	  o Publication arrangements;
	  o Intellectual Property issues; and
	  o Communication plans

iii. Statement of Project Objectives

Applicants are required to complete a Statement of Project Objectives (SOPO). A SOPO template is available on EERE Exchange at https://eere-Exchange.energy.gov/. The SOPO, including the Milestone Table, must not exceed 10 pages when printed using standard 8.5 x 11 paper with 1" margins (top, bottom, left, and right) with font not smaller than 12 point. Save the SOPO in a single Microsoft Word file using the following convention for the title "ControlNumber_LeadOrganization_SOPO".

iv. SF-424: Application for Federal Assistance

Complete all required fields in accordance with the instructions on the form. The list of certifications and assurances in Field 21 can be found at http://energy.gov/management/office-management/operational-management/financial-assistance/financial-assistance-forms, under Certifications and Assurances. Note: The dates and dollar amounts on the SF-424 are for the complete project period and not just the first project year, first phase or other subset of the project period. Save the SF-424 in a single PDF file using the following convention for the title "ControlNumber_LeadOrganization_App424".

v. Budget Justification Workbook (EERE 335)

Applicants are required to complete the Budget Justification Workbook. This form is available on EERE Exchange at https://eere-Exchange.energy.gov/. Prime Recipients must complete each tab of the Budget Justification Workbook for the project as a whole, including all work to be performed by the Prime Recipient and its Subrecipients and Contractors, and provide all requested documentation (e.g., a Federally-approved rate agreement, vendor quotes). Applicants should include costs associated with required annual audits and incurred cost proposals in their proposed budget documents. The "Instructions and Summary" included with the Budget Justification Workbook will auto-populate as the applicant enters information into the Workbook. Applicants must carefully read the "Instructions and Summary" tab provided within the Budget Justification Workbook. Save the Budget Justification Workbook in a single Microsoft Excel file using the following convention for the title "ControlNumber_LeadOrganization_Budget_Justification".

vi. Summary/Abstract for Public Release

Applicants are required to submit a one-page summary/abstract of their project. The project summary/abstract must contain a summary of the proposed activity suitable for dissemination to the public. It should be a self-contained document that identifies the name of the applicant, the project director/principal investigator(s), the project title, the objectives of the project, a description of the project, including methods to be employed, the potential impact of the project (e.g., benefits, outcomes), and major participants (for collaborative projects). This document must not include any proprietary or sensitive business information as DOE may make it available to the public after selections are made. The project summary must not exceed 1 page when printed using standard 8.5 x 11 paper with 1" margins (top, bottom, left, and right) with font not smaller than 12 point. Save the Summary for Public Release in a single PDF file using the following convention for the title "ControlNumber_LeadOrganization_Summary".

vii. Summary Slide

Applicants are required to provide a single PowerPoint slide summarizing the proposed project. The slide must be submitted in Microsoft PowerPoint format. This slide is used during the evaluation process. Save the Summary Slide in a single file using the following convention for the title "ControlNumber_LeadOrganization_Slide".

The Summary Slide template requires the following information:

- A technology Summary;
- A description of the technology's impact;
- Proposed project goals;
- Any key graphics (illustrations, charts and/or tables);
- The project's key idea/takeaway;
- Project title, Prime Recipient, Principal Investigator, and Key Participant information; and
- Requested EERE funds and proposed applicant cost share.

viii. Subaward Budget Justification (EERE 335) (if applicable)

Applicants must provide a separate budget justification, EERE 335 (i.e., budget justification for each budget year and a cumulative budget) for each subawardee that is expected to perform work estimated to be more than $250,000 or 25 percent of the total work effort (whichever is less). The budget justification must include the same justification information described in the "Budget Justification" section above. Save each subaward budget justification in a Microsoft Excel file using the following convention for the title "ControlNumber_LeadOrganization_Subawardee_Budget_Justification".

ix. Budget for DOE/NNSA FFRDC (if applicable)

If a DOE/NNSA FFRDC contractor is to perform a portion of the work, the applicant must provide a DOE Field Work Proposal (FWP) in accordance with the requirements in DOE Order 412.1, Work Authorization System. DOE Order 412.1 and DOE O 412.1 (Field Work Proposal form) area available at the following link, under "DOE Budget Forms": https://www.directives.doe.gov/directives/0412.1-BOrder-a/view. Save the FWP in a single PDF file using the following convention for the title "ControlNumber_LeadOrganization_FWP".

x. Authorization for non-DOE/NNSA or DOE/NNSA FFRDCs (if applicable)

The Federal agency sponsoring the FFRDC must authorize in writing the use of the FFRDC on the proposed project and this authorization must be submitted with the application. The use of a FFRDC must be consistent with the contractor's authority under its award. Save the Authorization in a single PDF file using the following convention for the title "ControlNumber_LeadOrganization_FFRDCAuth".

xi. SF-LLL: Disclosure of Lobbying Activities

Prime Recipients and Subrecipients may not use any Federal funds to influence or attempt to influence, directly or indirectly, congressional action on any legislative or appropriation matters.

Prime Recipients and Subrecipients are required to complete and submit SF-LLL, "Disclosure of Lobbying Activities" (http://www.whitehouse.gov/sites/default/files/omb/grants/sflllin.pdf) if any non-Federal funds have been paid or will be paid to any person for influencing or attempting to influence any of the following in connection with your application:

- An officer or employee of any Federal agency;
- A Member of Congress;
- An officer or employee of Congress; or
- An employee of a Member of Congress.

Save the SF-LLL in a single PDF file using the following convention for the title "ControlNumber_LeadOrganization_SF-LLL".

xii. Waiver Requests: Foreign Entities and Performance of Work in the United States (if applicable)

1. **Foreign Entity Participation***:*
   As set forth in Section III.A.3, all Prime Recipients receiving funding under this FOA must be incorporated (or otherwise formed) under the laws of a State or territory of the United States. To request a waiver of this requirement, the applicant must submit an explicit waiver request in the Full Application. Appendix B lists the necessary information that must be included in a request to waive this requirement.

2. **Performance of Work in the United States**
   As set forth in Section IV.J.iii, all work under EERE funding agreements must be performed in the United States. This requirement does not apply to the purchase of supplies and equipment, so a waiver is not required for foreign purchases of these items. However, the Prime Recipient should make every effort to purchase supplies and equipment within the United States. Appendix B lists the necessary information that must be included in a request to waive the Performance of Work in the United

States requirement.

xiii. U.S. Manufacturing Commitments

EERE requires subject inventions (i.e., inventions conceived or first actually reduced to practice under EERE awards) to be substantially manufactured in the United States by Project Teams and their licensees, as described below. The applicant may request a modification or waiver of the U.S. Manufacturing Requirement.

1. **Domestic Small Businesses, Educational Institutions and Nonprofits**
   Domestic Small businesses (including Small Business concerns), domestic educational institutions, and nonprofits that are Recipients or Subrecipients under EERE funding agreements must require their exclusive licensees to substantially manufacture the following products in the United States for any use or sale in the United States: (1) articles embodying subject inventions, and (2) articles produced through the use of subject inventions. This requirement does not apply to articles that are manufactured for use or sale overseas.

   Domestic small businesses, domestic educational institutions and nonprofits must require their assignees to apply the same U.S. Manufacturing requirements to their exclusive licensees.

   These U.S. Manufacturing requirements do not apply to nonexclusive licensees.

2. **Large Businesses, Foreign Entities, and State and Local Government Entities**
   Large businesses and foreign entities that are Recipients or Subrecipients under EERE funding agreements that take title to subject inventions through a patent waiver are required to substantially manufacture the following products in the United States: (1) products embodying subject inventions, and (2) products produced through the use of subject invention(s). This requirement applies to products that are manufactured for use or sale in the United States or overseas.

   Large businesses and foreign entities must apply the same U.S. Manufacturing requirements to their assignees, licensees, and entities acquiring a controlling interest in the large business or foreign entity. Large businesses and foreign entities must require their assignees and entities acquiring a controlling interest in the large business or foreign entity to apply the same U.S. Manufacturing requirements to their licensees.

3. **FFRDCs**
DOE FFRDCs are subject to the U.S. Manufacturing requirements set forth in their Management and Operating Contracts. All other FFRDCs are subject to the U.S. Manufacturing requirements as set forth above, based on their size and for-profit status.

E. Content and Form of Replies to Reviewer Comments

EERE will provide applicants with reviewer comments following evaluation of all eligible Full Applications. Applicants will have a brief opportunity to review the comments and to prepare a short Reply to Reviewer Comments responding to comments however they desire or supplementing their Full Application. The Reply to Reviewer Comments is an optional submission; applicants are not required to submit a Reply to Reviewer Comments. EERE will notify applicants via email when the Reviewer Comments are available for reply. The expected submission deadline is on the cover page of the FOA; however, it is the applicant's responsibility to monitor email in the event that the expected date changes. The deadline will not be extended for applicants who are unable to timely submit their reply due to failure to check email or relying on the expected date alone. Applicants should anticipate having approximately three (3) business days to submit Replies to Reviewer Comments.

EERE will not review or consider ineligible Replies to Reviewer Comments (see Section III of the FOA). EERE will review and consider each eligible Full Application, even if no Reply is submitted or if the Reply is found to be ineligible.

Replies to Reviewer Comments must conform to the following content and form requirements, including maximum page lengths, described below. If a Reply to Reviewer Comments is more than three pages in length, EERE will review only the first three (3) pages and disregard any additional pages.

SECTION	PAGE LIMIT	DESCRIPTION
Text	2 pages max	Applicants may respond to one or more reviewer comments or supplement their Full Application.

Optional	1 page max	Applicants may use this page however they wish; text, graphs, charts, or other data to respond to reviewer comments or supplement their Full Application are acceptable.

F. Post-Award Information Requests

If selected for award, EERE reserves the right to request additional or clarifying information for any reason deemed necessary, including but not limited to:

- Indirect cost information
- Other budget information
- Name and phone number of the Designated Responsible Employee for complying with national policies prohibiting discrimination (See 10 CFR 1040.5)
- Representation of Limited Rights Data and Restricted Software, if applicable
- Environmental Questionnaire

G. Dun and Bradstreet Universal Numbering System Number and System for Award Management

Each applicant (unless the applicant is an individual or Federal awarding agency that is excepted from those requirements under 2 CFR §25.110(b) or (c), or has an exception approved by the Federal awarding agency under 2 CFR §25.110(d)) is required to: (1) Be registered in the System for Award Management (SAM) at https://www.sam.gov before submitting its application; (2) provide a valid Dun and Bradstreet Universal Numbering System (DUNS) number in its application; and (3) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency. DOE may not make a Federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time DOE is ready to make a Federal award, the DOE may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

H. Submission Dates and Times

Concept Papers, Full Applications, and Replies to Reviewer Comments must be submitted in EERE Exchange no later than 5 p.m. Eastern on the dates provided on the cover page of this FOA.

I. Intergovernmental Review

This FOA is not subject to Executive Order 12372 – Intergovernmental Review of Federal Programs.

J. Funding Restrictions

i. Allowable Costs

All expenditures must be allowable, allocable, and reasonable in accordance with the applicable Federal cost principles.

Refer to the following applicable Federal cost principles for more information:

- FAR Part 31 for For-Profit entities; and
- 2 CFR Part 200 Subpart E - Cost Principles for all other non-federal entities.

ii. Pre-Award Costs

Selectees must request prior written approval to charge pre-award costs. Pre-award costs are those incurred prior to the effective date of the Federal award directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award and **only** with the written approval of the Federal awarding agency, through the Contracting Officer assigned to the award.

Pre-award costs cannot be incurred prior to the Selection Official signing the Selection Statement and Analysis. Pre-award costs can only be incurred if such costs would be reimbursable under the agreement if incurred after award.

Pre-Award expenditures are made at the Selectee's risk; EERE is not obligated to reimburse costs: (1) in the absence of appropriations; (2) if an award is not made; or (3) if an award is made for a lesser amount than the Selectee anticipated.

1. **Pre-Award Costs Related to National Environmental Policy Act (NEPA) Requirements**
   EERE's decision whether and how to distribute Federal funds under this FOA is subject to NEPA. Applicants should carefully consider and should seek legal counsel or other expert advice before taking any action related to the proposed project that would have an adverse effect on the environment or limit the choice of reasonable alternatives prior to EERE completing the NEPA review process.

   EERE does not guarantee or assume any obligation to reimburse costs where the Prime Recipient incurred the costs prior to receiving written authorization from the Contracting Officer. If the applicant elects to undertake activities that may have an adverse effect on the environment or limit the choice of reasonable alternatives prior to receiving such written authorization from the Contracting Officer, the applicant is doing so at risk of not receiving Federal funding and such costs may not be recognized as allowable cost share. Likewise, if a project is selected for negotiation of award, and the Prime Recipient elects to undertake activities that are not authorized for Federal funding by the Contracting Officer in advance of EERE completing a NEPA review, the Prime Recipient is doing so at risk of not receiving Federal Funding and such costs may not be recognized as allowable cost share. Nothing contained in the pre-award cost reimbursement regulations or any pre-award costs approval letter from the Contracting Officer override these NEPA requirements to obtain the written authorization from the Contracting Officer prior to taking any action that may have an adverse effect on the environment or limit the choice of reasonable alternatives.

iii. Performance of Work in the United States

1. **Requirement**
   All work performed under EERE Awards must be performed in the United States. This requirement does not apply to the purchase of supplies and equipment; however, the Prime Recipient should make every effort to purchase supplies and equipment within the United States. The Prime Recipient must flow down this requirement to its Subrecipients.

2. **Failure to Comply**
   If the Prime Recipient fails to comply with the Performance of Work in the United States requirement, EERE may deny reimbursement for the work conducted outside the United States and such costs may not be

recognized as allowable recipient cost share. The Prime Recipient is responsible should any work under this Award be performed outside the United States, absent a waiver, regardless of if the work is performed by the Prime Recipient, Subrecipients, contractors or other project partners.

3. **Waiver**

There may be limited circumstances where it is in the interest of the project to perform a portion of the work outside the United States. To seek a waiver of the Performance of Work in the United States requirement, the applicant must submit a written waiver request to EERE. <u>Appendix B lists the necessary information that must be included in a request to waive the Performance of Work in the United States requirement</u>.

The applicant must demonstrate to the satisfaction of EERE that a waiver would further the purposes of the FOA and is in the economic interests of the United States. EERE may require additional information before considering a waiver request. Save the waiver request(s) in a single PDF file titled "ControlNumber_PerformanceofWork_Waiver". The applicant does not have the right to appeal EERE's decision concerning a waiver request.

iv. Construction

Recipients are required to obtain written authorization from the Contracting Officer before incurring any major construction costs.

v. Foreign Travel

Foreign travel costs are not allowable under this FOA.

vi. Equipment and Supplies

To the greatest extent practicable, all equipment and products purchased with funds made available under this FOA should be American-made. This requirement does not apply to used or leased equipment.

Property disposition will be required at the end of a project if the current fair market value of property exceeds $5,000. The rules for property disposition are set forth in 2 CFR 200.310 – 200.316 as amended by 2 CFR 910.360.

vii. Lobbying

Recipients and Subrecipients may not use any Federal funds to influence or attempt to influence, directly or indirectly, congressional action on any legislative or appropriation matters.
Recipients and Subrecipients are required to complete and submit SF-LLL, "Disclosure of Lobbying Activities" (http://www.whitehouse.gov/sites/default/files/omb/grants/sflllin.pdf) if any non-Federal funds have been paid or will be paid to any person for influencing or attempting to influence any of the following in connection with your application:

- An officer or employee of any Federal agency;
- A Member of Congress;
- An officer or employee of Congress; or
- An employee of a Member of Congress.

viii. Risk Assessment

Prior to making a Federal award, the DOE is required by 31 U.S.C. 3321 and 41 U.S.C. 2313 to review information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as SAM Exclusions and "Do Not Pay."

In addition, DOE evaluates the risk(s) posed by applicants before they receive Federal awards. This evaluation may consider: results of the evaluation of the applicant's eligibility; the quality of the application; financial stability; quality of management systems and ability to meet the management standards prescribed in this part; history of performance; reports and findings from audits; and the applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.

In addition to this review, DOE must comply with the guidelines on government-wide suspension and debarment in 2 CFR 180, and must require non-Federal entities to comply with these provisions. These provisions restrict Federal awards, subawards and contracts with certain parties that are debarred, suspended or otherwise excluded from or ineligible for participation in Federal programs or activities.

V. Application Review Information

A. Technical Review Criteria

i. Concept Papers

Concept Papers are evaluated based on consideration the following factors. All sub-criteria are of equal weight.

Concept Paper Criterion: Overall FOA Responsiveness and Viability of the Project (Weight: 100%)

- The applicant clearly describes the proposed project in terms of data analytics and process integration with local government, describes how the project is unique and innovative, and how the project will advance the current state-of-the-art;
- The applicant has identified risks and challenges, including possible mitigation strategies, and has shown the impact that EERE funding and the proposed project would have on the relevant field and application;
- The applicant has the qualifications, experience, capabilities, data access, and other resources necessary to complete the proposed project; and
- The proposed work, if successfully accomplished, would clearly meet the objectives as stated in the FOA.

ii. Full Applications

Applications will be evaluated against the merit review criteria shown below. All sub-criteria are of equal weight.

Criterion 1: Technical Merit, Innovation, and Impact (40%)

<u>Technical Merit and Innovation</u>

- Extent to which the proposed data analytics and process integration with local government is innovative;
- Degree to which the current state of the local government practices and processes for use of data analytics and the proposed advancement are clearly described;
- Extent to which the application specifically and convincingly demonstrates how the applicant will move the state of the art to the proposed advancement; and
- Sufficiency of technical detail in the application to assess whether the proposed work is scientifically meritorious and revolutionary,

including relevant data, calculations and discussion of prior work in the literature with analyses that support the viability of the proposed work.

Impact of Technology Advancement

- How the project supports the topic area objectives and target specifications and metrics; and
- The potential impact of the project on advancing the state-of-the-art.

Criterion 2: Project Research Plan (30%)

Research Approach, Workplan and SOPO

- Degree to which the approach and critical path have been clearly described and thoughtfully considered; and
- Degree to which the task descriptions are clear, detailed, timely, and reasonable, resulting in a high likelihood that the proposed Workplan and SOPO will succeed in meeting the project goals.
- Degree to which communications activities are clearly stated and likely to be effective for disseminating project results to other local or tribal governments and stakeholders.

Identification of Technical Risks

- Discussion and demonstrated understanding of the key technical risk areas involved in the proposed work and the quality of the mitigation strategies to address them.

Baseline, Metrics, and Deliverables

- The level of clarity in the definition of the baseline, metrics, and milestones; and
- Relative to a clearly defined experimental baseline, the strength of the quantifiable metrics, milestones, and a mid-point deliverables defined in the application, such that meaningful interim progress will be made.

Criterion 3: Team and Resources (30%)

- The capability of the Principal Investigator(s) and the proposed team to address all aspects of the proposed work with a high probability of success. The qualifications, relevant expertise, and time commitment of the individuals on the team;
- The sufficiency of data access and the facilities to support the work;

- The degree to which the proposed consortia/team demonstrates the ability to facilitate and expedite further development and commercial deployment of the proposed technologies;
- The level of participation by project participants as evidenced by letter(s) of commitment and how well they are integrated into the Workplan;
- Demonstrated record in advancing clean energy goals in their communities;
- The level of support by the local government as evidenced by letter(s) of support from senior elected or departmental officials with responsibilities related to the subject of the proposal; and
- The reasonableness of the budget and spend plan for the proposed project and objectives.

iii. Criteria for Replies to Reviewer Comments

EERE has not established separate criteria to evaluate Replies to Reviewer Comments. Instead, Replies to Reviewer Comments are attached to the original applications and evaluated as an extension of the Full Application.

B. Standards for Application Evaluation

Applications that are determined to be eligible will be evaluated in accordance with this FOA, by the standards set forth in EERE's Notice of Objective Merit Review Procedure (76 Fed. Reg. 17846, March 31, 2011) and the guidance provided in the "Department of Energy Merit Review Guide for Financial Assistance," which is available at: http://energy.gov/sites/prod/files/meritrev.pdf.

C. Other Selection Factors

i. Program Policy Factors

In addition to the above criteria, the Selection Official may consider the following program policy factors in determining which Full Applications to select for award negotiations:

- The degree to which the proposed project, including proposed cost share, optimizes the use of available EERE funding to achieve programmatic objectives;
- The level of industry involvement and demonstrated ability to commercialize energy or related technologies;
- Technical, market, organizational, and environmental risks associated with the project;

- Whether the proposed project is likely to lead to increased employment and manufacturing in the United States;
- Whether the proposed project will accelerate transformational technological advances in areas that industry by itself is not likely to undertake because of technical and financial uncertainty;
- Whether the applicant is a Climate Action Champion[1] designated under DOE's Request for Applications DE-FOA-0001189 (RFA) or the applicant has a letter of support from a Climate Action Champion designated under the above referenced RFA.
- The level of cost share above the 10% minimum; and
- The degree to which the proposed project can contribute to an awardee pool representing a diversity of characteristics, locations, and sectors addressed.

D. Evaluation and Selection Process

i. Overview

The evaluation process consists of multiple phases; each includes an initial eligibility review and a thorough technical review. Rigorous technical reviews of eligible submissions are conducted by reviewers that are experts in the subject matter of the FOA. Ultimately, the Selection Official considers the recommendations of the reviewers, along with other considerations such as program policy factors, in determining which applications to select.

ii. Pre-Selection Interviews

As part of the evaluation and selection process, EERE may invite one or more applicants to participate in Pre-Selection Interviews. Pre-Selection Interviews are distinct from and more formal than pre-selection clarifications (See Section V.D.3 of the FOA). The invited applicant(s) will meet with EERE representatives to provide clarification on the contents of the Full Applications and to provide EERE an opportunity to ask questions regarding the proposed project. The information provided by applicants to EERE through Pre-Selection Interviews contributes to EERE's selection decisions.

EERE will arrange to meet with the invited applicants in person at EERE's offices or a mutually agreed upon location. EERE may also arrange site visits at certain applicants' facilities. In the alternative, EERE may invite certain applicants to participate in a one-on-one conference with EERE via webinar, videoconference, or conference call.

EERE will not reimburse applicants for travel and other expenses relating to the Pre-Selection Interviews, nor will these costs be eligible for reimbursement as pre-award costs.

EERE may obtain additional information through Pre-Selection Interviews that will be used to make a final selection determination. EERE may select applications for funding and make awards without Pre-Selection Interviews. Participation in Pre-Selection Interviews with EERE does not signify that applicants have been selected for award negotiations.

iii. Pre-Selection Clarification

EERE may determine that pre-selection clarifications are necessary from one or more applicants. Pre-selection clarifications are distinct from and less formal than pre-selection interviews. These pre-selection clarifications will solely be for the purposes of clarifying the application, and will be limited to information already provided in the application documentation. The pre-selection clarifications may occur before, during or after the merit review evaluation process. Information provided by an applicant that is not necessary to address the pre-selection clarification question will not be reviewed or considered. Typically, a pre-selection clarification will be carried out through either written responses to EERE's written clarification questions or video or conference calls with EERE representatives.

The information provided by applicants to EERE through pre-selection clarifications is incorporated in their applications and contributes to the merit review evaluation and EERE's selection decisions. If EERE contacts an applicant for pre-selection clarification purposes, it does not signify that the applicant has been selected for negotiation of award or that the applicant is among the top ranked applications.

EERE will not reimburse applicants for expenses relating to the pre-selection clarifications, nor will these costs be eligible for reimbursement as pre-award costs.

iv. Recipient Integrity and Performance Matters

DOE, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313).

The applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.

DOE will consider any written comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. § 200.205.

v. Selection

The Selection Official may consider the technical merit, the Federal Consensus Board's recommendations, program policy factors, and the amount of funds available in arriving at selections for this FOA.

E. Anticipated Notice of Selection and Award Dates

EERE anticipates notifying applicants selected for negotiation of award by Summer 2016 and making awards by Fall 2016.

VI. Award Administration Information

A. Award Notices

i. Ineligible Submissions

Ineligible Concept Papers and Full Applications will not be further reviewed or considered for award. The Contracting Officer will send a notification letter by email to the technical and administrative points of contact designated by the applicant in EERE Exchange. The notification letter will state the basis upon which the Concept Paper or the Full Application is ineligible and not considered for further review.

ii. Concept Paper Notifications

EERE will notify applicants of its determination to encourage or discourage the submission of a Full Application. EERE will send a notification letter by email to the technical and administrative points of contact designated by the applicant in EERE Exchange.

Applicants may submit a Full Application even if they receive a notification discouraging them from doing so. By discouraging the submission of a Full Application, EERE intends to convey its lack of programmatic interest in the proposed project. Such assessments do not necessarily reflect judgments on the merits of the proposed project. The purpose of the Concept Paper phase is to save applicants the considerable time and expense of preparing a Full Application that is unlikely to be selected for award negotiations.

A notification letter encouraging the submission of a Full Application does not authorize the applicant to commence performance of the project. Please refer to Section IV.J.2 of the FOA for guidance on pre-award costs.

iii. Full Application Notifications

EERE will notify applicants of its determination via a notification letter by email to the technical and administrative points of contact designated by the applicant in EERE Exchange. The notification letter will inform the applicant whether or not its Full Application was selected for award negotiations. Alternatively, EERE may notify one or more applicants that a final selection determination on particular Full Applications will be made at a later date, subject to the availability of funds or other factors.

iv. Successful Applicants

Receipt of a notification letter selecting a Full Application for award negotiations does not authorize the applicant to commence performance of the project. If an application is selected for award negotiations, it is not a commitment by EERE to issue an award. Applicants do not receive an award until award negotiations are complete and the Contracting Officer executes the funding agreement, accessible by the Prime Recipient in FedConnect.

The award negotiation process will take approximately 60 days. Applicants must designate a primary and a backup point-of-contact in EERE Exchange with whom EERE will communicate to conduct award negotiations. The applicant must be responsive during award negotiations (i.e., provide requested documentation) and meet the negotiation deadlines. If the applicant fails to do so or if award negotiations are otherwise unsuccessful, EERE will cancel the award negotiations and rescind the Selection. EERE reserves the right to terminate award negotiations at any time for any reason.

Please refer to Section IV.J.2 of the FOA for guidance on pre-award costs.

v. Alternate Selection Determinations

In some instances, an applicant may receive a notification that its application was not selected for award and EERE designated the application to be an alternate. As an alternate, EERE may consider the Full Application for Federal funding in the future. A notification letter stating the Full Application is designated as an alternate does not authorize the applicant to commence performance of the project. EERE may ultimately determine to select or not select the Full Application for award negotiations.

vi. Unsuccessful Applicants

EERE shall promptly notify in writing each applicant whose application has not been selected for award or whose application cannot be funded because of the unavailability of appropriated funds.

B. Administrative and National Policy Requirements

i. Registration Requirements

There are several one-time actions before submitting an application in response to this FOA, and it is vital that applicants address these items as soon as possible. Some may take several weeks, and failure to complete them could interfere with an applicant's ability to apply to this FOA, or to meet the negotiation deadlines and receive an award if the application is selected. These requirements are as follows:

1. **EERE Exchange**

   Register and create an account on EERE Exchange at https://eere-Exchange.energy.gov.

   This account will then allow the user to register for any open EERE FOAs that are currently in EERE Exchange. It is recommended that each organization or business unit, whether acting as a team or a single entity, use only one account as the contact point for each submission. Applicants should also designate backup points of contact so they may be easily contacted if deemed necessary. **This step is required to apply to this FOA.**

   The EERE Exchange registration does not have a delay; however, **the remaining registration requirements below could take several weeks to process and are necessary for a potential applicant to receive an award under this FOA**.

2. **DUNS Number**
   Obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) number (including the plus 4 extension, if applicable) at http://fedgov.dnb.com/webform.

3. **System for Award Management**
   Register with the System for Award Management (SAM) at https://www.sam.gov. Designating an Electronic Business Point of Contact (EBiz POC) and obtaining a special password called an MPIN are important steps in SAM registration. Please update your SAM registration annually.

4. **FedConnect**
   Register in FedConnect at https://www.fedconnect.net. To create an organization account, your organization's SAM MPIN is required. For more information about the SAM MPIN or other registration requirements, review the FedConnect Ready, Set, Go! Guide at http://www.fedconnect.net/FedConnect/Marketing/Documents/FedConnect_Ready_Set_Go.pdf.

5. **Grants.gov**
   Register in Grants.gov (http://www.grants.gov) to receive automatic updates when Amendments to this FOA are posted. However, please note that, Concept Papers, and Full Applications will not be accepted through Grants.gov.

6. **Electronic Authorization of Applications and Award Documents**
   Submission of an application and supplemental information under this FOA through electronic systems used by the Department of Energy, including EERE Exchange and FedConnect.net, constitutes the authorized representative's approval and electronic signature.

ii. Award Administrative Requirements

The administrative requirements for DOE grants and cooperative agreements are contained in 2 CFR Part 200 as amended by 2 CFR Part 910.

iii. Foreign National Access to DOE Sites

All applicants that ultimately enter into an award resulting from this FOA will be subject to the following requirement concerning foreign national involvement. Upon DOE's request, Prime Recipients must provide information to facilitate DOE's responsibilities associated with foreign national access to DOE sites, information, technologies, and equipment. A foreign national is defined as any person who was born outside the jurisdiction of the United States, is a citizen of a foreign government, and has not been naturalized under U.S. law. If the Prime Recipient or Subrecipients, contractors or vendors under the award, anticipate utilizing a foreign national person in the performance of an award, the Prime Recipient is responsible for providing to the Contracting Officer specific information of the foreign national(s) to satisfy compliance with all of the requirements for access approval.

iv. Subaward and Executive Reporting

Additional administrative requirements necessary for DOE grants and cooperative agreements to comply with the Federal Funding and Transparency Act of 2006 (FFATA) are contained in 2 CFR Part 170. Prime Recipients must register with the new FFATA Subaward Reporting System database and report the required data on their first tier Subrecipients. Prime Recipients must report the executive compensation for their own executives as part of their registration profile in SAM.

v. National Policy Requirements

The National Policy Assurances that are incorporated as a term and condition of award are located at: http://www.nsf.gov/awards/managing/rtc.jsp.

vi. Environmental Review in Accordance with National Environmental Policy Act (NEPA)

EERE's decision whether and how to distribute federal funds under this FOA is subject to the National Environmental Policy Act (42 USC 4321, *et seq.*). NEPA requires Federal agencies to integrate environmental values into their decision-making processes by considering the potential environmental impacts of their proposed actions. For additional background on NEPA, please see DOE's NEPA website, at http://nepa.energy.gov/.

While NEPA compliance is a Federal agency responsibility and the ultimate decisions remain with the Federal agency, all recipients selected for an award will be required to assist in the timely and effective completion of the NEPA process in the manner most pertinent to their proposed project. If DOE determines certain records must be prepared to complete the NEPA review process (e.g., biological evaluations or environmental assessments), the costs to prepare the necessary records may be included as part of the project costs.

vii. Applicant Representations and Certifications

1. **Lobbying Restrictions**
   By accepting funds under this award, the Prime Recipient agrees that none of the funds obligated on the award shall be expended, directly or indirectly, to influence Congressional action on any legislation or appropriation matters pending before Congress, other than to communicate to Members of Congress as described in 18 U.S.C. §1913. This restriction is in addition to those prescribed elsewhere in statute and regulation.

2. **Corporate Felony Conviction and Federal Tax Liability Representations**
   In submitting an application in response to this FOA, the applicant represents that:

   a. It is **not** a corporation that has been convicted of a felony criminal violation under any Federal law within the preceding 24 months, and
   b. It is **not** a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

   For purposes of these representations the following definitions apply:

   A Corporation includes any entity that has filed articles of incorporation in any of the 50 states, the District of Columbia, or the various territories of the United States [but not foreign corporations]. It includes both for-profit and non-profit organizations.

3. **Nondisclosure and Confidentiality Agreements Representations**
   In submitting an application in response to this FOA the applicant represents that:

   a. It **does not and will not** require its employees or contractors to sign internal nondisclosure or confidentiality agreements or statements prohibiting or otherwise restricting its employees or contactors from lawfully reporting waste, fraud, or abuse to a designated investigative or law enforcement representative of a

Federal department or agency authorized to receive such information.

b. It **does not and will not** use any Federal funds to implement or enforce any nondisclosure and/or confidentiality policy, form, or agreement it uses unless it contains the following provisions:

(1) *''These provisions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and statutory provisions are incorporated into this agreement and are controlling.''*

(2) The limitation above shall not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(3) Notwithstanding the provision listed in paragraph (a), a nondisclosure or confidentiality policy form or agreement that is to be executed by a person connected with the conduct of an intelligence or intelligence-related activity, other than an employee or officer of the United States Government, may contain provisions appropriate to the particular activity for which such document is to be used. Such form or agreement shall, at a minimum, require that the person will not disclose any classified information received in the course of such activity unless specifically authorized to do so by the United States Government. Such nondisclosure or confidentiality forms shall also

make it clear that they do not bar disclosures to Congress, or to an authorized official of an executive agency or the Department of Justice, that are essential to reporting a substantial violation of law.

viii. Statement of Federal Stewardship

EERE will exercise normal Federal stewardship in overseeing the project activities performed under EERE Awards. Stewardship Activities include, but are not limited to, conducting site visits; reviewing performance and financial reports, providing assistance and/or temporary intervention in usual circumstances to correct deficiencies that develop during the project; assuring compliance with terms and conditions; and reviewing technical performance after project completion to ensure that the project objectives have been accomplished.

ix. Statement of Substantial Involvement

EERE has substantial involvement in work performed under Awards made as a result of this FOA. EERE does not limit its involvement to the administrative requirements of the Award. Instead, EERE has substantial involvement in the direction and redirection of the technical aspects of the project as a whole. Substantial involvement includes, but is not limited to, the following:

1. EERE shares responsibility with the recipient for the management, control, direction, and performance of the Project.

2. EERE may intervene in the conduct or performance of work under this Award for programmatic reasons. Intervention includes the interruption or modification of the conduct or performance of project activities.

3. EERE may redirect or discontinue funding the Project based on the outcome of EERE's evaluation of the Project at that the Go/No Go decision point(s).

4. EERE participates in major project decision-making processes.

x. Subject Invention Utilization Reporting

In order to ensure that Prime Recipients and Subrecipients holding title to subject inventions are taking the appropriate steps to commercialize subject inventions, EERE may require that each Prime Recipient holding title to a subject invention submit annual reports for 10 years from the date the subject invention was disclosed to EERE on the utilization of the subject invention and efforts made by Prime Recipient or their licensees or assignees to stimulate such utilization. The reports must include information regarding the status of development, date of first commercial sale or use, gross royalties received by the Prime Recipient, and such other data and information as EERE may specify.

xi. Intellectual Property Provisions

The standard DOE financial assistance intellectual property provisions applicable to the various types of recipients are located at http://energy.gov/gc/standard-intellectual-property-ip-provisions-financial-assistance-awards.

xii. Reporting

Reporting requirements are identified on the Federal Assistance Reporting Checklist, DOE F 4600.2, attached to the award agreement. The checklist can be accessed at http://energy.gov/sites/prod/files/2013/05/f0/Attch_FA_RepReqChecklist_COMBINED_FINAL_4-23-13%20%283%29_0.pdf.

xiii. Go/No-Go Review

Each project selected under this FOA will be subject to a periodic project evaluation referred to as a Go/No-Go Review. Federal funding beyond the Go/No Go decision point (continuation funding), is contingent on (1) the availability of funds appropriated by Congress for the purpose of this program and the availability of future-year budget authority; (2) meeting the objectives, milestones, deliverables, and decision point criteria of recipient's approved project and obtaining approval from EERE to continue work on the project; and (3) the submittal of required reports in accordance with the Statement of Project Objectives.

As a result of the Go/No Go Review, DOE may, at its discretion, authorize the following actions: (1) continue to fund the project, contingent upon the availability of funds appropriated by Congress for the purpose of this program and the availability of future-year budget authority; (2) recommend redirection of work under the project; (3) place a hold on federal funding for the project, pending further supporting data or funding; or (4) discontinue funding the project because of insufficient progress, change in strategic direction, or lack of funding.

The Go/No-Go decision is distinct from a non-compliance determination. In the event a recipient fails to comply with the requirements of an award, EERE may take appropriate action, including but not limited to, redirecting, suspending or terminating the award.

xiv. Conference Spending

The recipient shall not expend **any** funds on a conference not directly and programmatically related to the purpose for which the grant or cooperative agreement was awarded that would defray the cost to the United States Government of a conference held by any Executive branch department, agency, board, commission, or office for which the cost to the United States Government would otherwise exceed $20,000, thereby circumventing the required notification by the head of any such Executive Branch department, agency, board, commission, or office to the Inspector General (or senior ethics official for any entity without an Inspector General), of the date, location, and number of employees attending such conference.

VII. Questions/Agency Contacts

Upon the issuance of a FOA, EERE personnel are prohibited from communicating (in writing or otherwise) with applicants regarding the FOA except through the established question and answer process as described below. Specifically, questions regarding the content of this FOA must be submitted to: *Cities.LEAP@ee.doe.gov.* Questions must be submitted not later than 3 business days prior to the application due date and time.

All questions and answers related to this FOA will be posted on EERE Exchange at: https://eere-exchange.energy.gov. **Please note that you must first select this specific FOA Number in order to view the questions and answers specific to this FOA**. EERE will attempt to respond to a question within 3 business days, unless a similar question and answer has already been posted on the website.

Questions related to the registration process and use of the EERE Exchange website should be submitted to: EERE-ExchangeSupport@hq.doe.gov.

VIII. Other Information

A. FOA Modifications

Amendments to this FOA will be posted on the EERE Exchange website and the Grants.gov system. However, you will only receive an email when an amendment or a FOA is posted on these sites if you register for email notifications for this FOA in Grants.gov. EERE recommends that you register as soon after the release of the

FOA as possible to ensure you receive timely notice of any amendments or other FOAs.

B. Informational Webinar

EERE will conduct one informational webinar during the FOA process. It will be held after the initial FOA release but before the due date for Concept Papers.

Attendance is not mandatory and will not positively or negatively impact the overall review of any applicant submissions. As the webinar will be open to all applicants who wish to participate, applicants should refrain from asking questions or communicating information that would reveal confidential and/or proprietary information specific to their project. Specific dates for the webinar can be found on the cover page of the FOA.

C. Government Right to Reject or Negotiate

EERE reserves the right, without qualification, to reject any or all applications received in response to this FOA and to select any application, in whole or in part, as a basis for negotiation and/or award.

D. Commitment of Public Funds

The Contracting Officer is the only individual who can make awards or commit the Government to the expenditure of public funds. A commitment by anyone other than the Contracting Officer, either express or implied, is invalid.

E. Treatment of Application Information

In general, EERE will only use data and other information contained in applications for evaluation purposes, unless such information is generally available to the public or is already the property of the Government.

Applicants should not include trade secrets or commercial or financial information that is privileged or confidential in their application unless such information is necessary to convey an understanding of the proposed project or to comply with a requirement in the FOA.

The use of protective markings such as "Do Not Publicly Release – Trade Secret" or "Do Not Publicly Release – Confidential Business Information" is encouraged. However, applicants should be aware that the use of protective markings is not dispositive as to whether information will be publicly released pursuant to the Freedom of Information Act, 5 U.S.C. §552, et. seq., as amended by the OPEN Government Act of 2007, Pub. L. No. 110-175. (See Section I of this document, "Notice of Potential Disclosure Under the Freedom of Information Act (FOIA)" for additional information regarding the public release of information under the Freedom of Information Act.

Applicants are encouraged to employ protective markings in the following manner:

The cover sheet of the application must be marked as follows and identify the specific pages containing trade secrets or commercial or financial information that is privileged or confidential:

> Notice of Restriction on Disclosure and Use of Data:
> Pages [list applicable pages] of this document may contain trade secrets or commercial or financial information that is privileged or confidential, and is exempt from public disclosure. Such information shall be used or disclosed only for evaluation purposes or in accordance with a financial assistance or loan agreement between the submitter and the Government. The Government may use or disclose any information that is not appropriately marked or otherwise restricted, regardless of source. [End of Notice]

The header and footer of every page that contains trade secrets or commercial or financial information that is privileged must be marked as follows: "May contain trade secrets or commercial or financial information that is privileged or confidential and exempt from public disclosure."

In addition, each line or paragraph containing trade secrets or commercial or financial information that is privileged or confidential must be enclosed in brackets.

F. Evaluation and Administration by Non-Federal Personnel

In conducting the merit review evaluation, the Go/No-Go Review and Peer Review, the Government may seek the advice of qualified non Federal personnel as reviewers. The Government may also use non-Federal personnel to conduct routine, nondiscretionary administrative activities. The applicant, by submitting its application, consents to the use of non-Federal reviewers/administrators. Non-Federal reviewers must sign conflict of interest and non-disclosure agreements prior to reviewing an application. Non-Federal personnel conducting administrative activities must sign a non-disclosure agreement.

G. Notice Regarding Eligible/Ineligible Activities

Eligible activities under this FOA include those which describe and promote the understanding of scientific and technical aspects of specific energy technologies, but not those which encourage or support political activities such as the collection and dissemination of information related to potential, planned or pending legislation.

H. Notice of Right to Conduct a Review of Financial Capability

EERE reserves the right to conduct an independent third party review of financial capability for applicants that are selected for negotiation of award (including personal credit information of principal(s) of a small business if there is insufficient information to determine financial capability of the organization).

I. Notice of Potential Disclosure Under Freedom of Information Act (FOIA)

Under the Freedom of Information Act, (FOIA), 5 U.S.C. §552, et. seq., as amended by the OPEN Government Act of 2007, Pub. L. No. 110-175, any information received from the Applicant is considered to be an agency record, and as such, subject to public release under FOIA. The purpose of the FOIA is to afford the public the right to request and receive agency records unless those agency records are protected from disclosure under one or more of the nine FOIA exemptions. Decisions to disclose or withhold information received from the Applicant are based upon the applicability of one or more of the nine FOIA exemptions, not on the existence or nonexistence of protective markings or designations. Only the agency's designated FOIA Officer may determine if information received from the Applicant may be withheld pursuant to one of the nine FOIA exemptions. All FOIA requests received by DOE are processed in accordance with 10 C.F.R. Part 1004.

J. Requirement for Full and Complete Disclosure

Applicants are required to make a full and complete disclosure of all information requested. Any failure to make a full and complete disclosure of the requested information may result in:

- The termination of award negotiations;
- The modification, suspension, and/or termination of a funding agreement;
- The initiation of debarment proceedings, debarment, and/or a declaration of ineligibility for receipt of Federal contracts, subcontracts, and financial assistance and benefits; and
- Civil and/or criminal penalties.

K. Retention of Submissions

EERE expects to retain copies of all Concept Papers, Full Applications, Replies to Reviewer Comments, and other submissions. No submissions will be returned. By applying to EERE for funding, applicants consent to EERE's retention of their submissions.

L. Title to Subject Inventions

Ownership of subject inventions is governed pursuant to the authorities listed below.

- Domestic Small Businesses, Educational Institutions, and Nonprofits: Under the Bayh-Dole Act (35 U.S.C. § 200 et seq.), domestic small businesses, educational institutions, and nonprofits may elect to retain title to their subject inventions.
- All other parties: The Federal Non-Nuclear Energy Act of 1974, 42. U.S.C. 5908, provides that the Government obtains title to new inventions unless a waiver is granted (see below).
- Advance and Identified Waivers: Applicants may request a patent waiver that will cover subject inventions that may be invented under the award, in advance of or within 30 days after the effective date of the award. Even if an advance waiver is not requested or the request is denied, the recipient will have a continuing right under the award to request a waiver for identified inventions, i.e., individual subject inventions that are disclosed to EERE within the timeframes set forth in the award's intellectual property terms and conditions. Any patent waiver that may be granted is subject to certain terms and conditions in 10 CFR 784.

M. Government Rights in Subject Inventions

Where Prime Recipients and Subrecipients retain title to subject inventions, the U.S. Government retains certain rights.

i. Government Use License

The U.S. Government retains a nonexclusive, nontransferable, irrevocable, paid-up license to practice or have practiced for or on behalf of the United States any subject invention throughout the world. This license extends to contractors doing work on behalf of the Government.

ii. March-In Rights

The U.S. Government retains march-in rights with respect to all subject inventions. Through "march-in rights," the Government may require a Prime Recipient or Subrecipient who has elected to retain title to a subject invention (or their assignees or exclusive licensees), to grant a license for use of the invention to a third party. In addition, the Government may grant licenses for use of the subject invention when a Prime Recipient, Subrecipient, or their assignees and exclusive licensees refuse to do so.

DOE may exercise its march-in rights only if it determines that such action is necessary under any of the four following conditions:

- The owner or licensee has not taken or is not expected to take effective steps to achieve practical application of the invention within a reasonable time;
- The owner or licensee has not taken action to alleviate health or safety needs in a reasonably satisfied manner;
- The owner has not met public use requirements specified by Federal statutes in a reasonably satisfied manner; or
- The U.S. Manufacturing requirement has not been met.

Any determination that march-in rights are warranted must follow a fact-finding process in which the recipient has certain rights to present evidence and witnesses, confront witnesses and appear with counsel and appeal any adverse decision. To date, DOE has never exercised its march-in rights to any subject inventions.

N. Rights in Technical Data

Data rights differ based on whether data is first produced under an award or instead was developed at private expense outside the award.

“Limited Rights Data”: The U.S. Government will not normally require delivery of confidential or trade secret-type technical data developed solely at private expense prior to issuance of an award, except as necessary to monitor technical progress and evaluate the potential of proposed technologies to reach specific technical and cost metrics.

Government Rights in Technical Data Produced Under Awards: The U.S. Government retains unlimited rights in technical data produced under Government financial assistance awards, including the right to distribute to the public. One exception to the foregoing is that invention disclosures may be protected from public disclosure for a reasonable time in order to allow for filing a patent application.

O. Copyright

The Prime Recipient and Subrecipients may assert copyright in software developed under an award without EERE approval only if the Prime Recipient and

Subrecipients license the materials to the public under an open source software license, such as Apache License 2.0, GNU General or Public License, GNU Library or "Lesser" General Public License, MIT License, or Mozilla Public License 2.0.
For all other copyrightable works developed under the award, the Recipient and Subrecipients may assert copyright without EERE approval.

When copyright is asserted, the Government retains a paid-up nonexclusive, irrevocable worldwide license to reproduce, prepare derivative works, distribute copies to the public, and to perform publicly and display publicly the copyrighted work. This license extends to contractors and others doing work on behalf of the Government.

P. Personally Identifiable Information (PII)

All information provided by the Applicant must to the greatest extent possible exclude Personally Identifiable Information (PII). The term "personally identifiable information" refers to information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc. alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc. (See OMB Memorandum M-07-16 dated May 22, 2007, found at: https://www.whitehouse.gov/sites/default/files/omb/memoranda/fy2007/m07-16.pdf

By way of example, Applicants must screen resumes to ensure that they do not contain PII such as personal addresses, phone/cell numbers, personal emails and/or SSNs. In short, if the PII is not essential to the application, it should not be in the application.

Q. Annual Compliance Audits

If a for-profit entity is a Prime Recipient or Subrecipient and has expended $750,000 or more of DOE funds during the entity's fiscal year, an annual compliance audit performed by an independent auditor is be required. For additional information, please refer to 2 C.F.R. § 910.501 and Subpart F.

If an educational institution, non-profit organization, or state/local government is a Prime Recipient or Subrecipient and has expended $750,000 or more of Federal funds during the non-Federal entity's fiscal year, then a single or program-specific audit is required. For additional information, please refer to 2 C.F.R. § 200.501 and Subpart F.

Applicants and sub-recipients (if applicable) should propose sufficient costs in the project budget to cover the costs associated with the audit. EERE will share in the cost of the audit at its applicable cost share ratio.

Appendix A – Cost Share Information

Cost Sharing or Cost Matching

The terms "cost sharing" and "cost matching" are often used synonymously. Even the DOE Financial Assistance Regulations, 2 CFR 200.306, use both of the terms in the titles specific to regulations applicable to cost sharing. EERE almost always uses the term "cost sharing," as it conveys the concept that non-federal share is calculated as a percentage of the Total Project Cost. An exception is the State Energy Program Regulation, 10 CFR 420.12, State Matching Contribution. Here "cost matching" for the non-federal share is calculated as a percentage of the Federal funds only, rather than the Total Project Cost.

How Cost Sharing Is Calculated

As stated above, cost sharing is calculated as a percentage of the Total Project Cost. FFRDC costs must be included in Total Project Costs. Following is an example of how to calculate cost sharing amounts for a project with $1,000,000 in federal funds with a minimum 20% non-federal cost sharing requirement:

- Formula: Federal share ($) divided by Federal share (%) = Total Project Cost
  Example: $1,000,000 divided by 80% = $1,250,000

- Formula: Total Project Cost ($) minus Federal share ($) = Non-federal share ($)
  Example: $1,250,000 minus $1,000,000 = $250,000

- Formula: Non-federal share ($) divided by Total Project Cost ($) = Non-federal share (%)
  Example: $250,000 divided by $1,250,000 = 20%

What Qualifies For Cost Sharing

While it is not possible to explain what specifically qualifies for cost sharing in one or even a couple of sentences, in general, if a cost is allowable under the cost principles applicable to the organization incurring the cost and is eligible for reimbursement under an EERE grant or cooperative agreement, then it is allowable as cost share. Conversely, if the cost is not allowable under the cost principles and not eligible for reimbursement, then it is not allowable as cost share. In addition, costs may not be counted as cost share if they are paid by the Federal Government under another award unless authorized by Federal statute to be used for cost sharing.

The rules associated with what is allowable as cost share are specific to the type of organization that is receiving funds under the grant or cooperative agreement, though are generally the same for all types of entities. The specific rules applicable to:

- FAR Part 31 for For-Profit entities, (48 CFR Part 31); and
- 2 CFR Part 200 Subpart E - Cost Principles for all other non-federal entities.

In addition to the regulations referenced above, other factors may also come into play such as timing of donations and length of the project period. For example, the value of ten years of donated maintenance on a project that has a project period of five years would not be fully allowable as cost share. Only the value for the five years of donated maintenance that corresponds to the project period is allowable and may be counted as cost share.

Additionally, EERE generally does not allow pre-award costs for either cost share or reimbursement when these costs precede the signing of the appropriation bill that funds the award. In the case of a competitive award, EERE generally does not allow pre-award costs prior to the signing of the Selection Statement by the EERE Selection Official.

DOE Financial Assistance Rules 2 CFR Part 200 as amended by 2 CFR Part 910

As stated above, the rules associated with what is allowable cost share are generally the same for all types of organizations. Following are the rules found to be common, but again, the specifics are contained in the regulations and cost principles specific to the type of entity:

(A) Acceptable contributions. All contributions, including cash contributions and third party in-kind contributions, must be accepted as part of the Prime Recipient's cost sharing if such contributions meet all of the following criteria:

(1) They are verifiable from the recipient's records.

(2) They are not included as contributions for any other federally-assisted project or program.

(3) They are necessary and reasonable for the proper and efficient accomplishment of project or program objectives.

(4) They are allowable under the cost principles applicable to the type of entity incurring the cost as follows:

a. For-profit organizations. Allowability of costs incurred by for-profit organizations and those nonprofit organizations listed in Attachment C to OMB Circular A–122 is determined in accordance with the for-profit cost principles in 48 CFR Part 31 in the Federal Acquisition Regulation, except that patent prosecution costs are not allowable unless specifically authorized in the award document. (v) Commercial Organizations. FAR Subpart 31.2—Contracts with Commercial Organizations

b. Other types of organizations. For all other non-federal entities, allowability of costs is determined in accordance with 2 CFR Part 200 Subpart E.

(5) They are not paid by the Federal Government under another award unless authorized by Federal statute to be used for cost sharing or matching.

(6) They are provided for in the approved budget.

(B) Valuing and documenting contributions

(1) Valuing recipient's property or services of recipient's employees. Values are established in accordance with the applicable cost principles, which mean that amounts chargeable to the project are determined on the basis of costs incurred. For real property or equipment used on the project, the cost principles authorize depreciation or use charges. The full value of the item may be applied when the item will be consumed in the performance of the award or fully depreciated by the end of the award. In cases where the full value of a donated capital asset is to be applied as cost sharing or matching, that full value must be the lesser or the following:

a. The certified value of the remaining life of the property recorded in the recipient's accounting records at the time of donation; or
b. The current fair market value. If there is sufficient justification, the Contracting Officer may approve the use of the current fair market value of the donated property, even if it exceeds the certified value at the time of donation to the project. The Contracting Officer may accept the use of any reasonable basis for determining the fair market value of the property.

(2) Valuing services of others' employees. If an employer other than the recipient furnishes the services of an employee, those services are valued at the employee's regular rate of pay, provided these services are for the same skill level for which the employee is normally paid.

(3) Valuing volunteer services. Volunteer services furnished by professional and technical personnel, consultants, and other skilled and unskilled labor may be counted as cost sharing or matching if the service is an integral and necessary part of an approved project or program. Rates for volunteer services must be consistent with those paid for similar work in the recipient's organization. In those markets in

which the required skills are not found in the recipient organization, rates must be consistent with those paid for similar work in the labor market in which the recipient competes for the kind of services involved. In either case, paid fringe benefits that are reasonable, allowable, and allocable may be included in the valuation.

(4) Valuing property donated by third parties.

a. Donated supplies may include such items as office supplies or laboratory supplies. Value assessed to donated supplies included in the cost sharing or matching share must be reasonable and must not exceed the fair market value of the property at the time of the donation.

b. Normally only depreciation or use charges for equipment and buildings may be applied. However, the fair rental charges for land and the full value of equipment or other capital assets may be allowed, when they will be consumed in the performance of the award or fully depreciated by the end of the award, provided that the Contracting Officer has approved the charges. When use charges are applied, values must be determined in accordance with the usual accounting policies of the recipient, with the following qualifications:

   i. The value of donated space must not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately-owned building in the same locality.
   ii. The value of loaned equipment must not exceed its fair rental value.

(5) Documentation. The following requirements pertain to the recipient's supporting records for in-kind contributions from third parties:

a. Volunteer services must be documented and, to the extent feasible, supported by the same methods used by the recipient for its own employees.

b. The basis for determining the valuation for personal services and property must be documented.

Appendix B – Waiver Requests: Foreign Entity Participation as the Prime Recipient and Performance of Work in the United States

1. Waiver for Foreign Entity Participation as the Prime Recipient

As set forth in Section III.A.3, all Prime Recipients receiving funding under this FOA must be incorporated (or otherwise formed) under the laws of a State or territory of the United States. To request a waiver of this requirement, an applicant must submit an explicit waiver request in the Full Application.

Overall, the applicant must demonstrate to the satisfaction of EERE that it would further the purposes of this FOA and is otherwise in the economic interests of the United States to have a foreign entity serve as the Prime Recipient. A request to waive the *Foreign Entity Participation as the Prime Recipient* requirement must include the following:

- Entity name;
- The rationale for proposing a foreign entity to serve as the Prime Recipient;
- Country of incorporation;
- A description of the project's anticipated contributions to the US economy;
    - How the project will benefit U.S. research, development and manufacturing, including contributions to employment in the U.S. and growth in new markets and jobs in the U.S.;
    - How the project will promote domestic American manufacturing of products and/or services;
- A description of how the foreign entity's participation as the Prime Recipient is essential to the project;
- A description of the likelihood of Intellectual Property (IP) being created from the work and the treatment of any such IP;
- Countries where the work will be performed (Note: if any work is proposed to be conducted outside the U.S., the applicant must also complete a separate request for waiver of the Performance of Work in the United States requirement).

EERE may require additional information before considering the waiver request.

The applicant does not have the right to appeal EERE's decision concerning a waiver request.

2. Waiver for Performance of Work in the United States

As set forth in Section IV.J.3, all work under EERE funding agreements must be performed in the United States. This requirement does not apply to the purchase of supplies and equipment, so a waiver is not required for foreign purchases of these items. However, the Prime Recipient should make every effort to purchase supplies and equipment within the United States. There may be limited circumstances where it is in the interest of the project to perform a portion of the work outside the United States. To seek a waiver of the Performance of Work in the United States requirement, the applicant must submit an explicit waiver request in the Full Application. A separate waiver request must be submitted for each entity proposing performance of work outside of the United States.

Overall, a waiver request must demonstrate to the satisfaction of EERE that it would further the purposes of this FOA and is otherwise in the economic interests of the United States to perform work outside of the United States. A request to waive the *Performance of Work in the United States* requirement must include the following:

- The rationale for performing the work outside the U.S. ("foreign work");
- A description of the work proposed to be performed outside the U.S.;
- An explanation as to how the foreign work is essential to the project;
- A description of the anticipated benefits to be realized by the proposed foreign work and the anticipated contributions to the US economy;
    - The associated benefits to be realized and the contribution to the project from the foreign work;
    - How the foreign work will benefit U.S. research, development and manufacturing, including contributions to employment in the U.S. and growth in new markets and jobs in the U.S.;
    - How the foreign work will promote domestic American manufacturing of products and/or services;
- A description of the likelihood of Intellectual Property (IP) being created from the foreign work and the treatment of any such IP;
- The total estimated cost (DOE and Recipient cost share) of the proposed foreign work;
- The countries in which the foreign work is proposed to be performed; and
- The name of the entity that would perform the foreign work.

EERE may require additional information before considering the waiver request.

The applicant does not have the right to appeal EERE's decision concerning a waiver request.

CITY COUNCIL Agenda Item #16-123.
Date: April 27, 2016
Consent __ Discussion _x_

SUBJECT: Appointments to the Governing Board of the East Central Vermont Telecommunications District

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Opportunity to meet applicants; it is anticipated that City Councilors will enter into Executive Session in accordance with Title I, §313, Executive Sessions, (3) *The appointment or employment or evaluation of a public officer or employee* to discuss; return to public session and announce appointments.

RELATED COUNCIL GOAL/PRIOR ACTION: N/A

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: Appointment of a delegate is required; appointment of an alternate delegate is desirable, not required; appointment of a second alternate delegate is optional, not required.

BACKGROUND INFORMATION: Participating cities/towns are required to make these appointments for terms of one year each or until the city/town shall notify the Governing Board in writing of the revocation of such appointments, the substitution of replacement appointees, the resignation of a delegate or withdrawal of the city/town from the district.

SUPPORTING DOCUMENTS: Resolution, copy of ad, e-mails from applicants

INTERESTED PARTIES: EC Vermont Telecommunications District

ASSISTANT CITY MANAGER'S APPROVAL: Jessie C Baker

A RESOLUTION APPOINTING A
REPRESENTATIVE to the GOVERNING BOARD of the
EAST CENTRAL VERMONT TELECOMMUNICATIONS DISTRICT

Whereas the Town of ____________________ is currently a member of the East Central Vermont Telecommunications District

NOW, THEREFORE, BE IT RESOLVED THAT:

The following resident(s) of the Town of _____________________are hereby appointed to the Governing Board of the East Central Vermont Telecommunications District for terms of one year each or until the Town shall notify the Governing Board in writing of the revocation of such appointments, the substitution of replacement appointees, the resignation of a delegate or withdrawal of the town from the district:

____
(Representative – Phone – eMail – Mailing Address)

____
(First Alternate– Phone – eMail – Mailing Address)

____
(Second Alternate– Phone – eMail – Mailing Address)

Adopted at a regular meeting of the Selectboard of the Town of _____________, duly

held on the ___ day of __________, ______.

ATTEST:

____
Town Clerk

Note:
Appointment of a delegate is required.
Appointment of an alternate delegate is desirable, not required.
Appointment of a second alternate delegate is optional, not required.

City of Montpelier
vermont

America's Small Town Capital

Mayor John Hollar

City Council Members:

Dona Bate
Jessica Edgerly Walsh
Tom Golonka
Jean Olson
Justin Turcotte
Anne Watson

William Fraser
City Manager

Jessie Baker
Assistant City Manager

April 11, 2016

The Times-Argus
Att: Mandy

Please insert the following with City of Montpelier notices on: Thursday, April 14, 2016. Thank you!

CITY OF MONTPELIER

East Central Vermont Telecommunications District Vacancies

The Montpelier City Council is seeking two Montpelier residents for appointment to one-year terms on the Governing Board of the East Central Vermont Telecommunications District. Letters of interest with a brief resume should be submitted to the Office of the City Manager, City Hall - 39 Main Street, Montpelier, on or by noon on Wednesday, April 20, 2016. They can also be sent electronically to spitonyak@montpelier-vt.org. The City Council will make these appointments at their Wednesday, April 27th meeting; applicants are encouraged to attend. All municipal meetings are accessible to people with disabilities and are held in accordance with the public meeting and public records laws. Questions: 223-9502

William J. Fraser
City Manager

(802)-223-9502 39 Main Street, Montpelier, VT 05602 www.montpelier-vt.org

Sandy Pitonyak

From: Rob Chapman <rob@orcamedia.net>
Sent: Tuesday, April 19, 2016 12:31 PM
To: Sandy Pitonyak
Subject: RE: ECV Fiber Appointments

Thanks Sandy.

Yes, please let this email serve as my expressed desire to continue as Montpelier's alternate representative to the ECFiber Governing Board.

I will plan on being at the City Council meeting to answer any questions councilors might have.

Rob Chapman
24 Sibley Ave
Montpelier, VT 05602

From: Sandy Pitonyak [mailto:SPitonyak@montpelier-vt.org]
Sent: Tuesday, April 19, 2016 12:15 PM
To: Rob Chapman <rob@orcamedia.net>
Subject: ECV Fiber Appointments

Can you please send me an updated e-mail saying that you are interested in being reappointed, Rob?

Sandy Pitonyak

Administrative Assistant to the City Manager
City Hall - 39 Main Street
Montpelier, VT 05602
Telephone: (802) 223-9502
FAX: (802) 223-9519
spitonyak@montpelier-vt.org

Hello Sandy,
I would like city council to consider appointing me to the governing board of East Central Vermont Telecommunications District.
Governing District. I have served on this groups governing board for several years as the City of Montpelier's representative.
I currently serve on EC Fibers governance committee .
By way of background, I am the chair of ORCA's (Onion River Community media) and thus have a considerable background in electronic media matters. I have been the past president of the board of the Community Development Society, a international Society dealing with the needs of Communities.
I have read served on MONTPELIER planning commission for four years.
GI seek this appointment in order to continue my advocacy for the City of Montpelier regarding the issues regarding Telecommunications to the EC Fiber organization as I have been doing for several years.
As new developments are emerging in this field I expect that the city will be interested in how it can benefit from such developments.
As always I am more than willing to answer questions regarding these matters to council .
Sincerely ,

John Bloch
7 Liberty st.
Montpelier, Vt
Phone 802 249- 0509

City of Montpelier vermont

CITY COUNCIL Agenda Item #16-125.
Date: April 27, 2016
Consent __ Discussion _x_

SUBJECT: Discussion of Montpelier's Economic Development Strategic Plan draft recommendations

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Receive presentation from Peter Fairweather, provide feedback on the draft recommendations.

RELATED COUNCIL GOAL/PRIOR ACTION: 2015-2016 City Council goal to "create a hospitable environment for economic development and grand list growth." The City Council approved the contract with Peter Fairweather and members have participated in past public meetings related to the development of the Economic Development Strategic Plan.

EXPENDITURE REQUIRED: None at this time. Additional expenditures may be needed to implement the final Economic Development Strategic Plan.

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: The City Council has prioritized economic development, grand list growth, and increasing our downtown vibrancy. In September, the City entered into a contract with Peter Fairweather at Fairweather Consulting to develop an Economic Development Strategic Plan. Over the last eight months Peter has facilitated a series of public meetings, met with key stakeholders, completed data analysis and partnered with the Steering Committee to develop draft recommendations for the strategic economic direction for Montpelier. Peter will present these draft recommendations to the Council. With feedback, these recommendations will become the foundation of the Economic Development Strategic Plan which we hope to bring back before the Council for adoption in June.

SUPPORTING DOCUMENTS: Recommendation summary

INTERESTED PARTIES: EDSP Steering Committee, members of the public and business community

ASSISTANT CITY MANAGER'S APPROVAL: Jessie C Baker

An Economic Development Strategic Plan

for Montpelier

Presentation of Draft Recommendations

April, 2016

www.montpelierplan.com

FAIRWEATHER CONSULTING
SPECIALISTS IN STRATEGIC CHANGE

AGENDA:

Overview of the Planning Process

What is Economic Development?

What is an Economic Development Strategy?

What is Montpelier’s Strategic Position?

What are the Opportunities?

How Should Montpelier Pursue those opportunities?

The Planning Process

Phase 1: Analysis of Montpelier's Economic Performance

Phase 2: Engagement— Identification of Barriers, Opportunities & Partners

Phase 3: Creation—Identifying Key Industries & Setting a Strategic Direction for Montpelier

YOU ARE HERE

Phase 4: Action—Adoption of the Montpelier Strategic Partnership

What is Economic Development?

Stimulating and/or Channeling economic activity (spending, job creation & investment) so that the activity preserves and improves a community's quality of life

Economic Development *harnesses* economic power, but it isn't economic power.

Effective Economic Development depends upon market realities & motivated business people.

What is an Economic Development Strategic Plan?

A plan that defines an approach to use the resources we have to capture the available economic activity we want.

What is Montpelier's strategic position?

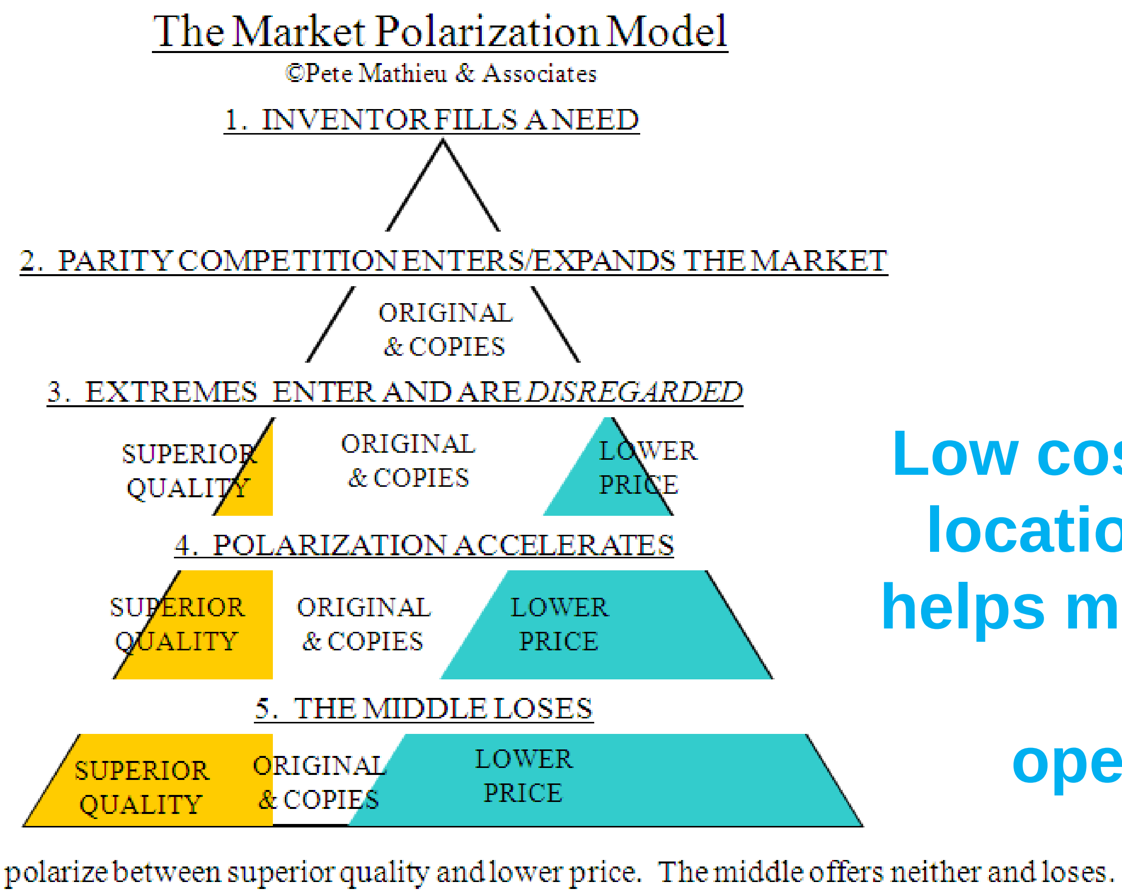
What are our opportunities?

What should we do to take advantage of that position to realize those opportunities?

Montpelier's Strategic Position

The Ongoing Process of Market Polarization

Superior Quality: the location itself adds value to the enterprise



Low cost: The location itself helps minimize cost of operations

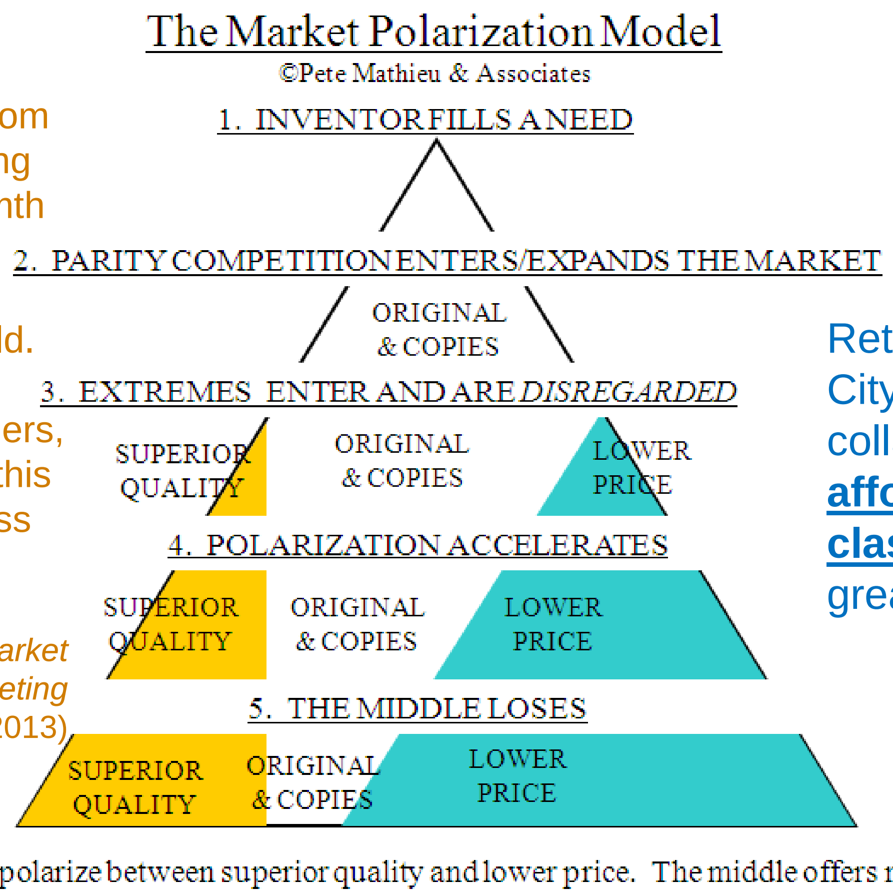
Montpelier's Strategic Position

The Ongoing Process of Market Polarization

We are Waterbury

We are a place of uncommon ideas. Our innovations range from a small coffee roaster introducing the world to single serving warmth to ice cream scoops with funny names and strange flavors that became known all over the world. We are sculptors, artists, snowboard makers, chefs, farmers, and tea blenders connected to this place where your all-access pass is the passion you bring.

(Waterbury Vermont *Retail Market Analysis And Marketing Recommendations*, May 2013)



Retain and build on Barre City's heritage as a "blue collar" community that is **affordable for working class families** and offers a great quality of life.

(*Barre City Plan, Economic Development Strategy 1-E*, June 2014.)

Montpelier's Strategic Position

Employment Trends			
Employment by Municipality, 2014	Montpelier	Barre	Waterbury
Total Employment	9,539	5,146	3,379
Change in Total Employment from 2009	599	648	(1,209)
Private Employment	5,810	4,146	2,887
Change in Private Sector Employment from 2009	10	394	294
Source: US BLS, Quarterly Census of Employment & Wages			

Montpelier's Strategic Position

The Economy will be growing slowly for the foreseeable future

US:

“CBO projects that **real potential output over the 2020–2025 period will grow by 2.1 percent per year, on average. . . substantially lower than the . . rate of growth . . .from 1981 to 2007**—3.1 percent per year, on average (measured from peak to peak). . . .”

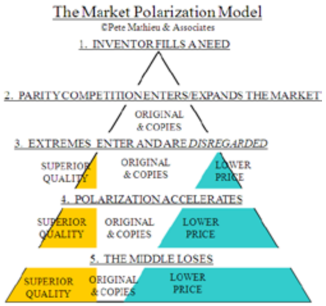
Congressional Budget Office. *Update to the Budget and Economic Outlook: 2015 to 2025*

VERMONT:

“The Vermont near-term economic outlook. . . will follow a similar path to the U.S. economy’s progression throughout the calendar year 2015-18 period. . . . . It is also expected that **the pace of recovery-expansion will continue to be moderate**, due to the less than average decline in output, income and jobs that the State experienced during the Great Recession compared to the U.S. and New England.”

New England Economic Partnership, *Vermont Forecast, October 2015*.

Montpelier's Strategic Position



If nothing changes:

There is no cataclysm, but. . .

Population continues to decline

Little new housing is built: retirees stay put; housing remains rare and expensive for younger workers

The state consolidates its Montpelier workforce in fewer buildings—freeing up downtown commercial space

A stagnant population means retail & hospitality businesses struggle and/or become more seasonal

Costs of government services rise & taxes go up making the City less attractive to new businesses

There is reduced capacity for regeneration/transition

Montpelier's Strategic Approach

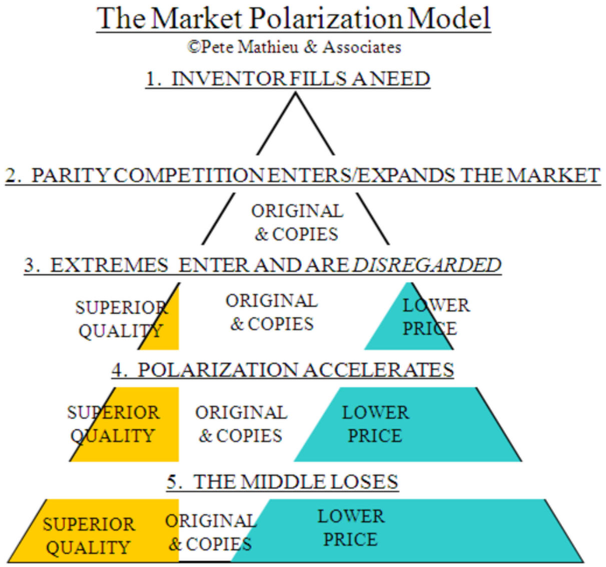
To increase economic activity, private-sector jobs and population by providing value to local businesses through a 4-pronged approach that:

1. ***Supports key sectors*** **that can drive the economy**

2. ***Champions transformational projects*** **that strengthen the local economy**

3. ***Makes Strategic Investments***

4. ***Assembles tools*** **to sustain the effort, catalyze projects & build quality of life**



1. SUPPORTING KEY MARKET SECTORS (listed alphabetically)

- Adult Learning
- Food Processing and Advanced Manufacturing
- Entrepreneurs (particularly in software development & IT)
- Finance/Insurance
- Not-for-Profit Services
- Professional, Business & Technical Services (inc. Green Businesses)
- Specialty Retail
- Tourism, Hospitality & the Arts

2. CHAMPIONING TRANSFORMATIONAL PROJECTS:

Potential Projects
Hotel/Conference Center Work with existing operators and/or developers to create additional rooms and conference space to support business & tourism travel
Comprehensive Parking Strategy Ensure employees have access to parking. Reduce problems associated with legislative session. Accommodate tourist visitation.
Provide a variety of housing types to ensure adequate housing for "talent pipeline:" •Executive housing in downtown and other locations •Housing for young professionals with families (e.g., 1st-time homebuyers) •Senior housing for retirees and to free up existing housing stock •Affordable housing for young singles and others.
Not-for-Profit/Advocacy Training Center Creating a training program in social advocacy and not-for-profit management to take advantage of opportunities for experiential learning in a small state capital.
Venue featuring Locally Crafted Food/Wine/Spirits A processing/retail operation to build upon the regional strengths in local food & food processing
Retail Arcade with Small-footprint spaces for start-up retailers Create opportunities for start-ups to have access to affordable retail space to build business.
Provide broadband connectivity to key growth sites

3. MAKING STRATEGIC INVESTMENTS:

Issue:	Investment
Sites	**Create class A office space** in downtown and Barre Street/Stonecutters Way area for professional services, entrepreneurs and not for profits. **Create sites for food processing/second stage advanced manufacturing** in Barre Street/Stonecutters Way area **Create hotel/conference center** in or adjacent to downtown core. **Create family housing in larger parcels** in and adjacent to existing neighborhoods. **Create infill housing** in downtown core for young singles.
Infrastructure	Ensure adequate employee parking at each site. Ensure pedestrian/bike connections to development sites.
Provide Expeditious Project Reviews	For transformational project sites, ensure ready compliance with Act 250 Adapt Municipal Administrative Procedures Act (MAPA)standards for contested projects.
Strengthen Community Amenities	Continually to upgrade streetscapes, facades and recreational facilities.
Marketing	Build a brand for Montpelier's EDSP and incorporate it into economic development promotions. Provide personal service for business development, approvals, financing, etc.
	Recruit firms in target industries to Montpelier

4. ASSEMBLING ECONOMIC DEVELOPMENT TOOLS:

Tools	Partners w/ED Agency
Tools to Catalyze Key Projects	
Build Partnerships with Developers & Property Owners (create "roundtable" for developers and property owners to meet semiannually?)	Developers City Government
Create Grant/Financing Packages for Partner Developers to produce projects that can be priced for Montpelier **Brownfield Programs** **Historic Tax Credits** **New Market Tax Credits** **Tax Stabilization** **USDA Programs, etc.**	City Government Appropriate Federal, State & Local Agencies
Consider Annual Fee for Vacant Buildings	City Government (lead)
Tools to Improve Amenities/ infrastructure	
Parking Strategy	City Government (lead) Appropriate Federal, State & Local Agencies
Streetscape Improvements	City Government (lead) Montpelier Alive Appropriate Federal, State & Local Agencies
Tax Increment Financing to support public infrastructure improvements	City Government State Legislature

4. ASSEMBLING ECONOMIC DEVELOPMENT TOOLS:

Tools	Partners
Tools to Sustain the Effort (a 5-year commitment)	
Create a Lead Economic Development Entity	City Government
A Local Development Corporation?	

ADVANTAGES	DISADVANTAGES
• **Maximizes accountability for the plan through a contract with City** • **Ensures continuity across election cycles** • **Provides administrative flexibility for implementation (not a governmental entity)** • **Can Accommodate Private Sector Participation**	• **Start up costs (creating by-laws, board, policies, etc.)** • **Certain reporting requirements (e.g., Sarbanes-Oxley, etc.)** • **Adds another organization in the City**

Summarizing Montpelier's Strategic Position

Montpelier's Core Idea:

The Innovative Capital

of Central Vermont

- **It is the State Capital**
- **It is an Innovative Municipal Government**
- **It is the single biggest repository of creative assets in Central Vermont**
- **It is *the* hub for innovative enterprises in Central Vermont**

City of Montpelier vermont

The EDSP becomes the "Innovative Capital" Strategy.

Projects can be described as part of the "Innovative Capital" Strategy

Next Steps:

Full Draft Report for Council Review

- ***Strategic Approach***
- ***Structure of Economic Development Effort (including potential partnerships)***
- ***Estimated Costs and Returns***
- ***Implementation Plan***

Thank you!

CITY COUNCIL Agenda Item #16-122(e).
Date: April 27, 2016
Consent _x_ Discussion ___

SUBJECT: Request from Ward Joyce for permission to proceed with certain installations in the public right-of-way on Langdon Street from June 10 – October 31, 2016 as part of the Langdon Street Alive Project:

* Gateway at beginning of street
* Floral installation on bridge
* Painted Mandala designed by Middle School students in roadway at mid-block; not yet designed
* Wooden bench built by Montpelier Parks crew on sidewalk; not yet designed

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Approve use of public right-of-way as proposed subject to the Public Works Director's conditions

RELATED COUNCIL GOAL/PRIOR ACTION: N/A

EXPENDITURE REQUIRED: Privately funded

SOURCE OF FUNDS: Others

LEGAL REQUIREMENTS: Authorization for Use of Public Highway Right-of-Way

BACKGROUND INFORMATION: Public Works Director Tom McArdle has reviewed the project. Tom met with Ward Joyce and his builder, Ben Cheney, and appropriate adjustments were agreed to addressing DPW concerns. Tom wants to be clear that approval for all installations involving public property (right-of-way) must be in compliance with standards and conditions consistent with highway and sidewalk guidelines as interpreted by the DPW Director. He would also add that all such installations on public property should only be permitted between April 1st – November 15th, that a responsible individual or entity must be identified to perform required care and maintenance of all objects and amenities within a reasonable period of time on demand, and that approval should be made subject to insurance stipulations that may be required by the City's policy.

NOTE: Ward is obtaining an engineer's report of structural stability for the gateway devices to include precautionary recommendations that may be necessary. This report has not yet been received but must be on file and deemed sufficient prior to installation. DPW is planning to address a chronic drainage problem (puddling) on the street which must be fully completed before the gateway devices are installed in May as well. Ward was made aware and the respective schedules are being coordinated.

SUPPORTING DOCUMENTS: Images of Langdon Street bridge and the "gateway" entrance

INTERESTED PARTIES: DPW, Langdon Street businesses

ASSISTANT CITY MANAGER'S APPROVAL: Jessie C Baker


DOWN * H

CITY COUNCIL Agenda Item #16-122(c)
Date: April 27, 2016
Consent _x_ Discussion __

SUBJECT: Approval of contract for planning services for the update of the City Master Plan

SUBMITTING DEPARTMENT: Planning

RECOMMENDED ACTION: Motion to authorize the City Manager to sign the contract for updating the comprehensive plan to Orion Planning + Design (Boulder CO).

RELATED COUNCIL GOAL/PRIOR ACTION: Touches on all goals but specifically support and promote a vibrant downtown; alleviate parking pressures in Montpelier to maintain a vibrant downtown; create a hospitable environment for economic development and grand list growth; and create a hospitable environment for housing development and grand list growth

EXPENDITURE REQUIRED: $20,000 contract

SOURCE OF FUNDS: Municipal Planning Grant ($16,000) + General Fund ($4,000 already budgeted)

LEGAL REQUIREMENTS: None

BACKGROUND INFORMATION: The City received a Municipal Planning Grant in the winter for $16,000 (requires $4,000 cash match which is in budget) to hire a consultant to assist the Planning Commission in updating the current Master Plan to make it more strategic. Planning staff developed a request for proposal and received one proposal. Staff reviewed the proposal (from Orion Planning + Design) and recommended to the Planning Commission that they accept the proposal. Orion is a national group which includes a Vermonter (Julie Beth Hinds) as one of the principals. Ms. Hinds is an award winning planner who has formerly been Director of the Mad River Valley Planning District and Planning Director for the City of South Burlington among other positions in Vermont and around the country. The Commission agreed with the recommendation and voted on April 11th to forward the contract to Council for approval.

SUPPORTING DOCUMENTS: Contract attached

INTERESTED PARTIES: Planning Commission

ASSISTANT CITY MANAGER'S APPROVAL: Jessie C Baker

April 28, 2016

Mr. Michael Miller, Director of Planning & Community Development
City of Montpelier
39 Main Street
Montpelier VT 05602

RE: Montpelier Comprehensive Plan Summary & Update
Agreement for Services

Dear Mike,

The Orion Planning + Design Team is very pleased to have been selected as the City's planning consultant to prepare a Comprehensive Plan Summary & Update. This letter and the attached Appendix A, Scope of Services, will serve as our Agreement for the project.

Agreement Terms

1. **Parties**: This is a contract for personal services between the City of Montpelier, Vermont (City) and Orion Planning and Design (Contractor) with its principal place of business in Boulder, Colorado. Contractor's form of business organization is a for-profit Limited Liability Corporation.

2. **Subject Matter**: The subject matter of this contract is personal services generally on the subject of providing planning consulting services for the update of the City of Montpelier Comprehensive Plan summary and update. Detailed services that Contractor will provide are described in Attachment A.

3. **Maximum Amount**: In consideration of the services to be performed by Contractor, City agrees to pay Contractor, in accordance with the payment provisions specified in attachment B, a sum not to exceed $20,000 (twenty thousand dollars).

4. **Contract Term**: The period of Contractor's performance shall begin on May 1, 2016, and end on May 31, 2017 unless such period of performance is extended or modified upon mutual written agreement of the Contractor and City.

5. **Amendment**: No changes, modification or amendments in the terms and conditions of this contract shall be effective unless reduced to writing, numbered and signed and dated by the duly authorized representative of Contractor and City.

6. Cancellation: This contract may be canceled by either party by giving written notice at least 15 days in advance.

7. Attachments: This contract consists of 11 pages including the following Attachments that are incorporated herein:

Attachment A:	Specifications of work to be performed (Work Plan)
Attachment B:	Payment Provisions (Budget)
Attachment C:	State requirements for GIS products.

NOTE: GIS products identified in this Scope of Work are to be produced by other parties

Attachment D:	Standard State Requirement of Bidders.

8. Subcontracts: All subcontracts pursuant to this contract shall require the subcontractor to comply with the requirements of Title 21 of Vermont Statutes Annotated, Chapter 5, Subchapter 6, relating to fair employment practices; conform to the record keeping requirements of the Grant and ensure that all relevant products be compatible with the Vermont Geographic Information System (VGIS) and meet all applicable VGIS standards, which are available from the Vermont Center for Geographic Information.

9. Interpretation: This contract shall be interpreted according to the laws of the State of Vermont.

10. Counterparts: This contract shall be executed in two counterparts, with each party hereto retaining a fully executed original

WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS CONTRACT.

CITY OF MONTPELIER	ORION PLANNING & DESIGN
	Juli Beth Hinds
____________________________ Signature	
William Fraser, City Manager	JULI BETH HINDS, AICP Partner
____________________________	**Date**

ATTACHMENT A: SPECIFICATIONS OF WORK TO BE PERFORMED

TASK 1: Project Kick-Off Meeting and Detailed Scheduling

- WebEx/Zoom call to review scope & formatting options, set agenda for 5/23 Planning Commission meeting, discuss approaches for committees, establish responsibilities for demographic updates and other 'basics' that require update
- Team additions to Agenda and any preparation materials for 5/23 meeting
- Bob Barber to attend Planning Commission meeting 5/23; objectives to provide project overview, discuss public engagement and outreach, what "success" looks like, graphic options, need for 'homework' by committees/Commission
- Annotated plan outline, schedule & tasks after 5/23 meeting

Task 1 Deliverables

- Kick-off call agenda
- Formatting options
- May 23rd PC meeting agenda and prep materials
- Annotated outline, schedule & tasks after May 23 meeting

TASK 2: "Boil Down" of Plan Vision, Major Goals and Ideas

- Team will review and 'boil down' existing plan to themes, goals, policies & action items
- Team will present 2-3 final options for graphic and visual formatting
- Memo to staff on themes, proposed re-organization, and VT Planning Manual elements
- *Notes on public engagement and outreach options including photo submittals, surveys, facilitated discussions through committees or PC
- Work session with staff
- Team will submit selected option for graphic/visual format and Plan outline

Task 2 Deliverables

- Graphic/formatting options
- Memo with proposed outline of reorganized plan and notes on public engagement and outreach
- Final option for graphic/visual format
- Working outline for Plan

TASK 3: Create Plan Implementation Matrix

- Review of City's plans, existing goals, key capital budget items and initiatives
- Team will create first draft of implementation matrix linking goals to policies, implementation projects and action steps
- Submit initial draft implementation matrix and associated committee "homework" for staff review
- Attend staff meeting to finalize matrix format, committee "homework," agenda for facilitated session
- Facilitate session with Committee/Commission leadership on "homework" items, conflict resolution, filling in the matrix

Task 3 Deliverables:

- Matrix options
- Draft matrix and committee homework
- Agenda for staff meeting
- Final matrix option
- Agenda and homework for facilitated session

TASK 4: Plan Summary: Consolidation and Reorganization

- Prepare draft outline of Plan summary document and supporting information/appendices
- Review with staff and ACCD at onsite meeting
- Prepare final draft outline including statement of statutory consistency

Task 4 Deliverables:

- Draft outline
- Agenda for ACCD/staff meeting
- Final outline
- Statement of statutory consistency

TASK 5: Graphics & Illustrations

- Prepare initial concepts for graphics, mapping and illustrations
- Meeting with staff (including GIS) to select and position graphics
- If possible to coordinate with staff meeting, Planning Commission progress session; at minimum, Powerpoint presentation for PC on current status of Plan draft, upcoming work

Task 5 Deliverables:

- Graphics "punch list" of GIS items, questions or other information needed
- Planning Commission Powerpoint presentation

TASK 6: Draft Plan, Implementation Matrix & Consolidated/Numbered Plan Policies and Goals

- Team will prepare a draft Plan with implementation matrix and consolidated/renumbered Plan goals, policies and action steps
- Team will prepare graphics following on work from Task 5
- Staff meeting to review and refine draft
- Planning Commission presentation
- WebEx/Zoom meeting to work on redline of staff and PC comments

Task 6 Deliverables:

- Draft Plan & Implementation Matrix
- Consolidated/re-numbered Plan policies and goals
- Agenda for staff meeting
- Agenda for Team items for Planning Commission meeting
- Planning Commission presentation

TASK 7: Complete Deliverables

- Prepare final reorganized Plan from redline work session with staff

Task 7 Deliverables:

- Final Plan (searchable/hyperlinked pdf and MS word text)

ATTACHMENT B PAYMENT PROVISIONS

Orion Planning & Design shall bill the City on a Task Completed basis. The cost of each task is based on the Partner rate of $140 per hour.

The budget for direct expenses is $2,000. Expenses shall be itemized and charged at cost, with mileage for Juli Beth Hinds charged at the federal rate from Waterbury, VT.

Invoices will be submitted digitally to Michael Miller (mmiller@montpelier-vt.org) and Audra Brown (abrown@montpelier-vt.org). Payment shall be due within 30 days of the City's acceptance of the invoice for each task. Any issues with invoices shall be identified by the City to Orion Planning & Design's project manager in writing (Juli Beth Hinds, jbh@orionplanningdesign.com) within five (5) business days of receipt of an invoice. If Orion Planning & Design is not notified of issues within five (5) business days the invoice shall be deemed complete and accepted, and payment shall be due within thirty (30) days of the invoice date.

- ✓ Task 1 Project Kick-Off Meeting and Detailed Scheduling — $560
- ✓ Task 2 "Boil Down" of Plan Vision, Major Goals and Ideas — $2,240
- ✓ Task 3 Create Plan Implementation Matrix — $2,520
- ✓ Task 4 Plan Summary: Consolidation & Reorganization — $3,640
- ✓ Task 5 Graphics & Illustrations — $2,800
- ✓ Task 6 Draft Plan, Implementation Matrix & Consolidated/Numbered Plan Policies and Goals — $4,480
- ✓ Task 7 Complete Deliverables — $2,240

Total labor budget	$18,480
Direct expense budget	$1,520
Total not-to-exceed cost	$20,000

ATTACHMENT D
PROCUREMENT PROCEDURES
AND
OTHER STATE REQUIREMENTS

1. Standard State Requirement of Bidders

Grantees must ensure the following requirements are met by those awarded a contract and are explicitly included in any such contract:

I. The Contractor will maintain all books, documents, payrolls, papers, accounting records and other evidence pertaining to costs incurred under this Agreement and make them available at reasonable times to the Grantee and the State during the period of this contract and for three years thereafter for inspection by any authorized representatives of the State. The official records, however, will be maintained by the Grantee. If any litigation claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved, including any period for filing an appeal. The Grantee and the State, by any authorized representative, shall have the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed under this contract.

II. The Contractor certifies under the pains and penalties of perjury that he or she is in good standing with respect to, or in full compliance with a plan to pay, any and all taxes due the State of Vermont as of the date the Contractor signs this contract.

III. The Contractor shall not assign or subcontract the performance of this agreement or any portion thereof to any other contractor without the prior written approval of the State. The Contractor also agrees to include in all subcontract agreements a tax certification in form substantially identical to paragraph 2 above.

IV. The Contractor agrees to comply with the requirements of Title 21, V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the extent applicable. Contractor shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the contractor. Contractor further agrees to include this provision in all subcontracts.

V. The Contractor states that as of the date the contract is signed, he/she:

a. is not under any obligation to pay child support; or
b. is under such an obligation and is in good standing with respect to that obligation; or
c. as agreed to a payment plan with the Vermont Office of Child Support and is in full compliance with that plan. Contractor makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Contractor is a resident of Vermont, Contractor makes this statement with regard to support owed to any and all children residing in any other state, territory, or possession of the

United States.

2. GIS Work

For any projects including a GIS component:

I. The Grantee shall ensure any contracts, subgrant agreements or subcontracts that are issued through this grant to develop GIS data shall include the GIS Data Information Form as a final product to the work performed. Grantee shall also submit, with the final report, copies of material documents, and copies of digital data produced with the Grant Award or any portion thereof. Digital data includes spatial and tabular data attributes, documentation files, and plot files, and must meet applicable standards as to physical media, data format, and documentation of all products using the VGIS metadata standard. (It is not necessary to submit subsets of data layers that are already listed in the VGIS Data Catalog).

II. All data and materials created or collected under this Agreement – including all digital data – are public records. The parties may utilize the information for their own purposes, but shall not copyright these materials.

III. Digital Spatial Data will be submitted on a single CD or DVD in Vermont State Plane Meters Coordinates, NAD 83 with its accompanied GIS Data Information Form. Any of the following file formats is acceptable:

a. .shp (Shapefile – which also consist of files with other extensions such as .dbf and .shx)
b. .dwg (CAD file)
c. .dxf (CAD file)

[Technical assistance and information on these guidelines and procedures are available from the Vermont Center for Geographic Information, Inc. (http://www.vcgi.org/standards or 802-882-3006): Relevant documents include: Municipal Property Mapping Guideline; Contracting with GIS Consultants; Vermont GPS Guidelines.]

[END OF ATTACHMENT C]

City of Montpelier vermont

CITY COUNCIL Agenda Item #16-121.
Date: April 27, 2016
Consent __ Discussion ___ (General Business) _x_

SUBJECT: Resolution for *Women's Lung Health Week*, May 8-15, 2016

SUBMITTING DEPARTMENT: City Manager's Office for Harold Garabedian

RECOMMENDED ACTION: Reading of the Resolution

RELATED COUNCIL GOAL/PRIOR ACTION: N/A

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: The Resolution is intended to raise awareness of the severity of lung cancer in women by designating the second week of May as Women's Lung Health Week.

SUPPORTING DOCUMENTS: Resolution and Fact Sheet

INTERESTED PARTIES: Lung Association

ASSISTANT CITY MANAGER'S APPROVAL: Jessie C Baker

City of Montpelier vermont

RESOLUTION

Women's Lung Health Week
May 8–15, 2016

WHEREAS, every five minutes, a woman in the U.S. is told she has lung cancer; and

WHEREAS, lung cancer is the #1 cancer killer of women in the U.S.; and

WHEREAS, the lung cancer death rate in women has almost doubled over the past 38 years; and

WHEREAS, advocacy and increased awareness will result in more and better treatment for women with lung cancer and other lung diseases and will ultimately save lives; and

WHEREAS, LUNG FORCE is the national movement led by the American Lung Association, with the mission of making lung cancer history - uniting women to stand together with a collective strength and determination to lead the fight against lung cancer and for lung health.

NOW, THEREFORE, BE IT RESOLVED, that I, John Hollar, Mayor of the City of Montpelier, do hereby designate the week of May 8th through May 15th, 2016 as

"Women's Lung Health Week"

throughout Montpelier and encourage all residents to learn more about the detection and treatment of lung cancer.

CITY SEAL

Presented this 27th day of April, 2016

____

John Hollar, Mayor

ATTEST:

____

John Odum, City Clerk

WHAT IS THE #1 CANCER KILLER OF WOMEN?

PERCEPTIONS

BREAST?

OVARIAN?

UTERINE?

Only

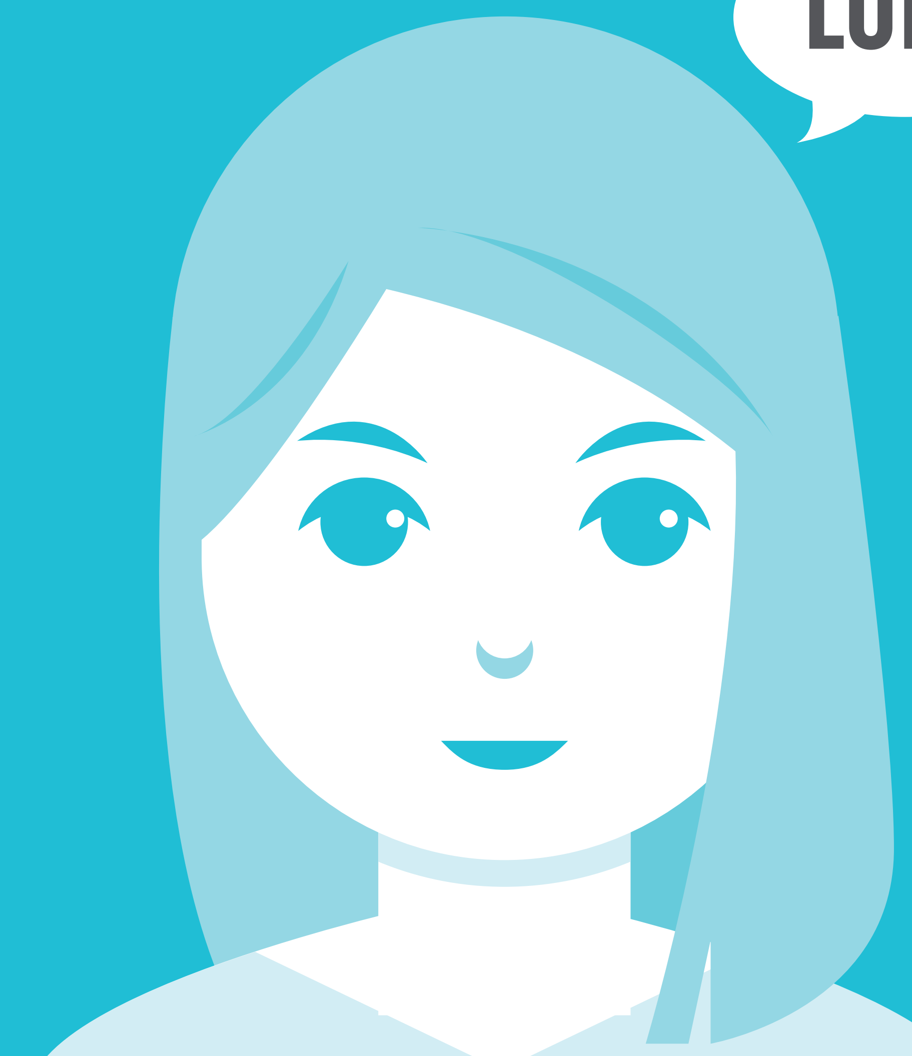
1%

of women cited lung cancer as a top of mind cancer affecting women

ONLY 1 IN 5
women knew less than half of women diagnosed with lung cancer will be alive a year later

FACTS

LUNG



Yet lung cancer kills almost

2X

as many women as any other cancer with **more than 71,000 estimated to die THIS YEAR ALONE**

TO SAVE MORE LIVES,
research, education and advocacy are needed

The truth is ANYONE CAN GET LUNG CANCER.

The 5-year survival rate is ONLY 18%, among the lowest of all cancer types.

Although smoking is a leading cause of lung cancer, it's not the only cause. The following factors also play a role:

AIR POLLUTION

FAMILY HISTORY

RADON

Once educated about lung cancer, 84% of women are ready to take action to address the disease.

TOGETHER, WE CAN SAVE MORE LIVES

Learn your risk and #ShareYourVoice to defeat lung cancer at LUNGFORCE.ORG

The American Lung Association surveyed more than 1,000 American women to measure awareness, knowledge and perceptions about lung cancer.

AMERICAN LUNG ASSOCIATION®

LUNG FORCE™

Nationally Presented By: CVS Health

Signature Education Sponsor: Medtronic

If you need to talk to a lung specialist, click here or call 1-844-ALA-LUNG.

ATTACHMENT TO MONTPELIER CITY COUNCEL COVER SHEET FOR

CITY COUNSEL MEETING

Background information: The Washington County State's Attorney is elected to a four-year term of office. Scott Williams was elected in November, 2014, and took office, pursuant to our State Constitution, on February 1st, 2015. The State's Attorney is tasked with reviewing and prosecuting potential crimes committed within the county. In addition, the State's Attorney's office has, over time, become responsible for the review, filing, and prosecution of Delinquency, 'CHINS' (Child in Need of Supervision), Adult Guardianships, Appeals from convictions to the Vermont Supreme Court and/or Federal Court system, "Post-Conviction Relief" (also known as "Habeas Corpus") proceedings, and pursuant to statute has authority over the investigation and prosecution of Campaign Finance Law violations.

Mr. Williams attended Mt. Anthony Union High School in Bennington VT; He served 8 years in the United States Navy; attended Marlboro College in southern Vermont and Temple University School of Law in Philadelphia PA; and has worked as a public defender in a large city and here in Vermont in addition to having operated a private civil and criminal litigation practice and served as an administrative hearing officer for the Vermont Agency of Education. He lives in Berlin with his wife of 16 years and their two teenagers.

Mr. Williams is attending council and selectboard meetings throughout the county to apprise communities of the functioning of the office.

Mr. Williams asks that the Council come prepared with questions and concerns about law enforcement and criminal prosecution in the county.

CITY COUNCIL Agenda Item #16-122(g).
Date: April 27, 2016
Consent _x_ Discussion ___

SUBJECT: Request from Jesse Jacobs, on behalf of Steve Hintgen, for the closure of several locations (State Street from Main to Elm; Langdon Street from Main to Elm; the 60 Main Street Parking Lot; and the parking spaces in front of Charlie O's and the righthand turning lane on Main Street in front of the TD Bank) on Saturday, August 20th, 2016, for the 2016 Vintage Trailer Show.

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Approve closures

RELATED COUNCIL GOAL/PRIOR ACTION: N/A

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: Requests for street closures require Council approval.

BACKGROUND INFORMATION: The event will be open to the public from 10:00 A.M. until 4:00 P.M., but applicants are requesting the streets/parking spaces be closed from 6:00 A.M. until 6:00 P.M. on that Saturday. This will allow ample time to remove any vehicles from the event areas on Saturday morning and give the organizers ample time to move all of the participants into place; with the event over at 4:00 P.M., this would allow ample time to move all of the trailers out of town by 6:00 P.M. when the streets can be opened back up for normal traffic flow. Applicants have already reviewed these closures and the entire scope of the event plan with both the Police and Fire Departments.

SUPPORTING DOCUMENTS: Description of the event

INTERESTED PARTIES: Police, Fire and Public Works Departments; Montpelier Alive; and affected downtown businesses

ASSISTANT CITY MANAGER'S APPROVAL: Jessie C Baker

April 20, 2016

Name of Project: Vermont Vintage Trailer show

Name of Applicant: Steve Hintgen

Full Legal Name of Organization or business: Vintage Trailer Supply

Address: 34 Barre Street, Montpelier, VT 05602

Telephone: 800.644.2640

Email: steve@vintagerv.com

Event Date: Saturday, August 20th, 2016

Mission: The 2015 Vermont Vintage Trailer Conference was the first and only vintage trailer convention to be held in the State of Vermont. With its success our intention is to continue to grow the event and strengthen the potential for the event's legacy in Downtown Montpelier. Last year's response from community members and the national vintage trailer participants was overwhelmingly positive and we believe our mission to expand the marketing of downtown Montpelier to national and regional tourists as well as local Vermont residents by hosting this event in our historic downtown is just beginning.

Detailed Project Description:

Who: Vintage Trailer Supply, Montpelier Property Management, Vermont Agency of Tourism and the State Department of Parks

What: Will host a day long Vintage Trailer Conference, where national, regional and local Vermont tourists and cult trailer enthusiasts will have a chance to explore Montpelier's historic streets and area businesses by touring 65 - 80 vintage trailers from the 1940's to the 1970's parked in our downtown.

Where: The trailers will be parked all along both sides of State Street, One side of Langdon Street, The Sheriffs' Parking lot behind 43 State Street, the 60 Main Street parking lot, in the right hand turning lane on Main Street in front of TD Bank, and the parking spaces on Main Street in front of Charlie O's Bar and the Mad Taco for event goers to walk through and enjoy at their own pace.

When: The Vintage Trailer show will be open to the public Saturday, August 20th, 2016 from 10am – 4pm.

Why continue this event:

The positive feedback from event goers, participants and the local businesses of Montpelier helped us to realize that there is real potential to incubate something that could reach national success. Community participation and engagement was incredibly high, we received over 800 voting ballots from on-lookers engaged in the voting process. Vintage trailer owners, many of whom had never been to Vermont before, or Montpelier for that matter, were impressed with the city and expressed interest in returning.

CITY COUNCIL Agenda Item #16-126.
Date: April 27, 2016
Consent __ Discussion _x_

SUBJECT: Presentation of Part 1 Unified Development Bylaws and Overview of River Hazard Area Bylaws

SUBMITTING DEPARTMENT: Planning

RECOMMENDED ACTION: None. Opportunity for the Council to receive an explanation of the bylaws and to ask questions.

RELATED COUNCIL GOAL/PRIOR ACTION: Alleviate parking pressures in Montpelier to maintain a vibrant downtown; create a hospitable environment for housing development and grand list growth

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: None

BACKGROUND INFORMATION: Planning Commission will finalize Part 1 and maybe Part 2 on Monday April 25th. Both will be provided to the Council as soon as changes are approved. The Planning Commission has already completed review of the River Hazard Area and will formally move those forward to the Council for consideration at the April 25th meeting. They will continue to review and forward parts of the bylaws to the Council in future meetings.

SUPPORTING DOCUMENTS: Draft River Hazard Bylaws are attached. Final Part 1 Unified Development Bylaws will not be available until after Monday April 25th.

INTERESTED PARTIES: Planning Commission

CITY MANAGER'S APPROVAL: Jessie C Baker

CITY OF MONTPELIER

RIVER HAZARD AREA REGULATIONS

Version Date: PC Public Hearing Draft - Version 2.0

Department of Planning & Community Development
City of Montpelier
39 Main Street
Montpelier, VT 05602

802-223-9506

RIVER HAZARD AREA REGULATIONS SEPARATED FROM ZONING

ADOPTED	EFFECTIVE
XXXX 2016	XXXX 2016

HISTORY OF THE FLOOD HAZARD AREA REGULATIONS IMBEDDED IN ZONING

ADOPTED AMENDMENTS RELATED TO FHA	EFFECTIVE DATE
January 26, 2011	January 26, 2011
May 14, 2008	May 14, 2008
June 14, 2006	June 14, 2006
August 21, 2002	September 11, 2002
October 26, 1994	November 16, 1994
January 25, 1989	February 15, 1989
April 24, 1985	May 15, 1985
September 26, 1984	October 17, 1984
November 23, 1983	December 14, 1983
January 27, 1982	February 10, 1982
January 27, 1975	March 4, 1975

ADOPTED	EFFECTIVE
October 24, 1973	October 31, 1973

HISTORY OF MAP AMENDMENTS

AMENDED
Xxx, 2016 (added River Corridors)
March 19, 2013 (FHA only)

ORIGINAL FLOOD HAZARD AREA MAPS
February 17, 1982

PREPARED BY:
City of Montpelier Planning Commission
City of Montpelier Conservation Commission
and
Mike Miller, AICP CFM Director of Planning & Community Development

TABLE OF CONTENTS

NOTE: Throughout these regulations are references to enabling language in statute. They appear as [§4404] at the end of a provision. Anyone interested in viewing the enabling rules can examine them at referenced section of Title 24 of the Vermont Statutes Annotated.

PART 1. GENERAL PROVISIONS

Chapter 100. Legal Framework

Section 101 Where does the City get authority to adopt these regulations?

101.A These River Hazard Area regulations are established as authorized in Title 24 of the Vermont Statutes Annotated (hereinafter abbreviated V.S.A.) §4402(9).

101.B These regulations have been enacted in accordance with the provisions of §4424(2) of the Vermont Municipal and Regional Planning and Development Act (24 V.S.A. Chapter ll7 hereinafter referred to as "the Act") and the Charter of the City of Montpelier.

Section 102 Why is the City adopting these regulations?

102.A The City is adopting these regulations for the following reasons:

(1) To detail the simplest possible procedures that will allow the City to develop in a manner that is consistent with the general policies outlined in the Master Plan Montpelier, Vermont;

(2) To minimize and prevent loss of life and property, the disruption of commerce, the impairment of the tax base, and the extraordinary public expenditures and demands on public services that result from flooding and erosion hazards;

(3) To ensure the design and construction of development in the River Hazard Areas are accomplished in a manner that minimizes or eliminates the potential for flood and loss or damage to life and property in a Flood Hazard Area or that minimizes the potential for fluvial erosion and loss or damage to life and property in a River Corridor;

(3) To manage all Flood Hazard Areas designated pursuant to 10 V.S.A. §753;

(4) To make the City of Montpelier as well as its residents and property owners eligible for federal flood insurance, federal disaster recovery funds, and hazard mitigation funds as may be available.

(5) To further the purposes of the Act described under 24 V.S.A. §4302 and to be in accordance with the policies set forth therein. [§4401]

Section 103 What do these regulations include?

103.A These regulations include:

(1) This text;

(2) The most recent Flood Insurance Rate Maps, (hereinafter referred to as the FIRM

maps) as published by the Federal Emergency Management Agency (hereinafter FEMA) that pertain to the City of Montpelier and any corresponding FEMA Flood Insurance Studies; and

(3) The City of Montpelier River Corridors Map adopted in conjunction with this text.

Section 104 How do these regulations effect other regulations, permits, and covenants?

104.A These regulations shall not repeal, abrogate, or impair any other land use controls including but not limited to statutes, regulations, rules, ordinances, permits, easements, deed restrictions, and covenants.

104.B The provisions of these regulations, however, shall be minimum requirements and shall therefore take precedence over any concurrent and less restrictive controls. [§4413(c)]

Section 105 Does the issuance of an approval under these regulations remove the need to get other permits?

105.A The issuance of a permit under these regulations does not relieve the applicant from the obligation of obtaining any other local permits or necessary approvals by local, state, or federal law.

Section 106 Do decisions made under these regulations apply to the property or the owner of the property?

106.A All permits and decisions in these regulations are made with respect to property location and these permits and decisions run with the property.

106.B Enforcement of violations of these regulations is applied to the owner of the property where the violation occurs and said violations will run with the property.

Section 107 Are violations of these regulations a criminal or a civil offense?

107.A Violations of these regulations shall be considered a civil offense for the purposes of enforcement through the Judicial Bureau.

Section 108 What if a Court rules that a portion of these regulations is unconstitutional?

108.A The provisions of these regulations are severable, therefore, if a court of competent jurisdiction holds any provision or the application thereof to any person or circumstance unconstitutional or invalid, the remainder of these regulations shall not be affected.

Section 109 Is the City or its municipal officials liable in the event of damage?

109.A These regulations do not imply that land outside of the areas covered by these regulations will be free from flood or fluvial damages.

109.B These regulations shall not create liability on the part of the City of Montpelier, or any municipal official or employee thereof, for any flood or fluvial damages that result from the reliance on these regulations, or any administrative decision lawfully made hereunder.

Chapter 110. Adoption, Amendment, and Repeal

Section 111 What process is used to adopt, amend, or repeal these regulations?

111.A These regulations may be adopted, amended, or repealed according to the requirements and procedures established in the Act for preparation of bylaws (§4441) and adoption of bylaws (§4442).

Section 112 When do these regulations take effect?

111.A These regulations shall be effective twenty one (21) days after adoption (by majority vote of the City Council) and shall remain in effect until repealed or amended in accordance with the Act. [§4442(c)(1)]

Chapter 120. Applicability

Section 121 What areas are covered by these regulations?

121.A These regulations shall apply **only** to areas identified as:

(1) *Areas of special flood hazard* (hereinafter referred to as the Flood Hazard Area) on the Washington County, Vermont FIRM Maps; and

(2) *River Corridors* as identified on the City of Montpelier River Corridors Map. [§4411(b)(3)(G)]

121.B The Flood Hazard Areas and River Corridors shall collectively be referred to as River Hazard Areas.

Section 122 What activities require review and approval under these regulations?

122.A Unless specifically exempted herein, development (as defined in Part 5 of these regulations) shall not commence within the River Hazard Area except in compliance with these regulations. [§4449(a)(1)]

Section 123 What effect do these regulations have on development in existence prior to adoption?

123.A All uses and structures legally in existence as of the effective date of these regulations are allowed to continue indefinitely.

123.B Any subsequent development related to pre-existing structures and uses shall be subject to applicable requirements of these regulations.

Section 124 If an application is made while these regulations are being adopted or revised, which regulations are applied?

124.A Once the public notice for the first public hearing of the City Council is published, applications shall be administered in accordance with the provisions laid out in §4449(d) of the Act.

Section 125 If an application is made while the River Corridor map is being changed, which map applies?

125.A The current River Corridor map remains in effect until the proposed map is under consideration by the City Council through the normal amendment process laid out in Chapter 110.

125.B Applications made during the amendment process, therefore, follow the rules laid out in Section 124.

Section 126 If an application is made while the FIRM maps are being changed, which maps are applied?

126.A Any amended FIRM maps and flood insurance studies shall become effective on the effective date printed on the maps and studies.

(1) FIRM maps and other official amendments to the maps (e.g. Letters of Map Amendments) will update automatically without action by the City Council.

126.B The maps that are in effect at the time of application are used throughout the application process.

Chapter 130. Miscellaneous Provisions

Section 130 How are days counted when computing time?

130.A Where an event is required or permitted by these regulations to occur before, on, or after a specified period of time measured from another event, the first day shall not be counted and the final day shall be counted in calculating the period. [§4303a]

PART 2. ADMINISTRATION

Chapter 200. Administrative Officer

Section 201 Who is responsible for the administration of these regulations?

201.A These regulations shall be administered by the River Hazard Area Administrative Officer, hereinafter referred to as the Administrative Officer. [§4448(a)]

201.B In the absence, disability, or conflict of interest of the Administrative Officer, an acting Administrative Officer may be appointed to administer these regulations. [§4448(b)]

(1) An acting Administrative Officer shall be treated the same as the Administrative Officer with respect to these regulations and shall fulfill all responsibilities and adhere to all limitations laid out herein.

Section 202 Who appoints or removes the Administrative Officer?

202.A The Administrative Officer shall be appointed and may be removed by the City Manager in accordance with the City Charter §1007.

Section 203 Can the Administrative Officer hold any other office in the City?

203.A The Administrative Officer may hold any other office in the municipality except for membership on the Development Review Board.

Section 204 What duties and powers does the Administrative Officer have?

204.A The Administrative Officer has the duty to manage and enforce these regulations literally and shall not have the power to permit any development that is not in conformance with these regulations. [§4448(a)]

204.B The Administrative Officer shall have the power to hear and decide applications for River Hazard Area Development permits under Chapter 500 of these regulations [§4449(a)(1)].

204.C The Administrative Officer shall have the power to hear and decide applications for Certificates of River Hazard Compliance under Chapter 520 of these regulations. [§4449(a)(2)]

204.D The Administrative Officer has the duty to investigate complaints and has the power to pursue violations of these regulations through procedures set forth under Chapter 400 of these regulations. [§4452]

204.E The Administrative Officer should provide forms required to obtain any municipal permit or other municipal authorization required under these regulations or any other regulations or ordinances that relate to the regulation of development within the City of Montpelier. [§4448(c)]

204.F The Administrative Officer has the duty to inform any person applying for a River Hazard Area Development permit that the person should contact the Regional Permit Specialist employed by the Vermont Agency of Natural Resources in order to assure timely action on any related state and federal permits; nevertheless, the applicant retains the obligation to identify, apply for, and obtain relevant state and federal permits. [§4448(c)]

(1) The Administrative Officer has the power to require applicants to submit a Vermont Agency of Natural Resources Project Review Sheet within the application process in order to assure timely action on any related state and federal permits.

204.G The Administrative Officer is responsible for any other duties as assigned within these regulations which may not be specifically outlined above.

Chapter 210 Development Review Board

Section 211 Who appoints or removes members of the Development Review Board?

211.A The members of the Development Review Board, hereinafter abbreviated DRB, shall be appointed and may be removed by the City Council in accordance with the City Charter §806.

Section 212 What powers does the Development Review Board have?

212.A The DRB shall have all powers set forth in the Act to administer the provisions of these regulations, including, but not limited to, the power to:

(1) Consider decisions of the Administrative Officer upon appeal under Chapter 300 of these regulations. [§4460(e)(10)]

(2) Consider requests for a waiver under Chapter 320 of these regulations. [§4460(e)(6)]

(3) Consider requests for a variance under Chapter 330 of these regulations. [§4460(e)(11)]

Section 213 How shall the Development Review Board conduct its business?

213.A The DRB shall adopt rules of procedure and perform its functions in conformance with the Act [§4461] and Vermont's Open Meeting Law [1 V.S.A. §§310-314].

213.B The DRB shall keep minutes of its proceedings, showing the vote of each member upon each question and shall keep records of its examinations and other official actions.

213.C For each case heard and decided, the DRB shall make written findings of fact and conclusions of law.

Chapter 220. Fees

Section 221 Who sets fees associated with any permit or hearing?

221.A The City Council may prescribe reasonable fees to be charged with respect to the administration of these regulations and for the administration of development reviews. [§4440(b)]

221.B The City Council may establish reasonable fees for filing of notices of appeal and for other acts as it deems proper. [§4440(c)]

221.C The fee schedule may be altered or amended only by resolution of the City Council.

Section 222 What costs can be included in any fee?

222.A These fees may include the costs of posting and publishing notices and holding public hearings and the cost of conducting periodic inspections during the installation of public improvements. [§4440(b)]

222.B An applicant may be charged the cost of the recording fees as required by law. [§4449(c)(2)]

Section 223 Can the City charge applicants for technical reviews of applications?

223.A The fee schedule may include a process and provisions that require applicants to pay for reasonable costs of an independent technical review of their applications. [§4440(d)]

Section 224 When do fees need to be paid?

224.A As established in the fee schedule, these fees may be payable by the applicant upon submission of the application or prior to issuance of the permit. [§4440(b)]

224.B For appeals and variances, the payment of the fee shall be a condition for filing the notice. [§4440(c)]

Section 225 Where can the fee schedule be viewed?

225.A The schedule of fees shall be posted in the offices of the Municipal Clerk and Administrative Officer.

Chapter 230. Posting and Recording Requirements

Section 231 How are permits and decisions posted?

231.A Notice of the issuance of a River Hazard Area Development permit, Certificate of River Hazard Compliance, or decision by the DRB, must be posted on a form prescribed by the City within view of the public right of way most nearly adjacent to the subject property until the time for appeals has passed. [§4449(b)(2)]

231.B Within three (3) days following the issuance of a River Hazard Area Development permit, Certificate of River Hazard Compliance, or decision by the DRB, the Administrative Officer shall post a copy of the permit or approval in the City Clerk's Office until the expiration of the appeal period. [§4449(b)(2)]

231.C Each posting shall contain a statement of the period of time within which an appeal may be taken and a description as to where a full description of the project and approval can be found. [§4449(b)]

Section 232 Who else is required to receive copies of permits and decisions?

232.A Within three (3) days following the issuance of a River Hazard Area Development permit the Administrative Officer shall deliver a copy of the permit to the City Assessor. [§4449(b)(1)]

Section 233 What items need to be recorded in the land records?

233.A The following issuances shall be recorded in the City land records:

(1) River Hazard Area Development permits including all associated approvals (including variances);

(2) Certificate of River Hazard Compliance;

(3) Results of any appeals;

(4) Notices of violation; and

(5) Notices of denial of an application. [§4449(c)(1)(A)]

Section 234 How are the above items recorded in the land records?

234.A Within thirty (30) days after the issuance of any of the items listed above, the Administrative Officer shall deliver the original, or a legible copy, of the issuance to the City Clerk for recording in the municipal land records. [§4449(c)(1)]

234.B Any issuance delivered for recording shall list:

(1) As grantor, the owner of record title to the property at the time of issuance;

(2) As grantee, the municipality issuing the permit, certificate, or notice – i.e. *the City of Montpelier*;

(3) The municipal office where the original, or a true, legible copy of the issuance may be examined;

(4) Whether an appeal of such issuance was taken; and

(5) The tax map lot number or other description identifying the lot. [24 V.S.A. §1154(c)]

Section 235 How are the DRB minutes and decisions recorded?

235.A The DRB minutes and decisions shall be maintained in the City Clerk's Office together with all other records of the DRB. [§4461(a)]

Section 236 What records shall the Administrative Officer maintain?

236.A The Administrative Officer shall maintain a record of development including:

(1) A file of a copy of any municipal permits, which have been submitted to the City Clerk for recording in the land records, in a location where all municipal land use permits shall be kept. [§4449(c)(1)(B)]

(2) Copies of all evidence presented, public notices, hearing minutes, findings of fact and other material collected by the Administrative Officer or DRB in the process of reviewing an application.

(3) For any permits issued within the Flood Hazard Area:

a. A record of all permits issued;
b. A copy of all elevation certificates;
c. Any FEMA Letters (LOMA, LOMR, or LOMR-F) associated with the permit;
d. All flood proofing certifications required under these regulations; and
e. All variance actions, including justification for their issuance.

PART 3. APPEALS, WAIVERS, AND VARIANCES

Chapter 300. Appeals of a Decision of the Administrative Officer

Section 301 Who can appeal a decision of the Administrative Officer?

301.A The applicant or an interested person may appeal any decision or act taken by the Administrative Officer. [§4465]

Section 302 What is the deadline for appeal of a decision of the Administrative Officer?

302.A A written notice of appeal must be filed with the DRB within fifteen (15) days of the act or decision [§4465].

Section 303 What is required in a notice of appeal?

303.A A notice of appeal shall be in writing and include [§4466]:

(1) The name and address of the appellant;

(2) A brief description of the decision or act with respect to which the appeal is taken;

(3) A reference to applicable regulation provisions;

(4) The relief requested by the appellant; and

(5) The alleged grounds why such relief is believed proper under the circumstances.

Section 304 Is a fee required to file an appeal?

304.A If a fee has been established under Chapter 220 of these regulations, then payment of that fee is required for filing the notice of appeal. [§4464(a)(3)]

Section 305 Under what circumstances can the DRB reject an appeal?

305.A The DRB may reject an appeal if the DRB determines that the issues raised by the appellant have been decided in an earlier appeal or involve substantially or materially the same facts by, or on behalf of, the same appellant. [§4470(a)]

(1) In these cases the DRB may make their decision without a hearing but shall render a decision and findings of fact within ten (10) days of the filing of the notice of appeal. [§4470(a)]

Section 306 Does the DRB have a time limit for hearing the appeal?

306.A The DRB shall hold a public hearing within sixty (60) days of receiving a notice of appeal. [§4468]

Section 307 How will the public hearing be warned?

307.A The Administrative Officer shall provide public notice not less than fifteen (15) days prior to the date of the public hearing.

306.B The public notice shall include the date, place, and purpose of such hearing.

307.C The public notice shall be:

(1) Mailed to the appellant and applicant;

(2) Published in a newspaper of general circulation in the City;

(3) Posted in three or more public places within the municipality including;
- a. the City Clerk's Office; and
- b. Within view from the public right of way most nearly adjacent to the property for which the application is made; and

(4) Provided to the owners of all properties adjoining the property subject to development without regards to the public right of way.
- a. The notification shall include a description of the proposed project and shall be accompanied by information that clearly informs the recipient where additional information may be obtained, and that participation in the local proceedings is a prerequisite to the right to take any subsequent appeal.
- b. The Administrative Officer is responsible for notifying adjoining landowners either by certified mail, return receipt requested, or by written notice hand delivered or mailed to the last known address supported by a sworn certificate of service. [§§4464, 4468]

Section 308 What rules must be followed during the public hearing?

308.A All hearings of an appeal shall be open to the public.

308.B In any hearing, there shall be an opportunity for each person wishing to establish status as an interested person (as defined in Part 10) to demonstrate that the criteria set forth in the definition are met.

308.C The DRB shall keep a written record of the name, address, and participation of the persons. [§4461(b)]

308.D Any interested person may appear and be heard in person or be represented by an agent at the public hearing. [§4468]

308.E The rules of evidence applicable at any hearing under appeal shall be the same as the rules of evidence applicable in contested cases in hearings before administrative agencies [§4468]. These rules of evidence are found in 3 V.S.A. §810.

308.F In most cases the Administrative Officer is the defendant in the appeal before the DRB. In those cases the Administrative Officer must not act as a staff member during the hearing or deliberations.

308.G Any hearing may be adjourned by the DRB from time to time, pending submission of additional information, provided, however, that the date and place of the next hearing shall be announced at the hearing. [§§4468, 4464(b)(1)]

308.H The DRB should close the hearing promptly after all parties have submitted requested information.

Section 309 How will the Development Review Board issue its decision?

309.A The DRB decision shall be issued within forty-five (45) days after the close of the hearing and a failure of the DRB to issue a decision within the required period shall be deemed approval.

(1) Applicants wishing to exercise their right to have an application deemed approved shall appeal the lack of action by the DRB to the Environmental Court.

309.B The decision must be in writing and shall include a statement of the factual bases on which the DRB has made its conclusions and a statement of conclusions. [§4464(b)(1)]

309.C In rendering a decision in favor of the applicant, the DRB may attach reasonable conditions and safeguards, as it deemed necessary to implement the purposes of the Act, these regulations, and the municipal plan then in effect. [§4464(b)(2)]

309.D Copies of the DRB decision shall be sent to the appellant and applicant (both by certified mail), every interested person who was heard at the hearing and the Administrative Officer.

309.E The DRB decision will be posted and recorded in accordance with Chapter 230 of these regulations.

Section 310 Can the Development Review Board decision be appealed?

310.A Appeals from the decisions of the DRB may be made to the Environmental Court, as per Chapter 340. [§4771]

Chapter 320. Waivers

Section 321 Can certain requirements in these regulations be waived?

321.A An applicant may request a waiver for regulations that expressly allow for waivers.

321.B Each regulation that allows a waiver shall establish standards that must be met in order to receive approval of the request.

Section 322 What is the purpose for allowing waivers?

322.A In order to create an efficient process, these River Hazard Area regulations were designed to allow permits to be issued administratively.

322.B Waivers are allowed in order to provide some flexibility in meeting standards but this flexibility requires a more careful review to ensure public safety is not threatened and that neighborhoods are not unduly affected.

Section 323 What is the process for applying for a waiver?

323.A Waivers shall follow the same procedures as appeals which are described in Chapter 300.

323.B Applicants for a waiver shall provide sufficient information to demonstrate compliance with the requirements established in the specific waiver provisions.

Section 324 What are the standards that need to be met in order to receive a waiver?

324.A Waiver standards are contained under the sections where the specific waiver provisions are established.

Chapter 330. Variances

Section 331 If an application cannot meet the requirements of these regulations, can a variance be applied for?

331.A An applicant may request relief from a provision(s) of these River Hazard Area Regulations through the granting of a variance by the DRB. [§4469]

331.B Variances to allow uses that are not allowed in the applicable district are not permissible.

Section 332 What is the purpose for allowing variances?

332.A The purpose of a variance is to address a hardship, related to the physical characteristics of a particular lot, which hampers the owner from enjoying the same property rights accorded to others in the River Hazard Area district.

332.B An applicant cannot request rights that have not been accorded to all others in the same district; in no case, therefore, shall the DRB grant a variance for a use which is not allowed in the respective district.

332.C Because a variance results in a deviation from the City Plan and regulations, variances are allowed only in narrow circumstances.

Section 333 What is the process for applying for a variance?

333.A Variances are treated as appeals therefore an application for a variance shall follow the procedures established in Chapter 300. [§§4465, 4466]

Section 334 What are the standards that need to be met in order to receive a variance?

334.A General structures and renewable energy structures are considered under separate standards with regards to variances. [§4469]

(1) Standards for general structures are described under section 334.C below.

(2) Standards for renewable energy structures are described under section 334.D below.

334.B Regardless of the type of structure, every variance of flood hazard requirements in the Flood Hazard Area must also meet flood hazard variance standards [44 CFR, Section 60.6].

(1) The flood hazard variance standards are described under section 334.E below.

334.C For general structures, **all** of the following standards must be met [§4469]:

(1) That there are unique physical circumstances or conditions, including irregularity, narrowness, or shallowness of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property, and that unnecessary hardship is due to such conditions, and not the circumstances or conditions generally created by the provisions of the River Hazard Area regulation in the neighborhood or district in which the property is located; **and**

(2) That because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the River Hazard Area regulation and that the authorization of a variance is therefore necessary to enable the reasonable use of the property; **and**

(3) That the unnecessary hardship has not been created by the applicant; **and**

(4) That the variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, substantially or permanently impair the appropriate use or development of adjacent property, reduce access to renewable energy resources, nor be detrimental to the public welfare; **and**

(5) That the variance, if authorized, will represent the minimum variance that will afford relief and will represent the least deviation possible from the River Hazard Area regulation and from the city plan.

334.D For a structure which is primarily a renewable energy resource structure, **all** of the following standards must be met [§4469]:

(1) It is unusually difficult or unduly expensive for the appellant to build a suitable

renewable energy resource structure in conformance with these regulations; **and**

(2) That the hardship was not created by the appellant; **and**

(3) That the variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, substantially or permanently impair the appropriate use or development of adjacent property, reduce access to renewable resources, nor be a detriment to the public welfare; **and**

(4) That the variance, if authorized, will represent the minimum variance that will afford relief and will represent the least deviation possible from the River Hazard Area regulations and from the city plan.

334.E Regarding variance requests of any flood hazard requirement in the Flood Hazard Area, **all** of the following standards must be met in addition to above standards in sections 334.C and 334.D as applicable:

(1) For projects within the regulatory Floodway, that during the base flood discharge, the variance will not result in increased flood levels.

(2) For parcels of one-half acre or less in size which are also contiguous to and surrounded by parcels with existing structures constructed below the base flood elevation, the following variance standards apply:

a. Demonstration of good and sufficient cause;
b. Determination that failure to grant the variance would result in exceptional hardship to the applicant;
c. Determination that the granting the variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimize the public, or conflict with other local ordinances; and
d. That the variance, if approved, is the minimum necessary, considering the flood hazard, to afford relief.

(3) While the granting of variances is generally limited to a parcel size of less than one-half acre in size (see subsection (2) above), deviations from that limit may occur. However, as the parcel size increases beyond one-half acre, the technical justification for issuing a variance increases.

(4) For variances necessary to allow for the conduct of a functionally dependent use the following standards apply:

a. The standards identified in subsection (2); and
b. Determination that the structure or other development is protected by methods that minimize flood damages during the base flood and create no additional threats to public safety.

Section 335 If a variance is approved for a flood hazard requirement, are there any conditions that are applied?

335.A In addition to any other conditions the DRB may attach through the procedures established in Section 309.C, every permit issued with any variance of flood hazard requirements shall state:

> "This development is not in conformance with the Flood Hazard Area regulations established by the City of Montpelier to protect the health, safety and welfare of the occupants and/or property. This development will be maintained at the risk of the owner. The issuance of this variance to develop in the Flood Hazard Area will result in increased premium rates for flood insurance up to amounts as high as $25 for $100 of insurance coverage and may increase risks to life and property in the event of a flood."

Chapter 340. Appeals of Development Review Board Decisions

Section 341 Who can appeal a decision of the Development Review Board?

341.A An interested person who has participated in the local regulatory proceeding under these regulations may appeal a decision of the DRB to the Environmental Court. [§4471]

(1) Participation in a local regulatory proceeding shall consist of offering, through oral or written testimony, evidence or a statement of concern related to the subject of the proceeding.

(2) Appeals to Environmental Court must be taken in accordance with the provisions of Vermont Rules of Civil Procedure (V.R.C.P.) 76a and Vermont Rules of Appellate Procedures (V.R.A.P.) 3 and 4.

Section 342 Is there a deadline for filing an appeal to the Environmental Court?

342.A Any appeal must be filed within thirty (30) days following the date of the signed DRB decision. [V.R.A.P. 4]

Section 343 What is required in a notice of appeal?

343.A A notice of appeal shall be in writing and include [§4471]:

(1) The name of the party appealing.

(2) What board made the decision being appealed (e.g. the DRB).

(3) The nature of the decision under appeal (e.g. variance request or appeal of Administrative Officer decision).

(4) A reference to the specific provisions of the regulation.

(5) The relief requested by the appellant.

(6) The signature of the appellant or attorney.

Section 344 How much is the fee for filing an appeal?

344.A The filing fee is established by V.R.C.P. 76 (e). At the time of the development of these regulations, the fee for filing an appeal with the Environmental Court is $150.

Section 345 How does someone file an appeal to the Environmental Court?

345.A The notice of the appeal shall be filed by certified mail with fees to the Environmental Court and mailing a copy to the Administrative Officer who shall supply a list of interested persons to the appellant within five (5) working days. [§4471(c)]

345.B Upon receipt of the list of interested persons, the appellant shall, by certified mail, provide a copy of the notice of appeal to every interested person. [§4471(c)]

Section 346 Can other interested persons join the appeal after it has been filed?

346.A If any one or more of those persons are parties to the appeal but wish to join the appeal, they shall be granted leave by the court to intervene in the case by filing a motion. [§4471(c)]

PART 4. VIOLATIONS AND ENFORCEMENT

Chapter 400 Violations and Enforcement

Section 401 What constitutes a violation of this ordinance?

401.A The commencement or continuation of any development which is not in conformance with the provisions of these regulations shall constitute a violation.

401.B Violations of these regulations shall be prosecuted in accordance with the Act. [§§4451, 4452]

Section 402 Who is responsible for investigating complaints and enforcing violations?

402.A Whether through direct observation, written or oral complaint, site visit, or notification of violation from the landowner, the discovery of an alleged violation must be pursued by the Administrative Officer.

402.B The Administrative Officer is required, by law, to enforce all violations of these regulations. [§4448(a)]

Section 403 How are violations discovered?

403.A The Administrative Officer may become aware of potential violations by:

(1) Written complaint of any person who believes that a violation of these regulations has occurred;

(2) Discovery through the normal course off doing his or her duties (e.g. through inspections for certificates of compliance);

(3) Information obtained by other city and state officials in the course of their duties (e.g. assessor identifies new structures on property);

(4) Any other legal means whereby the Administrative Officer has a reasonable belief that a violation has occurred.

Section 404 When filing a complaint, what information must be included?

404.A The complaint shall state fully the causes and basis for the alleged violation.

404.B Written complaints must include the name of the complainant.

(1) Anonymous complaints may or may not be investigated by the Administrative Officer at his or her discretion. Someone wishing to remain anonymous must state a reason to remain so.

Section 405 How shall the Administrative Officer handle complaints?

405.A The Administrative Officer shall properly record such complaint, investigate within a reasonable time, and take action as appropriate in accordance with these regulations.

Section 406 Can the Administrative Officer enter private property to investigate complaints?

406.A The Administrative Officer may not enter upon any private property, for purposes of inspection and investigation, except by permission of the landowner or per a search warrant duly issued by a court [13 V.S.A. §4701].

Section 407 What is required in the notice of violation?

407.A The warning notice shall state:

(1) That a violation exists;

(2) That the alleged offender has an opportunity to cure the violation within the seven (7) day period;

(3) That the alleged offender has the right to appeal the notice of violation to the DRB within fifteen (15) days from the date the notice was sent; and

(4) That the alleged offender will not be entitled to an additional warning notice for a violation occurring after the seven (7) day period.

Section 408 If a violation is found, does a property owner have a period of time to respond or to correct the violation?

408.A No action may be brought under this section unless the alleged offender has had at least seven (7) working-day notice by certified mail that a violation exists and has failed to satisfactorily respond or correct the alleged violation [§4451(a)].

408.B Because State statute allows for fifteen (15) days to appeal the notice of violation, the City will generally not pursue enforcement until the property owner's appeal rights have expired.

408.C Action may be brought without notice and opportunity to cure if the alleged offender repeats the violation of these regulations after the seven (7) day notice period and within the next succeeding twelve (12) months.

Section 409 What if the property owner cannot fix the violation within seven days?

409.A Where a landowner is cooperating with the Administrative Officer in finding a cure for the violation, the Administrative Officer has the authority to enter written agreements to resolve violations.

(1) The Administrative Officer is under no obligation to enter into any agreement- informal resolutions are not required under statute and are provided by the City of Montpelier as an amicable means of resolving violations.

(2) At a minimum, any agreement shall:
  a. Be in writing and be signed by both the violator and administrator.
  b. Must establish a timeline for curing the violation.
  c. Give written authorization that will allow the Administrative Officer to inspect the premises upon completion (or by the agreed upon date of completion) to ensure compliance.

(3) The Administrative Officer is prohibited from making any agreement allowing a violation to continue even if the violation is minimal, inadvertent, and/or the violator agrees to pay a fine [§4448(a)].

(4) Acceptable reasons for providing time to cure a violation may include winter weather (e.g. landscaping may not be possible until spring).

Section 410 What if a property owner fails to fix a violation?

410.A Where a property owner fails to remedy the situation within the 7-day period or the timetable agreed to under an informal resolution, the Administrative Officer, in the name of the City of Montpelier, shall bring appropriate action to enforce the provisions of these regulations [§4451].

410.B Each day that a violation is continued after the initial seven (7) day notice shall constitute a separate offense.

410.C Enforcement may be by any means allowed under §4454 including, but not limited to:

(1) The Administrative Officer may issue a Municipal Complaint and pursue enforcement before the Judicial Bureau in accordance with the provisions of 24 V.S.A. §1974a and §1977 with penalties as prescribed below:
  a. First offence. A first offence of these regulations shall be punishable by a fine of $100. The waiver fee shall be $75.
  b. Subsequent offences. Any subsequent offences of the same provision of the regulations within a 12 month period shall be punishable by a fine of $200. The waiver fee shall be $150.

(2) The Administrative Officer may notify the City Attorney of the violation who will take action in Environmental Court or Superior Court, as appropriate, with penalties as prescribed below:
  a. Any person who violates these regulations shall be fined not more than the amount prescribed under the Act [§4451(a)] which at the time of the development of these regulations is $100 per day.

(3) After all legal means to remedy the violation have been exhausted and the structure is still in violation, FEMA is authorized to deny flood insurance to the property

provided the community declares the property to be in violation of the regulations. The Administrative Officer shall submit a declaration to the Administrator of the NFIP requesting a denial of flood insurance. The declaration shall consist of:

a. The name of the property owner and address or legal description of the property sufficient to confirm identity or location.
b. A clear and unequivocal declaration that the property is in violation of a cited State or local law, regulation, or ordinance.
c. A clear statement that the public body (i.e. the Administrative Officer) making the declaration has the authority to do so and a citation of that authority.
d. Evidence that the property owner has been provided notice of the violation and the prospective denial of insurance.
e. A clear statement that the declaration is being submitted pursuant to Section 1316 of the National Flood Insurance Act of 1968, as amended.

Section 411 What if the violation occurred a long time ago and was never identified?

411.A The City shall observe any limitations on enforcement proceedings related to municipal permits and approvals as set forth in the Act [§4454] including the following:

(1) An enforcement action relating to any municipal land use permit must be instituted within fifteen (15) years of the date of when the alleged violation first occurred and not thereafter.

(2) The burden of proving the date the alleged violation first occurred shall be on the person against whom the enforcement action is instituted.

(3) No enforcement proceeding may be instituted to enforce an alleged violation of a permit or certificate which received final approval after July 1, 1998, unless the permit or certificate or a notice of the permit or certificate was recorded in the land use records of the City of Montpelier as required by the Act. [§4454(b)]

(4) Nothing in this section shall prevent any enforcement proceeding by the City of Montpelier under any other authority it may have, including, but not limited to, the City's authority under Title 18 relating to abatement and removal of a public health risk or hazard. [§4454(c)]

Section 412 Do notices of violation need to be recorded?

412.A The Administrative Officer shall meet the posting and recording requirements of Chapter 230 which shall include the following:

(1) Notices of violation shall be recorded in the municipal land records.

(2) When violations are cured and any related assessed penalties are paid, the Administrative Officer shall record a notice of violation removal in the municipal land records.

PART 5. DEVELOPMENT REVIEW PROCEDURES

Chapter 500 River Hazard Area Development Permit Procedures

Section 501 Are permits required for all development in the River Hazard Area?

501.A Development shall not commence in the River Hazard Area without a River Hazard Area Development permit issued by the Administrative Officer.

Section 502 What activities are included in the definition of development?

502.A Development means any human-made change to improved or unimproved real estate including but not limited to:

(1) Construction, reconstruction, improvement, relocation, and placement of buildings and other structures;

(2) Mining, dredging, filling, grading, paving, excavation and drilling operations;

(3) The outdoor storage of equipment or materials;

(4) Any change in use of any structure or land or part thereof;

(5) The division of a parcel containing lands within the River Hazard Area into two or more parcels including boundary line adjustments.

502.B The following activities are not included in the definition of development and are therefore exempt from regulation:

(1) Normal maintenance and repair of an existing structure.

(2) Minor internal improvements to existing structures.

a. Minor internal improvements are any development within an existing structure which does not otherwise require a zoning permit or building permit, and the cost of such improvement is less than $500 in value.

(3) The demolition of structures.

(4) Farming including:

a. Accepted agricultural and best management practices (AAPs, BMPs) as defined by the Commissioner of Agriculture, Food, and Markets. [§4413(d)]

b. The construction or alteration of farm structures however shall meet setbacks required by these regulations, unless specifically waived by the Commissioner. Written notification, including a sketch plan showing the proposed structure and associated setback distances from road rights-of-way, property lines, and surface waters, and any waiver from the state, shall be made to the Administrative Officer prior to construction, as required under the AAPs. [§4413(d)]

(5) Forestry including:

a. Accepted management practices for silviculture (forestry) as defined by the Commissioner of Forests, Parks, and Recreation. [§4413(d)]

(6) Power generation and transmission facilities that are regulated under 30 V.S.A. §248 by the Vermont Public Service Board.

(7) Wireless telecommunications facilities that are regulated under 30 V.S.A. §248a by the Vermont Public Service Board.

(8) Hunting, fishing, and trapping as specified under 24 V.S.A. §2295 on private or public land. This does not include facilities supporting such activities, such as firing ranges or rod and gun clubs.

Section 503 What information is required in an application for a River Hazard Area Development permit?

503.A The applicant shall apply for a permit on a form provided by the Administrative Officer and shall submit the application with any required fees (see Chapter 220).

503.B The applicant has the burden to provide sufficient information with the application to demonstrate compliance with these regulations.

503.C In general, permit applications in the River Hazard Area should include the following:

(1) A sketch map showing the distance of all features of the proposed development from the nearest flooding water body and from the nearest boundary of the River Hazard Area District or Sub-district.

(2) All existing and proposed grade elevations where grades are proposed to be altered.

(3) Within the Flood Hazard Area, the elevation, in relation to mean sea level, of the lowest floor, including the basement, of any new or substantially improved structures.

(4) When applicable, the elevation to which any new or substantially improved structures will be flood proofed.

(5) When applicable, either a determination by the State of Vermont Floodplain Coordinator or certification from a licensed professional engineer that the flood proofed structure meets the flood proofing criteria of these regulations.

503.D The Administrative Officer may require applicants to submit a Vermont Agency of Natural Resources Project Review Sheet to assure that no other state or federal permits are required in conjunction with the application.

(1) The Vermont Agency of Natural Resources Project Review Sheet shall identify all State and Federal agencies from which permit approval is required for the proposal.

(2) The identified permits, or letters indicating that such permits are not required, shall be submitted with the Project Review Sheet to the Administrative Officer.

(3) Where final determinations have not been made by State or Federal agencies, the Administrative Officer may condition River Hazard Area Development permits to require that development in conjunction with the permit cannot begin until remaining determinations are submitted to the Administrative Officer.

Section 504 How will an applicant know if they have submitted sufficient information with their application?

504.A The Administrative Officer shall, within seven (7) days, review the application to determine completeness.

504.B A complete application will include sufficient information for the Administrative Officer to make a determination of compliance and any applicable fees.

(1) If the Administrative Officer finds the application incomplete, the Administrator shall notify the applicant in writing of all additional information or fees required.

(2) If the Administrative Officer finds the application complete, the Administrator shall record on the application the date on which the determination was made.

(3) The Administrative Officer may request additional information after an application has been determined to be complete if the Administrative Officer finds that additional information is needed to determine compliance with these regulations.

Section 505 How much time does the Administrative Officer have to act on a permit application?

505.A Within thirty (30) days after the submission of a complete application, the Administrative Officer must act on the application. [§4448(d)]

(1) Acting on the application involves a documented action on the proposal, such as approving or denying the application, including referrals to state agencies required under the Act and referring applications to the DRB for consideration.

Section 506 What happens if the Administrative Officer fails to act on a permit application within thirty days?

506.A If the Administrative Officer fails to act within the thirty (30) day period, a permit shall be deemed issued on the 31st day. [§4448(d)]

506.B Applicants wishing to exercise their right to have an application deemed approved shall appeal the lack of action by the Administrative Officer to the DRB.

(1) This appeal shall be heard at the first available meeting to decide the facts of the claim (i.e. a complete application was submitted and the Administrative Officer failed to act in a timely manner).

(2) If the DRB finds in favor of the appellant the Administrative Officer shall be ordered to issue the permit. The permit shall then be treated as any other permit issued by the Administrative Officer including posting, effective dates, and appeals.

Section 507 What is the process for Vermont Agency of Natural Resources review of the application?

507.A Once the Administrative Officer has received a complete application for any new construction or substantial improvement, the Administrative Officer shall forward a copy of the application and all supporting materials to the State NFIP Coordinator at the Vermont Agency of Natural Resources, Department of Environmental Conservation. [§4424(2)(D)]

507.B For applications involving the alteration or relocation of a watercourse the Administrative Officer shall forward a copy of the application and all supporting materials to adjacent communities and to the Stream Alteration Engineer at the Vermont Agency of Natural Resources, River Management Section.

507.C The Administrative Officer shall not approve or deny an application within the River Hazard Area until after either thirty (30) days have elapsed following the forwarding or the Agency delivers comments on the application.

Section 508 What determinations need to be made by the Administrative Officer regarding the application?

508.A The Administrative Officer shall make the following determinations regarding each application:

(1) Flood Hazard Area District Determination. The Administrative Officer shall determine if the proposal is within the Flood Hazard Area district and, if so, which sub-district(s) the proposal is located in. [See Chapter 600]

(2) River Corridor District Determination. The Administrative Officer shall determine if the proposal is within the River Corridor district and, if so, which sub-district(s) the proposal is located in. [See Chapter 610]

(3) Non-conforming structure. Where an existing building is being improved, a determination of whether the building is non-conforming. [See Chapter 620]

(4) Substantial Improvement/Damage Determination. The Administrative Officer shall determine the following regarding existing buildings being improved or that have been damaged:
   a. For existing buildings found to be non-conforming under subsection (3) above, the Administrative Officer shall determine if the proposed development constitutes a substantial improvement.
   b. For any existing building found to be damaged by any cause, the Administrative Officer shall determine if the proposed development will repair a substantially damaged structure. [See Chapter 630].

(5) Base Flood Elevation (BFE) Determination. If applicable, the Administrative Officer will review the BFE(s) provided by the applicant. [See Chapter 640]

Section 509 What are the standards that need to be met in order for the Administrative Officer to approve an application?

509.A The following standards must be met in order for the Administrative Officer to approve an application:

(1) Specific Use & Structure Provisions: Where applicable, an application must meet the standards established in Part 7.

(2) Flood Hazard Area District Standards: For applications determined to be within the Flood Hazard Area, the Administrative Officer shall determine if the proposal meets the Flood Hazard Area District & Sub-District Standards (Chapter 800) and any other criteria as required under NFIP. Applications shall:
   a. Meet the District Review Criteria of Section 801; and
   b. Meet the applicable Sub-District Review Criteria including:
      i. Where development in Zone A is proposed, the regulations in Section 802 shall be applied to review the application.
      ii. Where development in Zone AE is proposed within the Floodway sub-district, the regulations in Section 803 shall be applied to review the application.
      iii. Where development in Zone AE is proposed within the Floodway Fringe but outside of the Floodway, the regulations in Section 804 shall be applied to review the application.

(3) River Corridor District Standards: For applications determined to be within the River Corridor, the Administrative Officer shall determine if the proposal meets the River Corridor District & Sub-district standards (Chapter 810).

Section 510 If the applicant cannot meet some requirement in these regulations, can a variance be applied for?

510.A Applicants are allowed to apply for a variance as outlined in Chapter 330.

Section 511 What if the applicant is applying for a Letter of Map Amendment (LOMA)

or Letter of Map Revision (LOMR) associated with the application?

511.A Where a proposal requires a LOMA, LOMR-F, or LOMR, that the proposal shall receive the Letters of Map Amendment or Revision as outlined in Part 9.

Section 512 How shall the Administrative Officer make his or her decision on the application?

512.A A River Hazard Area Development permit shall be issued by the Administrative Officer only in accordance with the Act [§4449(a)(1)] and these regulations.

512.B If the Administrative Officer finds the proposal as set forth in the application is in conformance with the provisions of these regulations, the Administrative Officer shall approve the River Hazard Area Development permit.

(1) If the permit is approved, the Administrative Officer shall notify the applicant, in writing, of the approval stating the effective date of the permit.

512.C If the Administrative Officer finds the proposal as set forth in the application is not in conformance with the provisions of these regulations, the Administrative Officer shall deny the River Hazard Area Development permit application.

(1) If the permit is denied, the Administrative Officer shall notify the applicant in writing, stating the reasons for denial and shall contain a statement of the period of time within which an appeal may be taken.

512.D The Administrative Officer will post and record the permit or denial in accordance with Chapter 230 of these regulations.

Section 513 Are there any conditions attached to River Hazard Area Development permits?

513.A Except as described below in Section 513.B, there is hereby established a condition on all approvals of River Hazard Area Development permits issued stating that the applicant, upon completion of development, shall apply for a Certificate of River Hazard Compliance and submit to the Administrative Officer a copy of the FEMA NFIP Elevation Certificate or other as-built documentation as appropriate.

513.B A Certificate of River Hazard Compliance is not required for permits issued for non-substantial improvements in the Flood Hazard Area where the improvements are only being tracked for cumulative substantial improvement calculations.

(1) For example, a non-substantial renovation of a third floor kitchen in the Flood Hazard Area requires a permit but will not require a Certificate of River Hazard Compliance because the kitchen improvements are tracked only as a measure of substantial improvement of the entire structure. On the other hand non-substantial improvements below the DFE for a garage will require the permit and certificate of compliance because the garage renovations are material to the flood hazard

regulations.

(2) The Administrative Officer shall determine at the time of issuance of the permit whether a Certificate of River Hazard Compliance will be required.

Section 514 If the permit is approved, when will it be effective?

514.A The effective date of permits which did not require DRB approval or a decision on appeal is fifteen (15) days from the date of issuance of the River Hazard Area Development permit.

514.B The effective date of permits which required DRB approval or involved an appeal of a decision of the Administrative Officer is thirty (30) days from the decision of the DRB or fifteen (15) days from the issuance of the River Hazard Area Development permit, whichever date is latest.

514.C No permit shall take effect until the time for appeal has passed.

514.D In the event an appeal is filed, the permit shall not take effect until the DRB has heard the appeal and decided that the permit should be issued, whereupon it shall take effect after final adjudication of said appeal [§4449(a)(3)].

Section 515 Can the Administrative Officer decision be appealed?

515.A Appeals of decisions of the Administrative Officer are handled by the process outlined in Chapter 300.

Section 516 How long is a River Hazard Area Development permit valid for?

516.A Development must commence within twenty four (24) months from the effective date of the permit.

(1) A permit in which the deadline has lapsed without commencement shall be deemed expired and not valid.

516.B Development must be completed within twenty four (24) months of the commencement of development.

(1) A permit in which the deadline has lapsed without completion shall be deemed expired and not valid.

516.C Once development is complete and a Certificate of River Hazard Compliance issued, a permit shall not expire and will run with the property (see Section 106).

Section 517 What happens to a project that has a permit that is deemed expired?

517.A Where a permit has been deemed expired, an applicant is required to apply for a new permit if development is to be commenced or, in the case of incomplete projects, continued.

517.B In the case of partially completed projects, the Administrative Officer shall determine if the project, as developed, complies with the requirements of the permits.

(1) An incomplete project, for example, may have had a foundation poured at or above the DFE and then only partly completed construction of the structure. That project may not violate the conditions of the original River Hazard Area Development Permit but the structure could not be used until the project is completed.

(2) If appropriate, the Administrative Officer may find the incomplete development in violation of these regulations and an enforcement action may be taken.

a. For example, a shed partially built in the Flood Hazard Area which was proposed to be tied down with straps was not completed and therefore the straps never attached. The partial structure would constitute a violation and must be removed or anchored to prevent flotation.

Section 518 What if a permit was issued based on incorrect information?

518.A Any River Hazard Area Development permit issued based on material inaccuracies or misrepresentations in an application or in any supporting documentation to an application shall be null and void; and any associated development activity commenced under such permit shall constitute a violation of these regulations subject to enforcement.

Chapter 520 Certificate of River Hazard Compliance Procedures

Section 521 Is it legal to use a structure or land without a Certificate of River Hazard Compliance being issued?

521.A Where a Certificate of River Hazard Compliance has been required under a River Hazard Area Development permit, it shall be unlawful to use, occupy, or permit the use or occupancy of any land or structure, or part thereof, developed unless a Certificate of River Hazard Compliance has been obtained.

Section 522 What information is required in an application for a Certificate of River Hazard Compliance?

522.A The applicant shall apply for a certificate on a form provided by the Administrative Officer and shall submit the application with any required fees (see Chapter 220).

522.B The applicant has the burden to provide sufficient information with the application to demonstrate compliance with the permit or these regulations as applicable.

522.C In addition to any other information provided, applications for a Certificate of River Hazard Compliance shall include all as-built elevation and flood proofing certificates as required under the associated permit.

Section 523 How will an applicant know if they have submitted sufficient information with their application?

523.A The Administrative Officer shall, within seven (7) days, review the application to determine completeness.

523.B A complete application will include sufficient information for the Administrative Officer to make a determination of compliance and any applicable fees.

(1) If the Administrative Officer finds the application incomplete, the Administrative Officer shall notify the applicant in writing of all additional information or fees required.

(2) If the Administrative Officer finds the application complete, the Administrative Officer shall record on the application the date on which the determination was made.

(3) The Administrative Officer may request additional information after an application has been determined to be complete if the Administrative Officer finds that additional information is needed to determine compliance with these regulations.

Section 524 How much time does the Administrative Officer have to act on a certificate application?

524.A Within thirty (30) days after the submission of a complete application, the Administrative Officer must act on the application [§4448(d)].

(1) Acting on the application involves a documented action on the proposal, such as approving or denying the application and referring applications to the DRB for consideration.

Section 525 What happens if the Administrative Officer fails to act on an application within thirty days?

525.A If the Administrative Officer fails to act within the thirty (30) day period, a permit shall be deemed issued on the 31st day [§4448(d)].

525.B Applicants wishing to exercise their right to have an application deemed approved shall appeal the lack of action by the Administrative Officer to the DRB.

(1) This appeal shall be heard at the first available meeting to decide the facts of the claim (i.e. a complete application was submitted and the Administrative Officer failed to act in a timely manner).

(2) If the DRB finds in favor of the appellant the Administrative Officer shall be ordered to issue the certificate. The certificate shall then be treated as any other certificate issued by the Administrative Officer including posting, effective dates, and appeals.

Section 526 How shall the Administrative Officer make his or her decision on the application?

526.A A Certificate of River Hazard Compliance shall be issued by the Administrative Officer only in accordance with the Act [§4449(a)(1)] and these regulations.

526.B If the Administrative Officer finds the project as constructed is in conformance with the associated permit and provisions of these regulations, the Administrative Officer shall approve the Certificate of River Hazard Compliance.

(1) If the certificate is approved, the Administrative Officer shall notify the applicant, in writing, of the approval stating the effective date of the certificate.

526.C If the Administrative Officer finds the project as constructed is not in conformance with the associated permit and provisions of these regulations, the Administrative Officer shall deny the Certificate of River Hazard Compliance application.

(1) If the certificate is denied, the Administrative Officer shall notify the applicant in writing, stating the reasons for denial and shall contain a statement of the period of time within which an appeal may be taken.

526.D The Administrative Officer will post and record the certificate in accordance with Chapter 230 of these regulations.

Section 527 If the certificate is approved, when will it be effective?

527.A No certificate shall take effect until the time for appeal has passed.

527.B In the event an appeal is filed, the certificate shall not take effect until the DRB has heard the appeal and decided that the permit should be issued, whereupon it shall take effect after final adjudication of said appeal [§4449(a)(3)].

514.C The effective date of a certificate which did not require DRB approval or a decision on appeal is fifteen (15) days from the date of issuance of the Certificate of River Hazard Compliance.

514.D The effective date of certificates which required DRB approval or involved an appeal of a decision of the Administrative Officer is thirty (30) days from the decision of the DRB or fifteen (15) days from the issuance of the Certificate of River Hazard Compliance, whichever date is latest.

Section 528 Can the Administrative Officer decision be appealed?

528.A Appeals of decisions of the Administrative Officer are handled by the process outlined in Chapter 300.

PART 6. DETERMINATIONS

Chapter 600 Flood Hazard Area District Determinations

Section 601 How does the Administrative Officer determine the boundaries of the Flood Hazard Area district and any sub-districts?

601.A The Administrative Officer shall determine the boundaries of the designated Flood Hazard Area, including the location of sub-district boundaries, by visual inspection of the FIRM map or by scaling distances on the FIRM map, as appropriate.

601.B When the Administrative Officer cannot definitely determine the location of a district or sub-district boundary line by the above rule, the Administrative Officer shall determine the boundary line in question based upon surveys provided by the applicant and/or other evidence including input from the State Department of Environmental Conservation.

Section 602 What if a building is only partly in the Flood Hazard Area?

602.A When determining whether an existing or proposed structure is in or out of a Flood Hazard Area, the entire structure including all additions shall be considered to be within the Flood Hazard Area if any portion of the structure is within the Flood Hazard Area.

602.B Regarding Floodways, only the portion of the structure in the Floodway sub-district is considered in the Floodway.

602.C Where one structure is attached to another through a covered breezeway or similar connection, it is a separate structure and not an addition.

Section 603 What if a property owner believes the FEMA FIRM map is incorrect and believes that their building is outside of the Flood Hazard Area?

603.A Where an applicant believes the property or structure in question is outside of the Flood Hazard Area and therefore not subject to these regulations, the applicant may request a Letter of Map Amendment (LOMA) or Letter of Map Revision (LOMR), as applicable, from FEMA (see Part 9 of these regulations).

(1) Until a LOMA or LOMR is received, the applicant is considered to be within the Flood Hazard Area.

Chapter 610 River Corridor District Determinations

Section 611 How does the Administrative Officer determine the River Corridor district and sub-district boundaries?

611.A The Administrative Officer shall determine the boundaries of the River Corridor, including the location of sub-district boundaries, by visual inspection of the River Corridor map or by scaling distances on the River Corridor map, as appropriate.

611.B When the Administrative Officer cannot definitely determine the location of a district or sub-district boundary line by the above rule, the Administrative Officer shall determine the boundary line in question based upon surveys provided by the applicant and/or other evidence including input from the State Department of Environmental Conservation.

Section 612 What if a building is only partly in the River Corridor?

612.A When determining whether an existing or proposed structure is in or out of a River Corridor, the entire structure including all additions shall be considered to be within the River Corridor if any portion of the structure is within the River Corridor.

612.B Where one structure is attached to another through a covered breezeway or similar connection, it is a separate structure and not an addition.

Chapter 620 Non-conforming Structure Determination

Section 621 What are non-conforming structures?

621.A Any legal structure or part thereof, which is not conforming to the provisions of these regulations concerning any structural requirements (including such things as lowest floor elevation) shall be deemed a non-conforming structure. [§4412(7)]

Section 622 How do non-conforming structures come into existence?

622.A Non-conforming structures exist as a result of construction prior to adoption of regulations (i.e. pre-FIRM structures), construction under an earlier set of less restrictive regulations, construction under some exemption from these regulations (e.g. farm structures), or through a variance issued at any time.

Section 623 How are structures that are considered non-conforming with regards to the Flood Hazard Area requirements handled?

623.A Any non-conforming structure within the Flood Hazard Area is allowed to exist indefinitely, but shall be subject to the following provisions:

(1) A non-conforming structure that is proposed to be substantially improved must have the entire structure brought into compliance with these regulations (see Chapter 630 on substantial improvements).

(2) A non-conforming structure that has been demolished, destroyed, or substantially damaged which is proposed for redeveloped must be redeveloped in accordance with these regulations [§4424(2)] (see Chapter 630 regarding substantial damage).

(3) A non-conforming structure shall not be moved without being brought into compliance with these regulations.

(4) Nothing in this section shall be deemed to prevent normal maintenance and repair of a non-conforming structure provided that such action does not qualify as a substantial improvement or substantial damage of the structure and that such action does not increase the degree of non-conformance.

(5) All additions to non-conforming structures shall be developed in accordance with these regulations (see Chapter 630 regarding substantial improvements).

(6) Where an individual mobile home lot in an existing mobile home park is vacated, the lot shall not be considered discontinued or abandoned even if either the lot or park is non-conforming. Replacement mobile homes shall be regulated per Sections 714 and 715 of these regulations.

(7) Where an application proposes non-substantial improvements or involve non-substantial damage, the development shall meet the requirements in Section 637.

(8) Other non-conformities (e.g. storage of materials) shall not be increased in area except by bringing the entire non-conformity into conformance with the regulations.
   a. Where such non-conformity is abandoned (as defined by the City of Montpelier Zoning Regulations) the use shall not be resumed.
   b. Where such non-conformity exists as an accessory to a primary use (e.g. exterior storage of materials to a retail store), the elimination of the non-conformity can be required as a condition of approval for an expansion or alteration of the primary use.

Section 624 How are structures that are considered non-conforming with respect to the River Corridor handled?

624.A Any non-conforming structure within the River Corridor is allowed to exist indefinitely, but shall be subject to the following provisions:

(1) Additions to nonconforming structures are permitted provided all additions are, when combined, less than 500 square feet larger than the footprint of the structure at the time of the adoption of these regulations and does not increase the degree of non-conformance.

(2) A non-conforming structure that suffers substantial damage shall not be repaired or replaced except in conformance with these regulations (see Chapter 630 for information regarding substantial damage).

(3) A non-conforming structure shall not be moved without being brought into compliance with these regulations.
   a. Where a structure in the River Corridor cannot be moved out of the River Corridor because land is not available or reasonably developable, the applicant may request a waiver to allow placement of the building in the location that would represent the minimum waiver necessary to afford relief and located such that the structure

will not alter the essential character of the neighborhood.

(4) Nothing in this section shall be deemed to prevent normal maintenance and repair of a non-conforming structure provided that such action does not qualify as repair of a substantially damaged structure and that such action does not increase the degree of non-conformance.

(5) Other non-conformities (e.g. storage of materials) shall not be increased in area except by bringing the entire non-conformity into conformance with the regulations.
   a. Where such non-conformity is abandoned (as defined by the City of Montpelier Zoning Regulations) the use shall not be resumed.
   b. Where such non-conformity exists as an accessory to a primary use (e.g. exterior storage of materials to a retail store), the elimination of the non-conformity can be required as a condition of approval for an expansion or alteration of the primary use.

Chapter 630 Substantial Improvement/Damage Determinations

Section 631 What does substantial improvements mean?

631.A Substantial improvement means any repair, reconstruction, or improvement of a nonconforming structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction.

631.B This term includes structures which have incurred "repetitive loss" or "substantial damage", regardless of the amount of actual work performed.

Section 632 What does substantial damage mean?

632.A Substantial damage means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before-damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

Section 633 How is substantial improvement/damage calculated?

633.A The following shall apply when calculating substantial improvements:

(1) Unless stricter rules are described in this section, FEMA NFIP guidance such as the *NFIP Substantial Improvement/ Substantial Damage- Desk Reference* (P-758) shall be used to guide calculation of market value of structure and costs.

(2) Where one building is attached to another through a covered breezeway or similar connection, the two buildings are considered separate and substantial improvement/damage calculations shall be made for each structure independently.

(3) All improvements shall be counted cumulatively over 5 years to determine if a substantial improvement of a structure has occurred.

a. Any non-permitted improvements discovered after the fact shall be considered to have all occurred at the same time for purposes of determining substantial improvements.

(4) In general the City of Montpelier shall use the assessed value of the structure, adjusted by the City's Current Level of Assessment, as the default value of the structure.

a. The value of the land should not be included in the valuation of the structure.

Section 634 Are there improvements that don't count towards 'substantial improvement'?

634.A The term 'substantial improvement' does not include the following:

(1) The cost of improvements of a structure to correct existing violations of state and local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions;

(2) Any alteration of a historic structure provided that the alteration will not preclude the structure's continued designation as a historic structure.

a. The Administrative Officer may require from the applicant a Section 106 report, prepared by a qualified professional, to demonstrate compliance with this provision.

b. This exemption does not apply to additions (i.e. expansions of building footprint) to historic structures which must be built in compliance with these regulations.

Section 635 What happens if a project will substantially improve a structure?

635.A Where an application proposes to make a substantial improvement to an existing structure, that structure shall be brought into conformance with these regulations.

(1) For example, a structure with the lowest floor below DFE may be required to elevate the structure.

(2) Where one structure is attached to another through a covered breezeway or similar connection, it is a separate structure and not an addition. Therefore, substantial improvement of a structure would require the elevation of the structure and all additions but not separate structures.

Section 636 What happens in the case of an addition to a non-conforming structure?

636.A Where an applicant proposes to add a lateral addition to an existing structure, the addition must be compliant with the requirements of these regulations. The non-substantial improvement exemption applies to existing structures on their existing footprints.

(1) For example, a non-substantial addition to an existing building must still be elevated to DFE even though the existing building will not be required to be elevated.

Section 637 What happens if the project will involves a structure that is substantially damaged?

637.A Where a substantially damaged structure is proposed for redevelopment, that structure shall be brought into conformance with these regulations.

(1) For example a building with the lowest floor below DFE which has been substantially damaged may be required to elevate the building during reconstruction.

Section 638 Are there rules to be met if the structure is not substantially improved/damaged?

638.A Where a proposal is determined to be a non-substantial improvement/damage, only the improvement will be reviewed for conformance with these regulations.

(1) For example, if replacement of electrical panels, HVAC, or fuel systems are found to be non-substantial improvements, those improvement would still need to be compliant with those provisions in Part 8. Replacement of damaged sheetrock below DFE must be replaced with flood resistant materials.

(2) The applicant may seek a waiver to this provision under Chapter 320 of these regulations. Applicants for a waiver must meet the following:

a. The applicant shall demonstrate just cause for not meeting the requirement (e.g. cost is unduly burdensome or technically not feasible).

b. The applicant shall demonstrate that the proposal will not leave in place serious health and safety risks (e.g. leaving an electrical panel in a basement subject to flooding) and that any remaining risks are mitigated (e.g. electrical outlets to sump pumps are elevated as high as possible and GFI protected).

c. The applicant shall demonstrate that the risk of property damage is minimized (e.g. a furnace below DFE may not be a safety risk but should be elevated to the greatest extent possible to minimize risk of damage).

Chapter 640 Base Flood Elevation & Design Flood Elevation Determination

Section 641 Who is responsible for determining the base flood elevations?

641.A In all instances the applicant is required to determine their base flood elevations.

641.B The base flood elevation shall be determined based upon the following rules:

(1) Determining Base Flood Elevations in AE Zone. In areas where base flood elevations have been provided by FEMA (i.e. Zones A1-A30, AE, and AH), the base flood elevations in the Flood Insurance Study and accompanying maps (of most recent date) shall be used to administer the provisions of these regulations.

a. Base flood elevations should be determined using the methodology laid out in the NFIP Flood Plain Management Requirements- Desk Reference.

b. Determinations shall be made based on the highest base flood elevation, within the Flood Hazard Area, for the structure in question. A building, therefore, which has a BFE at the north end of 530.5 feet and a BFE of 532.1 feet at the south end of the building, will have a BFE of 532.1 for the entire building.

(2) Determining Base Flood Elevations in A Zone. In areas where base flood elevations have not been provided by FEMA (i.e. in A Zones) it is the applicant's responsibility to develop the base flood elevation at the site.

a. The applicant shall develop the base flood elevations using information from FEMA or from other State or federal agencies. All base flood elevations must be approved by the State Department of Environmental Conservation.

b. Where an application for a subdivision or mobile home park has a portion of the subdivision or manufactured home park within the Flood Hazard Area, the applicant shall provide base elevation data.

c. A Letter of Map Revision (LOMR) from FEMA may be required to establish the base flood elevation (see Part 9 of these regulations).

Section 642 How accurate do base flood elevation measurements need to be?

642.A Base flood elevations shall be made to tenths of a foot (minimum accuracy).

Section 643 Are elevation certificates required for all applications?

643.A Elevation certificates may be required during the application process to determine if the proposed development will be in compliance with these regulations.

643.B Elevation certificates are required of all new, substantially improved, and flood proofed structures permitted after the effective date of these regulations.

Section 644 The regulations discuss Design Flood Elevations. What are they?

644.A Design Flood Elevations (herein abbreviated DFE) are equivalent to the base flood elevation plus any freeboard.

644.B Freeboard requirements in the City of Montpelier are 2 feet.

(1) For example, a site with a base flood elevation of 520.1 feet will have a DFE of 522.1 feet.

PART 7. SPECIFIC USE & STRUCTURE PROVISIONS

Chapter 700 General Uses & Structures Review Criteria

Section 701 How are uses generally regulated?

701.A These regulations do not usually differentiate between specific uses (e.g. single family dwelling, retail, or light industrial) but these regulations do differentiate between non-residential structures and residential structures.

701.B There are certain uses or activities that are exceptions to the above generalization based on state or federal law. These specific uses are described below in Chapter 710.

701.C See the City of Montpelier Zoning Regulations regarding abandoned uses, non-conforming uses, accessory apartments, child care facilities, residential care and group homes, home occupations, public facilities, and other specifics where such detail is not provided within these regulations.

Chapter 710 Specific Uses & Structures Review Criteria

Section 711 Accessory Structures

711.A Accessory structures are included under the general definition of structure and are therefore subject to all river hazard area regulations pertaining to structures.

(1) Accessory structures within the Flood Hazard Area district shall meet the requirements in Sections 711.B and 711.C.

(2) Accessory structures within the River Corridor district shall meet the requirements in Sections 711.D and 711.E.

711.B An accessory structure within the Flood Hazard Area may be wet-proofed (Section 804.A(3)) rather than elevated or dry-proofed when the structure:

(1) Represents a minimal investment;

(2) Meets the requirements below in 711.C; and

(3) Complies with all other applicable regulations in this regulation.

711.C Accessory structures in the Flood Hazard Area must meet the following requirements:

(1) Accessory structures shall not be used for human habitation and the building shall only be used for parking and/or storage;

(2) Accessory structures shall be designed to have low flood damage potential and be

constructed of flood resistant materials below the DFE;

(3) Accessory structures shall be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters in and out (refer to technical bulletin 1-93 for more information about required openings standards);

(4) Accessory structures shall be adequately anchored to resist flotation, collapse, and lateral movement'

(5) All structure utilities (such as electrical and heating) shall be elevated or floodproofed.

711.D An accessory structure within the river corridor may be permitted provided:

(1) Accessory structures less than 150 square feet in size may be permitted provided:
a. the new structure is not within 50 feet of a stream or river bank;

(2) Accessory structures less than 480 square feet in size may be permitted provided:
a. the new structure is not within 50 feet of a stream or river bank; and
b. is not closer to the river or stream than the existing principle structure.

Section 712 Alteration of a Watercourse

712.A The alteration or relocation of a portion of a watercourse within the River Hazard Area is prohibited unless part of an overall plan (adopted by the municipality) involving river restoration, flood mitigation, or other public purpose.

(1) In these instances, an application for the alteration or relocation may be approved only if the flood carrying capacity within the altered or relocated portion of a watercourse is maintained or increased as certified by a professional engineer.

(2) Applicant should consult with the Agency of Natural Resources concerning additional permits that may be required with this type of activity.

Section 713 Fuel Storage Tanks

713.A All fuel storage tanks (e.g. liquid propane, diesel, home heating fuel, kerosene, etc.) in the Flood Hazard Area shall be placed at or above the DFE or be securely anchored to prevent flotation; Storage tanks may be placed underground if securely anchored as certified by a qualified professional.

(1) Fuel storage tanks located below DFE must have all filler pipes and vents located at or above the DFE.

713.B All fuel storage tanks (e.g. liquid propane, diesel, home heating fuel, kerosene, etc.) are prohibited in the River Corridor except as below.

(1) Fuel storage tanks to serve existing structures are allowed provided the tanks are located no closer to the stream than the existing structure.

Section 714 Manufactured (Mobile) Homes

714.A No provision of these regulations shall have the effect of excluding mobile homes, modular housing, or other forms of prefabricated housing from the municipality, except upon the same terms and conditions as conventional housing is excluded. [§4412(1)(B)]

714.B Within these regulations, mobile homes and manufactured homes are synonymous.

714.C New and replacement manufactured homes shall meet foundation and installation requirements in FEMA P-85 Protecting Manufactured Homes from Floods and Other Hazards and be elevated to DFE.

Section 715 Manufactured (Mobile) Home Parks

715.A Manufactured home parks are prohibited in the River Hazard Area.

715.B In existing manufactured home parks, manufactured homes shall be treated the same as conventional housing except that manufactured homes shall demonstrate that they meet the foundation and installation requirements of Section 714.C.

715.C An evacuation plan for any existing manufactured home parks indicating alternate vehicular access and escape routes shall be filed with the State Civil Defense Office. (See §1910.3(b)(8) of the Federal Register)

Section 716 Mining, Dredging, Filling, Grading, Paving, Excavation, and Drilling

716.A Mining within the River Hazard Area is prohibited unless part of an overall plan (adopted by the municipality) involving river restoration, flood mitigation, or other public purpose.

716.B Dredging within a portion of a watercourse within the River Hazard Area is prohibited unless part of an overall plan (adopted by the municipality) involving river restoration, flood mitigation, or other public purpose.

(1) Applicant should consult with the Agency of Natural Resources concerning additional permits that may be required with this type of activity.

716.C Filling within the River Hazard Area shall meet the following requirements:

(1) Filling is not permitted within the River Corridor nor in the Floodway subdistrict of the Flood Hazard Area except as provided in Section 803.

(2) Filling may be permitted within the Floodway Fringe sub-district (see Section 804) provided the fill is properly compacted, graded, and, where appropriate, re-vegetated.

a. For additional information consult Technical Bulletin 10-01 *Ensuring that structures built on fill in or near special flood hazard areas are reasonably safe from flooding*.

(3) Where an applicant wishes to remove a property or part thereof from the Floodway Fringe sub-district of the Flood Hazard Area by elevating the natural grade (adding fill in the Flood Hazard Area) the applicant shall provide a CLOMR-F or LOMR-F, as appropriate to the project.

a. See Part 9 for additional information on Letters of Map Amendment and Revision.

716.D Grading within the River Hazard Area shall reduce the exposure to existing and proposed development of flood and erosion hazards.

716.E Paving may be permitted in the River Hazard Area with special rules for paving within the Floodway.

(1) As development in Floodways cannot result in any increase in flood levels (0.00 feet) during the occurrence of the base flood (see Section 803), any paving in the Floodway shall be completed using a "mill and fill" approach or other method that will not result in increased flood levels.

716.F Excavation may be permitted in the River Hazard Area provided the excavation reduces the exposure to flood and erosion hazards.

716.G Except for water wells, drilling wells within the River Hazard Area is prohibited.

(1) Regulation of public and private domestic water wells are pre-empted by the State of Vermont Department of Environmental Conservation. Applicants to Vermont DEC for well construction shall notify the state if a well is proposed within the River Hazard Area.

Section 717 Public Infrastructure

717.A Bridges, culverts, channel management activities, or public projects which are functionally dependent on stream access or crossing are permitted in the River Hazard Area provided they are part of an overall plan (adopted by the municipality).

717.B Public and private stream crossings (bridges and culverts) must be designed and built to pass 100 year flood event (Q-100).

717.C Public utilities may be placed underground where a licensed professional engineer certifies that there will be no change in grade and the utilities will be adequately protected from scour.

Section 718 Recreational Vehicles

718.A Storage or use of recreational vehicles is prohibited in the River Hazard Area.

Section 719 Subdivisions

719.A The subdivision of land within the River Hazard Area is allowed only if it can be demonstrated by the applicant that each parcel created will have some permissible use.

(1) Each new parcel, for instance, shall have sufficient areas outside of the Floodway or River Corridor which is suitable for development.

719.B No subdivision shall be approved where dryland access is not available for emergency service vehicles.

719.C Where a parcel in a subdivision is not intended for future development (e.g. sale to a land trust for conservation purposes) the subdivision may be permitted provided the permit clearly reflects that the parcel is for conservation purposes only.

719.D An evacuation plan for any existing subdivisions indicating alternate vehicular access and escape routes shall be filed with the State Civil Defense Office. (See §1910.3(b)(8) of the Federal Register)

719.E All subdivision proposals shall:

(1) be consistent with the need to minimize flood damage within flood-prone areas;

(2) have all public and private utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage;

(3) adequately drain the site to reduce exposure to flood hazards.

a. Applicants shall submit a site plan that accounts for local drainage from and onto adjoining properties and that protects the buildings (or proposed building sites) from local drainage flows (see FEMA 511 Reducing Damage from Localized Flooding - Chapter 4).

PART 8. FLOOD HAZARD AREA & RIVER CORRIDOR STANDARDS

Chapter 800 Flood Hazard Area District & Sub-District Standards

Section 801 Flood Hazard Area

801.A Note regarding state and federal requirements. Except as limited by state law (24 V.S.A. §4413), the mandatory provisions of state and federal law for continued City participation in the NFIP are hereby adopted by reference and shall be applied in the review of any development in this district.

801.B Development required to meet Flood Hazard Area standards shall be reasonably safe from flooding. As such, regardless of sub-district, the following requirements apply:

(1) Standard. Development shall be designed, operated, maintained, modified, and adequately anchored to prevent flotation, collapse, release, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads including the effects of buoyancy.

a. In shallow flooding and low velocity flows, normal construction practices should suffice for anchoring structures to their foundations and for foundation design. The anchoring and foundation plan shall be reviewed by the City Building Inspector with a recommendation provided to the Administrative Officer.

b. In higher velocity areas (where flows are faster than 5 feet per second) or in deeper flooding (where flood depths are more than 3.0 feet) certification from a licensed architect or engineer is required stating "the structure is anchored adequate to prevent flotation, collapse and lateral movement during the base flood" and that "the foundation is adequately protected against hydrodynamic and hydrostatic forces and protected against erosion and scour."

c. There are specific anchoring requirements for manufactured homes (See Section 714).

(2) Standard. Development shall be constructed of material resistant to flood damage.

a. Development below DFE shall meet the requirements in FEMA Technical Bulletin 2 Flood Damage–Resistant Materials Requirements.

b. The City also enforces the Vermont Building Code which incorporates ASCE 24 Flood Resistant Design and Construction therefore those standards may be used to demonstrate compliance with this requirement.

(3) Standard. Development shall be constructed by methods and practices that minimize flood damage.

a. The City enforces the Vermont Building Codes which will cover most standard development practices. Special situations should consult appropriate FEMA documents for guidance such as:

i. FEMA P-259, Engineering Principles and Practices for

Retrofitting Flood-Prone Residential Structures;
ii. FEMA 102, Floodproofing Non-Residential Structures;
iii. FEMA P-312, Homeowners Guide to Retrofitting.

(4) Standard. Development shall be constructed with electrical, heating, ventilation, plumbing, and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.
a. Development involving utilities shall meet the requirements in appropriate FEMA documents such as FEMA 348, Protecting Building Utilities from Flood Damage.

(5) Standard. Development sites shall be adequately drained to reduce exposure to flood hazards.
a. Building sites should be graded to create positive drainage away from buildings.
b. The lowest floor of buildings should be at least one foot higher than the street (see FEMA 511 Reducing Damage from Localized Flooding - Chapter 4).
c. Conformance with the stormwater requirements within the Montpelier Unified Development Regulations may be used as evidence to meet the drainage requirements (See Section 3006).

(6) Standard. Water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems.
a. Development of water utilities shall meet the requirements in appropriate FEMA documents such as FEMA 348, Protecting Building Utilities from Flood Damage.

(7) Standard. Sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters.
a. Development of sanitary sewer utilities shall meet the requirements appropriate FEMA documents such as FEMA 348, Protecting Building Utilities from Flood Damage.

(8) Standard. On-site disposal systems shall be located to avoid impairment to them or contamination from them during flooding.
a. Regulation of on-site septic systems are pre-empted by the State of Vermont Department of Environmental Conservation. Applicants to Vermont DEC for an on-site disposal permit shall notify the state of the presence of flood hazards.

Section 802 Zone A- Sub-District Regulations

802.A All development required to meet Flood Hazard Area standards in Zone A shall meet the following:

(1) Requirement. Development within Zone A shall meet the requirements of development within the Zone AE- Floodway Sub-District (Section 803) unless and until the applicant provides a hydrologic and hydraulic analyses to delineate the Zone A into Floodway and Floodway Fringe sub-districts.

a. The demonstration must be supported by technical data that conforms to standard hydraulic engineering principles and certified by a professional engineer.

b. Once delineated into Floodway and Floodway fringe sub-districts, those provisions shall apply.

Section 803 Zone AE-Floodway Sub-District Regulations

803.A Requirement. Development within the Floodway is prohibited except as outlined below.

803.B Requirement. Development within the Floodway sub-district shall not be approved unless the applicant provides a hydrologic and hydraulic analysis, performed by a registered engineer in accordance with standard engineering practices, certifying that the proposed development:

(1) Will not result in any increase in flood levels (0.00 feet) during the occurrence of the base flood; and

(2) Will not increase any risk to surrounding properties, facilities, or structures from erosion or flooding.

803.C Requirement. The hydrologic and hydraulic analysis in Section 803.B may be waived by the Administrative Officer under the flowing conditions:

(1) Where the proposed development does not increase the exterior dimensions (i.e. footprint) of an existing structure, development may be approved without a hydrologic and hydraulic analysis.

(2) Utilities may be placed underground and the hydrologic and hydraulic analyses may be waived by the Administrative Officer, where a registered professional engineering certifies that there will be no change in grade and the utilities will be adequately protected from erosion and scour.

803.D Requirement. Where development has met the requirements in Section 803.B or Section 803.C to allow development in the Floodway, the development is also required to meet the regulations in Section 804.

803.E Requirement. Landfilling, parking recreational vehicles (See Section 718), junkyards, and storage areas or facilities for floatable materials, chemicals, explosives, flammable liquids, or other hazardous or toxic materials are strictly prohibited within the Floodway.

Section 804 Zone AE-Floodway Fringe Sub-District Regulations

804.A Requirement. Development within the Floodway Fringe is regulated based on the classification of use- either residential or non-residential:

(1) Residential structures. All development of residential structures including manufactured homes shall meet the following:

a. The lowest floor, including basement, of all new and substantially improved structures shall be elevated at or above the DFE. This can be achieved in one of three ways:

i. Elevated on fill. This is typical for slab construction or where structures are to be placed at grade and tied down. This is not an appropriate technique for primary structures due to the risk of scour and erosion undermining the structure.

ii. Elevated on piles, posts, piers or columns. This technique is typically used in areas with high velocity.

iii. Elevated on walls or a crawlspace. The third technique is to build on solid walls (i.e. slab on stem wall foundation or elevate building over crawlspace).

b. Unless stricter rules are described in this section, FEMA NFIP guidance such as the NFIP Flood Plain Management Requirements- Desk Reference and FEMA 54- Elevated Residential Structures shall be used to guide design and construction considerations.

(2) Non-Residential structures. All development of non-residential structures shall meet one of the following:

a. Elevation. Non-residential structures shall be elevated as required above (Section 8.04.A(1)). This is the preferred alternative for all structures.

b. Dry-proofing. Non-residential structures, together with their attendant utilities and sanitary facilities, which are proposed to be dry-proofed shall be designed to be watertight below the DFE with walls substantially impermeable and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.

i. A permit for a structure proposed to be dry-proofed shall not be issued until a registered engineer or architect has certified that the design and proposed methods of construction are in accordance with accepted standards of practice for meeting the provisions of this subsection.

ii. While dry-proofing is not the preferred alternative, it is many times the most appropriate solution for non-conforming non-residential buildings.

c. Unless stricter rules are described in this section, FEMA NFIP guidance such as the NFIP Flood Plain Management Requirements- Desk Reference and FEMA 102- Floodproofing Non-Residential Structures shall be used to guide design and construction considerations.

(3) Fully enclosed areas below lowest floor. All development which has fully enclosed

areas that are below base flood elevation may be permitted provided:

a. These areas are solely used for parking vehicles, storage, or structure access.

b. These areas shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must be certified by a registered engineer or architect and include the following minimum criteria:

   i. A minimum of 2 openings having a total net area of not less than 1 square inch for every square foot of enclosed area subject to flooding shall be provided.

   ii. The bottom of all openings shall be no higher than 1 foot above grade.

   iii. Openings may be equipped with screens, louvers, valves, or other coverings provided that they permit the automatic entry and exit of floodwaters.

(4) Storage of materials and equipment. Storage of materials shall meet the following:

a. Junkyards are strictly prohibited from the Floodway Fringe.

b. Other than fuel tanks (see Section 713), storage of floatable, hazardous, or toxic materials is prohibited from the Floodway Fringe.

c. Equipment stored in the Floodway Fringe should be limited to low damage items that will not suffer flood damage or equipment that can be conveniently moved. Floatable items shall be contained within a structure or fenced area to prevent escape.

Chapter 810 River Corridor Regulations

Section 811 River Corridor District

811.A Requirement. Development within the River Corridor is prohibited unless expressly allowed elsewhere in these regulations or as outlined below:

(1) At grade accessory structures such as patios, parking lots, driveways, and sidewalks may be permitted.

(3) Fences may be permitted provided the fence is no closer than 25 feet to the top of bank.

(4) Any new, replacement or substantially improved foundations must have a registered engineer or architect design the foundation and certify that the design and proposed methods of construction are in accordance with Vermont Building Codes, the Vermont Residential Codes, or ASCE 24.

PART 9 LETTERS OF MAP AMENDMENT AND REVISION

Chapter 900 Letters of Map Amendment and Revision

Section 901 General Information Regarding LOMAs, LOMR-Fs, & LOMRs

901.A As a part of FEMAs responsibility in implementing the NFIP, three procedures have been established to address critical components of the program. The three types of applications each have separate procedures for proposed and existing scenarios. The six Letters are:

(1) **Letter of Map Amendment (LOMA)**. A letter from FEMA stating that an existing structure or parcel of land that has not been elevated by fill would not be inundated by the base flood. This is generally used for existing properties where it is believed that the FIRM map is incorrectly drawn therefore a structure or piece of land is mapped as being in the Flood Hazard Area but upon review by a surveyor or engineer it is found to above the base flood elevation.

(2) **Conditional Letter of Map Amendment (CLOMA)**. A letter from FEMA stating that a proposed structure that is not to be elevated by fill would not be inundated by the base flood if built as proposed. This is used in similar situations as a LOMA except that it involves proposed rather than existing structures or pieces of land.

(3) **Letter of Map Revision based on Fill (LOMR-F)**. A letter from FEMA stating that an existing structure or parcel of land that has been elevated by fill would not be inundated by the base flood. This is generally required after an area in the Flood Hazard Area has been filled, in accordance with FEMA construction standards, resulting in land that is now above the base flood elevation.

(4) **Conditional Letter of Map Revision based on Fill (CLOMR-F)**. A letter from FEMA stating that a parcel of land or proposed structure that will be elevated by fill would not be inundated by the base flood if fill is placed on the parcel as proposed or the structure is built as proposed. This is generally required by applicants seeking to fill in the Flood Hazard Area to make it suitable for development.

(5) **Letter of Map Revision (LOMR)**. A letter from FEMA officially revising the current FIRM map to show changes to the flood plains, Floodways, or flood elevations.

(6) **Conditional Letter of Map Revision (CLOMR)**. A letter from FEMA commenting on whether a proposed project, if built as proposed, would meet minimum NFIP standards or proposed hydrology changes. Similar to LOMR requests, these are generally used with proposed changes to BFE determinations.

901.B It is the responsibility of the applicant to secure all required Letters from FEMA. Information provided herein should not be interpreted to be the rules that FEMA will use. Always contact FEMA for full details.

Section 902 LOMAs and CLOMAs

902.A Where FEMA approves a LOMA the proposal or structure shall no longer be considered to be within the Flood Hazard Area and therefore no longer is required to meet the Flood Hazard Area provisions of these River Hazard Area Regulations.

902.B All LOMAs and CLOMAs, including final elevation certificates, shall be recorded by the Administrative Officer according to Chapter 230.

Section 903 LOMR-F and CLOMR-F

903.A Not all fill requires a LOMR-F. Only applications where the developer proposes to use fill to remove the structure from the Flood Hazard Area is required to receive a LOMR-F.

903.B Filing CLOMR-F and LOMR-F applications. As a part of the CLOMR-F application, the Community Acknowledgement Form (Form 3) must be included. The Administrative Officer is required to sign this form and may, at his or her discretion, request comments from the DRB prior to returning the form to the applicant.

(1) Applicants are hereby informed that local requirements may be stricter than those required by FEMA. Where an application for a CLOMR-F or LOMR-F is requested which does not meet the stricter local requirements, the Administrative Officer shall make such comments on the Form and return the application to the applicant.

903.C **IMPORTANT NOTES REGARDING CLOMA-F and LOMA-F**. Approval of a CLOMA-F or LOMA-F is not a substitute for a River Hazard Area Development permit. Approval of a CLOMA-F or LOMA-F is evidence in an application for a River Hazard Area Development permit. A River Hazard Area Development permit is required prior to any filling of the Flood Hazard Area.

(1) Once a CLOMR-F is approved by FEMA, a local application may be made to place fill in the Flood Hazard Area. The Administrative Officer shall review the CLOMR-F to ensure it meets the local regulations regarding filling of the Flood Hazard Area. Once the applicant has received the River Hazard Area Development permit, then the applicant may fill the Flood Hazard Area as described in the permit.

(2) Upon completion of the filling, the applicant must apply for the LOMR-F from FEMA prior to any applications to develop the filled site. As a part of the application for the LOMR-F, an elevation certificate is required.

(3) Once FEMA approves the LOMR-F the proposal shall no longer be considered to be within the Flood Hazard Area and therefore no longer is required to meet the provisions of these Flood Hazard Area Regulations.

903.D All LOMR-Fs and CLOMR-Fs, including final elevation certificates, shall be recorded by the Administrative Officer according to Chapter 230.

Section 904 LOMR and CLOMR

904.A The City of Montpelier will require an application for a CLOMR prior to any application for a LOMR. These are letters from FEMA officially revising the current FIRM map to change floodplain and Floodway delineations or to alter or set base flood elevations at a location. The applicant will still be required to meet all provisions of this regulation in pursuit of the CLOMR or LOMR.

904.B Filing CLOMR and LOMR applications. As a part of the CLOMR application, the Community Acknowledgement Form (Form 3) must be included. The Administrative Officer is required to sign this form and may, at his or her discretion, request comments from the DRB prior to returning the form to the applicant.

(1) Applicants are hereby informed that local requirements may be stricter than those required by FEMA. Where an application for a CLOMR or LOMR is requested which does not meet the stricter local requirements, the Administrative Officer shall make such comments on the Form and return the application to the applicant.

904.C A permit cannot be issued for a project where a lower base flood elevation is proposed by a CLOMR until the final LOMR has been issued. A permit can be issued for the portion of the project not dependent on the changes that will result from the LOMR and condition the full permit upon receipt of the final LOMR.

PART 10. DEFINITIONS

Section 1001 Interpretation of Definitions

1001.A For the purpose of these regulations, the terms below shall have the following meanings unless a different meaning clearly appears from the context. Where a term is not defined herein, the definitions of the NFIP program and 44 CFR §59.1 may be applied.

(1) AAP is abbreviation for Accepted Agricultural Practices as defined by the Commissioner of Agriculture.

(2) Accessory Structure is a structure which is: 1) detached from and clearly incidental and subordinate to the principal use of structure on a parcel, 2) located on the same parcel as the principal structure or use, and 3) clearly and customarily related to the principal structure or use. For residential uses these include, but may not be limited to garages (two car detached garages and smaller), garden and tool sheds, play houses, and above ground swimming pools.

(3) Accessory Use is a use which is customarily incidental and subordinate to the principal use of the lot or parcel of land, is located on the same lot or parcel as the primary use and is clearly related to the principal use.

(4) Act means the Vermont Planning and Development Act 24 V.S.A., Chapter ll7.

(5) Adjoining Landowner means any person owning land contiguous to the proposed development including land separated by a road or road right of way.

(6) Administrative Officer shall mean the River Hazard Area Administrative Officer, or the assistant Administrative Officer appointed in accordance with the provisions of Chapter 200 of these regulations.

(7) Area of special flood hazard is the same as Flood Hazard Area.

(8) Base flood means a flood having a one percent chance of being equaled or exceeded in any given year (l00 year flood).

(9) Base Flood Elevation (BFE) is the height of the base flood, usually in feet, in relation to the National Geodetic Vertical Datum of 1929, the North American Vertical Datum of 1988, or other datum referenced in the Flood Insurance Study report, or average depth of the base flood, usually in feet, above the ground surface.

(10) Basement means any area of a structure having its floor elevation below ground level on all sides.

(11) BFE is an abbreviation for Base Flood Elevation

(12) BMP is abbreviation for Best Management Practices as defined by the Commissioner of Agriculture.

(13) Building means a structure, not readily moveable, consisting of a roof supported by columns or walls intended for the shelter or enclosure of persons, animals, or personal property including any storage tanks.

(14) City means the City of Montpelier.

(15) Demolished means the intentional deconstruction of a structure.

(16) Design Flood Elevation (DFE) is the regulatory flood elevation adopted by the community that is the base flood elevation, at a minimum, and may include any additional freeboard as adopted by the community. (See section 644).

(17) Destroyed means the unintentional loss of a structure.

(18) Development means any human-made change to improved or unimproved real estate including but not limited to:

- a. Construction, reconstruction, relocation, and placement of buildings and other structures;
- b. Mining, dredging, filling, grading, paving, excavation and drilling operations;
- c. The outdoor storage of equipment or materials;
- d. Any change in use from residential to non-residential (or vice versa) of any structure or land or part thereof;
- e. The division of a parcel containing lands within the Flood Hazard Area into two or more parcels including boundary line adjustments.

(19) DFE is the abbreviation for Design Flood Elevation. (See section 644).

(20) DRB is abbreviation for the City of Montpelier Development Review Board.

(21) Farming means (10 V.S.A. §6001(22)):

- a. the cultivation or other use of land for growing food, fiber, Christmas trees, maple sap, or horticultural or orchard crops; or
- b. the raising, feeding, or management of livestock, poultry, fish, or bees; or
- c. the operation of a greenhouse; or
- d. the production of maple syrup; or
- e. the on-site storage, preparation and sale of agricultural products or wastes produced on the farm; or
- f. the on-site production of fuel or power from agricultural products or wastes produced on the farm; or
- g. the raising, feeding, or management, of four or more equines owned or boarded by the farmer, including training, showing, and providing instruction and lessons in riding, training, and the management of equines.

(22) Farm structure is a building for housing livestock, raising horticultural or agronomic

plants, or carrying out other practices associated with farming but excluding a dwelling for human habitation [§4413(d)].

(23) FBFM is abbreviation for Flood Boundary and Floodway Map.

(24) FEMA is abbreviation for Federal Emergency Management Agency.

(25) Fill means any placed material that changes the natural grade or increases the elevation of a structure on a site.

(26) FIRM is abbreviation for Flood Insurance Rate Map.

(27) Flood means (a) a general and temporary condition of partial or complete inundation of normally dry land from: the overflow of inland or tidal waters; the unusual and rapid accumulation or runoff of surface waters from any source; and mudslides which are proximately caused by flooding and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current. (b) The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by the waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm or by an unanticipated force of nature, such as a flash flood or abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding.

(28) Flood Boundary and Floodway Map (FBFM) means an official map of a community, issued by the Administrator, where the boundaries of the flood, and mudslide (i.e. mudflow) - related erosion areas having special hazards have been designated as Zones A, M, and/or E.

(29) Flood Hazard Area is the land in the flood plain within a community subject to a one percent or greater chance of flooding in any given year. The area may be designated as Zone A on the Flood Hazard Area Map. After detailed ratemaking has been completed in preparation for publication of the FIRM, Zone A usually is refined into Zones A, AO, AH, Al-30, AE or A99. The term "flood hazard area" is synonymous in meaning with the terms "area of special flood hazard" and "special flood hazard area".

(30) Flood Insurance Rate Map (FIRM) means an official map of a community, on which the Administrator has delineated both the special hazard areas and the risk premium zones applicable to the community.

(31) Flood insurance study means an examination, evaluation, and determination of flood hazards and, if appropriate, corresponding water surface elevations.

(32) Flood proofing means any combination of structural and non-structural additions, changes, or adjustments to structures that reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures, and their

contents.

(33) Floodway means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot at any point. Also referred to as the regulatory Floodway.

(34) Forestry is the use and management of woodlands for purposes of timber production, harvesting, and management for commercial, wildlife and/or conservation purposes. This definition specifically excludes permanent sawmills, lumber yards and other similar facilities used for the processing and/or manufacturing of wood and wood products; but may include, as accessory uses, portable sawmills and equipment used on-site in association with timber harvesting activities.

(35) Functionally dependent use is a use that must be located or carried out close to water- such as a docking or port facility necessary for unloading of cargo or passengers, shipbuilding and ship repair.

(36) Historic structure means any structure that is:

- (a) listed individually in the National Register of Historic Places or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- (b) certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or district preliminarily determined by the Secretary of the Interior to qualify as a registered historic district;
- (c) individually listed on the Vermont Register of Historic Places; or
- (d) individually listed on a local inventory of historic places in communities with preservation programs that have been certified either:
  - i. by an approved state program as determined by the Secretary of the Interior; or
  - ii. directly by the Secretary of the Interior in states without approved programs.

(37) Interested Person means anyone meeting the definition of the term as set forth in the Act [§4465(b)]. The definition includes the following:

- a. A person owning title or property, or a municipality or solid waste management district empowered to condemn it or an interest in it, affected by law who alleges that such regulation imposes on such property unreasonable or inappropriate restrictions of present or potential use under the particular circumstances of the case.
- b. The municipality in which the plan or a regulation of which is at issue in an appeal brought under this chapter or any municipality which adjoins such municipality.
- c. A person owning or occupying property in the immediate neighborhood of a property that is the subject of any decision or act

taken under the regulation, who can demonstrate a physical or environmental impact on the person's interest under the criteria reviewed, and who alleges that the decision or act, if confirmed, will not be in accord with the policies, purposes, or terms of the plan or regulation of the municipality.

d. Any ten (10) persons who may be any combination of voters or real property owners within a municipality listed in subdivision (b) above who, by signed petition to the DRB, the regulations of which is at issue in any appeal brought under the Act, allege that the relief requested by a person under the Act, if granted will not be in accordance with the policies, purposes or terms of the plan or regulation of that municipality. This petition to the DRB must designate one person to serve as the representative of the petitioners regarding all matters related to the appeal.

e. Any department and administrative subdivision of the state owning property or any interest therein within a municipality listed in subdivision (b) of this subsection, and the agency of commerce and community development.

(38) Lowest Floor means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicle, building access, or storage in an area other than a basement area is not considered a structure's lowest floor; provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of Section 60.3 of the Federal Register.

(39) Manufactured home means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For flood plain management purposes the term "manufactured home" also includes park trailers, travel trailers, and other similar vehicles placed on a site for greater than 180 consecutive days.

(40) Manufactured home park means a parcel of land containing two or more manufactured homes for use as residences.

(41) Minor internal improvement is any development within an existing structure which does not otherwise require a zoning permit or building permit, and the cost of such improvement is less than $500 in value.

(42) New construction under these regulations means structures for which the start of construction commenced on or after the effective date of the floodplain management regulation adopted by the community and includes any subsequent improvements to such structures.

(43) NFIP is abbreviation for National Flood Insurance Program.

(44) Parcel is any contiguous piece of land in single ownership and not divided by a public or private highway, with defined boundaries created by an act of subdivision.

(45) Permit is same as River Hazard Area Development permit.

(46) Public Highways means any state highway and any class l, 2, 3, or 4 city highway.

(47) Recreational vehicle means a vehicle which is: (a) Built on a single chassis; (b) 400 square feet or less when measured at the largest horizontal projection; (c) Designed to be self-propelled or permanently towable by a light duty truck; and (d) Designed primarily not for use as a permanent dwelling but as a temporary living quarters for recreational, camping, travel, or seasonal use.

(48) Regulatory Floodway in the City of Montpelier *See Floodway*

(49) Repetitive loss means flood-related damage sustained by a structure on two separate occasions during a ten year period for which the cost of repairs at the time of each such flood event, on the average, equals or exceeds 25 percent of the market value of the structure before the damage occurred.

(50) Special Flood Hazard Area *See Flood Hazard Area*

(51) Start of construction includes substantial improvement and means the date the building permit was issued provided the actual start on construction or repair, reconstruction, rehabilitation, addition placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of roads and/or walkways; nor does it include excavation for a basement, footing, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, regardless whether that alteration affects the external dimension of the building.

(52) Structure means an assembly of materials for occupancy or use, including but not limited to, a walled and roofed building, a gas or liquid storage tank (either above or below the ground), other buildings, manufactured home, billboard, sign, wall, or fence.

(53) Substantial damage means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before-damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred (See Chapter 630).

(54) Substantial improvement means any repair, reconstruction, or improvement of a

nonconforming structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction (See Chapter 630).

(55) Violation means the failure of any development to be fully compliant with these regulations including any failure to provide documentation of a required elevation certificate, certificate of compliance, or any other certificate or other evidence of compliance required under these regulations.

(56) V.S.A. is abbreviation for Vermont Statutes Annotated.

Section 1002 Additional Definitions

1002.A As a result of NFIP requirements, these regulations must define certain words or phrases which do not appear in these regulations. These words or phrases are listed below with their definitions.

(1) Existing manufactured home park or subdivision means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of roads, and either final site grading or the pouring of concrete pads) is completed before October 31, 1973.

(2) Expansion to an existing manufactured home park or subdivision means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of roads, and either final site grading or pouring of concrete pads).

(3) New manufactured home park or subdivision means a manufactured home park or subdivision for the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of roads, and either final grading or the pouring of concrete pads) is completed on or after the effective date of the floodplain management regulations adopted by the community.

Montpelier VT - River Corridor
North Branch of the Winooski River

Legend

River Corridor (RHA 2016) | Lakes & Rivers
Parcels | Streams

N

0 | 0.125 | 0.25 | 0.5 Miles

SOURCE:
Roads: VTRANS, 2015.
River Corridor: Montpelier, 2016.
Parcels: Montpelier, 2012
Orthophotos: 1:5,000, 2013 VCGI

Map created 03/23/2016 by CVRPC
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Montpelier_River_Corridor_Map_2016.mxd

Data is only as accurate as the original sources.
This map is for planning purposes only.
This map may contain errors and omissions.

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CENTRAL VERMONT REGIONAL PLANNING COMMISSION