



**Tuesday, June 11, 2024, 5:30 PM, Tuesday, June 11, 2024, 5:30 PM, 645 Pine Street,
Front Conference Room OR Remotely via ZOOM**

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1. Agenda

Subject	1.1. Motion to amend/adopt agenda
Meeting	June 11, 2024 - Parks & Recreation Commission - Tuesday, June 11, 2024, 5:30 PM, Tuesday, June 11, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR Remotely via ZOOM
Category	1. Agenda
Department	
Type	Procedural
Recommended Action	

2. Consent Agenda

Subject	2.1. May Commission Meeting Minutes
Meeting	June 11, 2024 - Parks & Recreation Commission - Tuesday, June 11, 2024, 5:30 PM, Tuesday, June 11, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR Remotely via ZOOM
Category	2. Consent Agenda
Department	Parks, Recreation, & Waterfront
Type	Action (Consent)
Recommended Action	
Subject	2.2. Special Use Permit and Sound Waiver for Outdoor Gear Exchange at Leddy Shelter
Meeting	June 11, 2024 - Parks & Recreation Commission - Tuesday, June 11, 2024, 5:30 PM, Tuesday, June 11, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR Remotely via ZOOM
Category	2. Consent Agenda
Department	Parks, Recreation, & Waterfront
Type	Action (Consent)
Recommended Action	
Subject	2.3. Special Use Permit for Burlington Community Justice Center at Oakledge Park Lower Shelter
Meeting	June 11, 2024 - Parks & Recreation Commission - Tuesday, June 11, 2024, 5:30 PM, Tuesday, June 11, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR Remotely via ZOOM
Category	2. Consent Agenda
Department	Parks, Recreation, & Waterfront
Type	Action (Consent)
Recommended Action	
Subject	2.4. Request for Special Use Permit and Sound Waiver for Sangha Studio at Waterworks Park
Meeting	June 11, 2024 - Parks & Recreation Commission - Tuesday, June 11, 2024, 5:30 PM, Tuesday, June 11, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR Remotely via ZOOM
Category	2. Consent Agenda
Department	Parks, Recreation, & Waterfront

Type Action (Consent)

Recommended Action

Subject 2.5. Request for Special Use Permit and Sound Waiver for Migrant Justice Soccer Tournament at Leddy Park

Meeting June 11, 2024 - Parks & Recreation Commission - Tuesday, June 11, 2024, 5:30 PM, Tuesday, June 11, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR Remotely via ZOOM

Category 2. Consent Agenda

Department Parks, Recreation, & Waterfront

Type Action (Consent)

Recommended Action

Subject 2.6. Request for Special Use Permit and Sound Waiver for ALS Association at Oakledge Park

Meeting June 11, 2024 - Parks & Recreation Commission - Tuesday, June 11, 2024, 5:30 PM, Tuesday, June 11, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR Remotely via ZOOM

Category 2. Consent Agenda

Department Parks, Recreation, & Waterfront

Type Action (Consent)

Recommended Action

Subject 2.7. Request for Special Use Permit and Sound Waiver for Steps at Oakledge Park

Meeting June 11, 2024 - Parks & Recreation Commission - Tuesday, June 11, 2024, 5:30 PM, Tuesday, June 11, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR Remotely via ZOOM

Category 2. Consent Agenda

Department Parks, Recreation, & Waterfront

Type Action (Consent)

Recommended Action

3. Public Forum

Subject 3.1. Verbal Comments

Meeting June 11, 2024 - Parks & Recreation Commission - Tuesday, June 11, 2024, 5:30 PM, Tuesday, June 11, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR Remotely via ZOOM

Category 3. Public Forum

Department Parks, Recreation, & Waterfront

Type Procedural

4. Deliberative Agenda

Subject 4.1. Officer Elections (Chair and Vice Chair)

Meeting June 11, 2024 - Parks & Recreation Commission - Tuesday, June 11, 2024, 5:30 PM, Tuesday, June 11, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR Remotely via ZOOM

Category 4. Deliberative Agenda

Department Parks, Recreation, & Waterfront

Type Action

Subject 4.2. City-wide Impact Fee Report

Meeting June 11, 2024 - Parks & Recreation Commission - Tuesday, June 11, 2024, 5:30 PM, Tuesday, June 11, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR Remotely via ZOOM

Category 4. Deliberative Agenda

Department Parks, Recreation, & Waterfront

Type Information

Subject 4.3. Commission Member Projects, Lee Morrigan, Commissioner

Meeting June 11, 2024 - Parks & Recreation Commission - Tuesday, June 11, 2024, 5:30 PM, Tuesday, June 11, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR Remotely via ZOOM

Category 4. Deliberative Agenda

Department Parks, Recreation, & Waterfront

Type Discussion

Subject 4.4. Parks Foundation Liaison

Meeting June 11, 2024 - Parks & Recreation Commission - Tuesday, June 11, 2024, 5:30 PM, Tuesday, June 11, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR Remotely via ZOOM

Category 4. Deliberative Agenda

Department Parks, Recreation, & Waterfront

Type Action

5. Standing Items

Subject 5.1. Parks Foundation Update (verbal)

Meeting June 11, 2024 - Parks & Recreation Commission - Tuesday, June 11, 2024, 5:30 PM, Tuesday, June 11, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR Remotely via ZOOM

Category 5. Standing Items

Department Parks, Recreation, & Waterfront

Type Information

Recommended Action

Subject 5.2. Off-Leash Dog Sub-Committee (verbal)

Meeting June 11, 2024 - Parks & Recreation Commission - Tuesday, June 11, 2024, 5:30 PM, Tuesday, June 11, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR Remotely via ZOOM

Category 5. Standing Items

Department Parks, Recreation, & Waterfront

Type Information Discussion

Recommended Action

6. Director's Report

Subject 6.1. Monthly Report for June from Cindi Wight, BPRW, Director

Meeting June 11, 2024 - Parks & Recreation Commission - Tuesday, June 11, 2024, 5:30 PM, Tuesday, June 11, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR Remotely via ZOOM

Category 6. Director's Report

Department Parks, Recreation, & Waterfront

Type Information

Recommended Action

7. Commissioner's Items & Volunteer Hours

8. Adjournment

Subject 8.1. Motion to adjourn

Meeting June 11, 2024 - Parks & Recreation Commission - Tuesday, June 11, 2024, 5:30 PM, Tuesday, June 11, 2024, 5:30 PM, 645 Pine Street, Front Conference Room OR Remotely via ZOOM

Category 8. Adjournment

Department Parks, Recreation, & Waterfront

Type Procedural

Recommended Action



**PARKS & RECREATION COMMISSION
Minutes
May 14, 2024
Parks and Recreation Commission**

Commission Present: Bergmann, Duke, Etter, Johnson, Lantieri and Morrigan

Staff Present: Wight, Cotton, and Putzier

The meeting was convened at 5:33 p.m. by Duke

Approval of Agenda

Duke asked for a motion to adopt the agenda, motion made by Morrigan to amend and move consent item #2.3 Special Use Permit for The Vermont Progressive Party at Schmanska Park Barn to the deliberative agenda, second by Lantieri, motion carried unanimously with the amendment. Motion to approve the agenda as amended by Morrigan, second by Bergmann, motion carried unanimously.

Approval of Consent Agenda

Motion to approve the consent agenda by Lantieri, second by Morrigan, motion carried unanimously.

Special Use Permit for The Vermont Progressive Party at Schmanska Park Barn

Morrigan recused themselves since on several committees with it and would not vote.

Etter asked if any other political group had been refused and was told no.

Johnson made a motion to approve the permit as requested, second by Lantieri, motion carried with Morrigan recused.

Public Forum

Public forum opened at 5:35 p.m. by Duke.

Phillip Pezeshki offered some reflection on walking in Arms Forest and said the lady slippers are starting to bloom, an owl in tree by entrance of meadow, lots of birds singing, combination of which makes for very reflective and quiet experience, he said he had gotten used to the crunch of the gravel but struggling with the blazing of the signs on the trails, when walks down the path hard to see the forest because of the signage, wanted to know if the blazes could be reconsidered.

Public forum closed at 5:40 p.m.

Coach of the Year Award

Cotton/Rogers explained that she would like to congratulate Christine Hagen for coach of the year, she said that she has coached basketball and soccer and particularly for getting girls involved in basketball and support and dedication has been great, very dedicated. Sent letter out to all parents, was flooded with responses from excited parents, well deserved award and a great addition to the South End. Cotton said had a video with testimonials from several of the players and parents. Wight said she would get out a copy of the video to all members. A plaque will be at the Miller Center and she will also get a personal plaque.



Morrigan congratulated and stated that youth that have athletic coaches do much better in life and appreciated all the work put in.

Duke thanked and Christine thanked via text to Cotton for the award and all the appreciation.

Off Leash Dog Committee Approval of Application & Appoint Commissioners to Sub-Committee

Duke explained that she was very busy and dropped the ball and did not notify others about the need to respond if interested in participating on the Committee.

Morrigan took over explaining the draft application questions and stated that the commission had voted on some items at the last meeting to set up a committee. Tonight will appoint two commissioners to be on the committee, they had sent in a letter of interest and would also approve an application for members of the community to fill out to be on the committee as well. The commission and community will make up the voting members of the committee.

Johnson suggested starting with the application draft, Morrigan said they had drafted some questions and it can be changed in any way. First part of the application is specific information about the individuals name, address, phone and email. The second part was asking if any animals were owned, asked if any experiences with sanctioned and unsanctioned off-leash dog areas, asked to list any boards or commissions/groups that have been served on or volunteered with and lastly the application asked of a time when new information was received that it changed their mind, and the thinking behind that was the topic being very contentious and really want people to come in with an open mind and ability to look at all of the information.

Lantieri asked about looking at the prior application for the dog committee and wondered if it jived at all with the one that the commission is creating. Was told that it was very basic and had been sent out to all and had pulled it up at the last meeting but also very similar. He also asked how the group would review and narrow down the applicants. Morrigan said liked how the City Council reviews and said they look at a slate and sometimes they can't agree and then it goes to the full council and when comes to open positions a councilor will have to nominate a person and not interview every single candidate. Morrigan said if receive a lot of people maybe nominate, could review and if commissioner feels moved by a particular applicant could do that, depends on how many applicants are received. Duke said the crux for tonight was to choose the commissioners and then work on the other applicants and slate. Morrigan would like to have the commissioners come back at the next meeting with an outreach plan as well.

Johnson felt the application looked great.

Lantieri asked what would be the format for getting the application out and if there were any tools directed by the City for getting out and Wight said could do web or Microsoft form out and do a link and can share with whoever is on that committee.

Morrigan moved to approve the draft application, second by Lantieri, motion carried.

Duke asked if any other commissioners besides Morrigan were interested in serving on the committee. Morrigan read the letter of intent and interest to the commission from them.



Johnson said he did not own a dog in Burlington but was interested and is a cat owner, has had most experience with dog sitting and in off-leash areas, that is his experience and generally very positive and important for owners in the community, has also been approached by dogs that have been not in control of owner and can understand that being a scary situation, in favor of having those spaces but also important to have the general safety in place, parks need to serve everyone.

Duke felt both Morrigan and Johnson would make great representatives for the committee and asked others for input and a vote.

Motion to appoint Johnson and Morrigan as the Parks and Rec Commission representatives by Lantieri, second by Bergmann, motion carried.

General Fund FY25 Budget

Wight started saying the expectation was level funded and utilities are increased, did decent job of getting as close as could, no more micro cuts and City felt that the department did enough, had a significant amount of fees with bank charges, traffic was currently paying many of the fees for parking and then was caught by someone in CT and created a very significant increase in expenses, currently charging a bank fee on all of our credit card transactions. Recently had to put in a report on revenues and highlighted areas where cost recovery were not at an appropriate level and would like us to shoot higher, over FY25 looking at all departments for consistent cost recovery, Miller, CORE, Adult athletics, Permits, increasing fees in youth and adult athletics, changing split with contractors, move a portion over for senior programs from foundation and restructure, talked about impact fees over more areas, not just ticketed events, specific to registrations that have not been paying fees. Also had some reductions specifically subsidized bike parking, some other savings will hit FY26, Camp Fees, winter and Spring programs, boaters. City undertook operations analysis and over FY25 take a good look and how to, based on a similar sized City Government and how much can we do and should we do. Said Parks is on General Agenda for the last Council meeting of May.

Duke asked if part of the balancing of the budget is not rehiring vacant positions and asked how many positions we have vacant and Wight said do not have any, only one and in the process of hiring currently, very lucky, if retirements come up, Wight said the department does have two coming up and don't know if we will be able to rehire. The positions that are not being filled are not permanently being kept vacant but just for one year at the time. Also asked if the cost recovery analysis was happening now and Wight said did one recently and as best could had done, the currently one left some out and said ready to do a full one the right way and look at the whole department and set one up. The one that BPRW did only owned the part that was given to us and not the back end, this new process will leave with all the tools to move forward with a full cost recovery plan.

Morrigan said when they first heard it was a \$9 mil and then \$13 Mil and was concerned it would require layoffs, and was really impressed to see none had to be done. Said if interested in a really easy to understand presentation on town meeting on YouTube was very easy to see and very common sense adjustments and going forward might be a financial turning point, and the continuity and key staff from Weinberger administration had kept, said to stay tuned to Civic Clerk for upcoming meetings.

Duke asked if a market analysis was also done and Wight said did some analysis to see but picked communities that are away and it does not matter what other states are doing but more about the ones in our area. Some do that are very basic but for the most part it is very State and area specific.



Etter said it would be interesting to see more specifics and Wight said she would send to all once it is completed and available.

Morrigan said some other states use forms you can add a donation or sponsor a class.

Lantieri was trying to remember the prior talks about cost recovery and asked if any other areas that could go either way, had several categories. Wight said parks was the lowest cost recovery and the next was a community event and then beginner level programs, all can learn basic beginner with higher subsidy level and then higher level items like campground and marina which should be making a lot of money, was told by Wight could not break out in the same way due to only being able to cherry pick certain areas and not able to categorize appropriately.

Commission Annual Report

Duke said reviewed last month and asked if anyone had anything to change, if not will send out and all sign virtually.

Motion to approve the annual report and send out, Morrigan, second by Lantieri, motion carried.

Standing Items:

Park Foundation Update

Duke said missed last meeting and Wight said nothing new in particular, getting ready for new leadership soon. Hired new administrative position.

Director's Items

Wight said Kids Weekend is this weekend at Rosie on Friday and Waterfront on Saturday, campground and marina open May 15th, also had two big anniversary's this month Chris Beaudry 36 and Ritchie Snow with 39 years. Two retirements at the end of June, Susan and Sarah Carter, used to be at the City Kids Site, Sarah transitioned into the Sr. Center and Susan does all the License afterschool. April busy in recreation facilities and little quieter with pickle ball outside, Champlain park equipment is up, positive with new administrative have a one on one regular meeting every two weeks and if any issues pop up it is great.

Commissioner's Items & Volunteer Hours

Duke stated that Keislich Park is by Cambrian Rise and one of the agreements was with Farrell, SD Ireland cleaned up several trees that were blown down and were removed and City Parks department is fixing and repairing, reviewing the damage and what was downed, trees had fallen down but stumps had been removed. SD Ireland is supposed to be following the recommendation to repairing and conservation board in also participating and making sure that they are following recommended protocol. Wight said that SD Ireland has been very much at the table to make things right. Morrigan said for the benefit for the public if you go to civic clerk there is a conservation board it shows items and photos of the situation and what is currently happening and a report available. Also said was happy to know the area is being looked at and how it got misunderstood.

Duke had an additional 5 hours, has been on commission 5 years and will be her last meeting, was appointed to the legislature and stepping down from the commission, also will elect a chair at the June



meeting and a new representative to the Parks Foundation. Duke reminded Etters that term expires and wanted to make sure he had reapplied.

Lantieri had an additional 5 hours with green up day, in adjacent park area, was excited that there was not a ton of trash and felt that was good. Said equipment is all in at Champlain Park, will meet for last of the landscaping very soon.

Morrigan congratulated Duke on new endeavor and said was a mentor to them, had additional 5 hours, mainly with research and attending other meetings, very interested in budget process.

Johnson had additional 3 hours, did Calahan garden work day, great to see all, have been planting and real fun, been tough with allergies and thanked Duke for all the hard work on the commission and very appreciated.

Etter congratulated and wished well in Montpelier.

Adjournment

Motion to adjourn at 7:03p by Morrigan, second by Lantieri, motion carried unanimously.

DR



MEMO

Date: June 5, 2024
To: BPRW Commission
From: Candice Holbrook, Customer Service Associate
RE: Outdoor Gear Exchange Special use Permit for June 23, 2024

Request for waiver at Leddy Tent Shelter to allow amplified sound for a company BBQ on Sunday, June 23, reservation hours are 3:00pm – 8:00pm.

The amplified sound used will be from a portable PA system from 5:00pm to 8:00pm. They will have 120 attendees.

The request is on a day with no conflicting events.

Staff Recommendations:

Allow waiver for amplified sound.



MEMO

Date: May 20, 2024
To: BPRW Commission
From: Candice Holbrook, Customer Service Associate
RE: Burlington Community Justice Center Special Use Permit for July 13, 2024

Request for a Special Use Permit at Oakledge Park Lower Shelter to hold a fundraising event.

The Burlington Community Justice Center will be directly inviting existing donors, local businesses, and other guests to a gathering to raise money for the youth programs that can't be supported through regular grants. They are expecting around 100 people to attend and will a caterer.

Funds raised will go towards offering victims financial support above and beyond what they currently can when they've experienced vandalism of their vehicle, or help with the cost of cameras for victims of stalking. They also engage with long term clients with the Balanced and Restorative Justice Program. These are youth who are often in DCF custody and have a repeat history of offenses with the criminal justice system. They meet with these youth weekly throughout the terms of their probation and teach skills building, run restorative processes, and help them identify ways to stay out of trouble in the future. They would like to be able to pay for drivers education for youth who have been pushed out of the school system or permit & license tests for those youth whose family can't afford it. Transportation is such a huge key to financial independence. Extra funds would offer the chance to take youth rock climbing to teach them about taking healthy risks, fund our youth justice garden where kids give back to the community through garden produce to donate to local food banks, provide stipends to youth who've experienced the programs successfully and want to volunteer but financially can't afford to, and so many other things. Kids thrive when they are supported and offered resources and opportunities to do better, and the Burlington Community Justice Center is looking to do more of that work.

Contact for the event is Virginia Litchfield.

It is on a day with no conflicting events.

Staff Recommendations:

Allow for Special Use Permit.



MEMO

Date: June 11th, 2024
To: BPRW Commission
From: Meghan O'Daniel, Community Garden & Parks Outreach Coordinator
RE: Sangha Studio Special Use Permit

Request for a Special Use Permit and an amplified sound waiver at Waterworks Park to hold a weekly yoga class on Fridays from 5pm–7pm from June 14th to September 27th.

Sangha Studio is a local yoga studio that is requesting to hold a weekly outdoor class at Waterworks Park with amplified music being played from a playlist. They are also requesting the use of a battery operated speaker and microphone for the instructor to use. Both parts will be kept to reasonable sound levels.

Sangha Studio is participating in the BPRW Programs in the Parks initiative and will work with the Department to acquire the necessary permits based on amplification and class size. They have the necessary Certificate of Insurance.

Staff contact for the event is Laura Selin.

These are on days with no conflicting events.

Staff Recommendations:

Allow for Special Use Permit.



MEMO

Date: June 11th, 2023
To: BPRW Commission
From: Meghan O'Daniel, Community Garden & Parks Outreach Coordinator
RE: Migrant Justice Soccer Tournament Special Use Permit for July 13th, 2024

Request for a Special Use Permit for a community and fundraising event and waiver at Leddy Park to allow for amplified sound.

Migrant Justice's mission is to build the voice, capacity, and power of the farmworker community and engage community partners to organize for economic justice and human rights. They gather the farmworker community to discuss and analyze shared problems and to envision collective solutions. Through this ongoing investment in leadership development, members deepen their skills in community education and organizing for long-term systemic change. From this basis their members have defined community problems as a denial of rights and dignity and have prioritized building a movement to secure these fundamental human rights to: 1) Dignified Work and Quality Housing; 2) Freedom of Movement and Access to Transportation; 3) Freedom from discrimination; 4) Access to Health Care.

Migrant Justice will be hosting a soccer tournament on July 13th, 2024 at Leddy Park. This will be a fun and exciting all-day soccer event which brings together farm workers and friends from across Vermont and beyond. 2024 will be the 10th year in a row that farmworkers have organized this event. It is an important community and movement building day as well as fundraiser for the organization. Funds raised during the soccer tournament are used for general operating costs of the organization.

They are requesting to have amplified sound from 2pm – 5pm which will include music from a playlist and announcements. They will be having volunteers manage parking and will be informing the neighborhood about the event earlier that week via Front Porch Forum, both as requested by BPRW.

The point of contact for the event is Madeline Sharrow.

It is on a day with no conflicting events.

Staff Recommendations:

Allow for Special Use Permit including a waiver for amplified sound.



MEMO

Date: June 11th, 2024

To: BPRW Commission **From:** Richard Bailey, Events Coordinator

RE: The ALS Association Special Use Permit for September 28th, 2024

Request for a Special Use Permit at Oakledge Park to hold a fundraising event and for a waiver to allow for amplified sound.

The ALS Association will be hosting their annual walk at Oakledge Park on Saturday, September 24th for the 4th year. Fundraising efforts for this event will help support their mission of discovering treatments and a cure for ALS, as well as to serve, advocate for and empower people affected by ALS to live their lives to the fullest. The funds raised will stay in our local community and help to provide services that directly impact the lives of people with ALS, their families and their caregivers.

They are requesting to have amplified sound from 10am – 1pm for announcements and music by a local band.

Staff contact for the gathering is Marina Fleites.

It is on a day with no conflicting events.

Staff Recommendations: Allow for Special Use Permit including a waiver for amplified sound.



MEMO

Date: June 11th, 2024

To: BPRW Commission **From:** Richard Bailey, Events Coordinator

RE: Steps Special Use Permit for September 29th, 2024

Request for a Special Use Permit at Oakledge Park to hold a fundraising event and for a waiver to allow for amplified sound.

The team at Steps is hoping to return to Oakledge Park to host their annual Steps for Social Change fundraiser. Steps for Social Change is a community event focused on self-care and physical wellness. It was born out of the needs they saw in survivors and our broader community during the start of the pandemic and has grown and evolved into a community celebration and 5k/fun run to promote the importance of attending to our physical wellness and making investments in the things that will feed our bodies and souls. They encourage people to set personal wellness goals or team up with friends and family to create shared goals and to raise funds to support Steps' mission to assist in the transition to a safe, independent life for all those who have been affected physically, sexually, emotionally or economically by domestic abuse and to promote a culture that fosters justice, equity and safety. The 5k is a new component this year that they believe will open new ways for people to get involved! They will also be hosting a Field Day event after the 5k that will consist of activities for kids, yard games, a bounce house and food trucks.

They are anticipating that roughly 75 – 100 people will attend and are requesting to have amplified sound from 9am – 1pm for announcements.

Staff contact for the event is Jordan Calderara.

It is on a day with no conflicting events.

Staff Recommendations: Allow for Special Use Permit including a waiver for amplified sound.

COMPREHENSIVE CITYWIDE USER FEE STUDY DRAFT



Final Report
May 14, 2024



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CHAPTER 1. EXECUTIVE SUMMARY

Introduction

MGT Consulting Group (MGT) is pleased to present the City of Burlington with this draft summary of findings for the comprehensive citywide user fee study.

The City contracted with MGT to perform a citywide user fee study using fiscal year data provided by the City, along with staffing and operational information. A user fee is one in which the applicant (personal, business, organization) receives a benefit that does not accrue to non-applicants. The purpose of a user fee study is to identify the full cost of providing a service and then set a cost recovery and subsidy level that is appropriate to the market, service, department, and goals of the City. This user fee study includes the following goals and objectives:

- Define what it costs the City to provide various fee-related services
- Determine whether there are any opportunities to implement new fees
- Identify service areas where the City might adjust fees based on the full cost of services and other economic or policy considerations
- Develop revenue projections based on potential increases (or decreases) to fees
- Perform internal analyses of staffing levels, workload statistics, and performance measures
- Establish cost recovery and subsidy policies
- Adopt a user fee schedule

This report is the culmination of an extensive study conducted by MGT in collaboration with the City's management and staff. MGT would like to take this opportunity to gratefully acknowledge all management and staff who participated in this project for their efforts and coordination. Their responsiveness and continued interest in the outcome of this study contributed greatly to its success.

Study Scope, Objectives & Methodology

The study included a review of fee for service activities within the following areas:

- Clerk Treasurer Office
- Fire Department
- Department of Public Works

-
- Permitting and Inspection Department
 - Burlington Parks, Recreation, and Waterfront
 - Burlington City Arts

The goal for this study was to present a well-documented and defensible user fee study that would identify rates that would be used to recover billable costs for services and to develop user fees that comply with any applicable statutory requirements.

In calculating the full cost of user fees, a transparent approach is required utilizing City staff's knowledge with MGT's expertise to generate comprehensive and accurate results. Costs must be generated from the "bottom-up," building the costs component by component to arrive at legally defensible fees. The "bottom-up" approach will:

- Ensure that all personnel time by department, division, etc. is identified and accounted;
- Ensure that all costs—user fee service related or not—are included in the study;
- Include checks and balances to ensure all personnel time and associated costs are captured and
- Distributed accurately, not just on a high-level percentage basis; and
- Ensure transparency with a clear and easily understandable identification of all time and
- Associated costs for all department personnel, services, and activities.

MGT completed the full cost calculations and ensured those calculations incorporates both direct and indirect costs, including direct salaries and benefits, operating costs, capital asset use charges, indirect support from other departments, and is consistent with the methodology recommended by the Government Finance Officers Association (GFOA).

Peer Agency Comparisons

It was important for the City that MGT included a substantial effort to comparative survey of fees with five (5) cities of comparable size and with comparable services, which were selected in consultation with the City. Although most laws and regulations that govern charging of fees to the public do not speak to peer comparisons as a defensible position, knowing what similar agencies and neighbors charge for the same service is important to policy makers. The full cost of a service or fee item is a fact and the amount that is ultimately charged is local policy (unless the fee is set by the State or external jurisdiction). Peer agencies selected for this project, and approved by City Management, are as follows:

- ✓ Portland, ME
- ✓ Amherst, MA

-
- ✓ Portsmouth, NH
 - ✓ Columbia, SC
 - ✓ South Lake Tahoe, CA

There are also select fees within each department where comparable items or similar fees were not available and MGT looked at other peers in order to put a new fee or unique fee into context for both the Department and City leaders.

MGT designed an analytical calculation that is defensible, yet flexible enough to complete the analysis within a reasonable timeframe and without unduly impacting the other work requirements of City staff. The City's RFP asked MGT to ensure compliance with the following use of the Standard Cost method. Excerpt of RFP language is as follow:

In this method, the average or standardized cost is determined through the calculation of a productive hourly cost rate for each staff position. The productive hourly cost rates are then applied to the time to complete activities within a department. This not only has the benefit of continuity, but it can also be used to forecast required staffing workloads as volume changes. Two (2) critical requirements of this approach are the proper development of the productive hourly rate, and the capturing of all fee and non-fee activities within any single budget unit. The Contractor will use highly detailed calculations."

This study was performed under the general direction of the Business and Workforce Development Department. The primary goals of the study were to enable the City to:

- Define what it costs the City to provide the various fee-related services.
- Determine whether there are any services where a fee should be collected.
- Examine where the City compares to peers and neighbors.
- Re-align fee amounts with the adopted cost recovery policies.

The information summarized in this report addresses each of these issues and provides the City with the tools necessary to make informed decisions about any proposed fee adjustments.

CHAPTER 2. SUMMARY OF FINDINGS & RECOMMENDATIONS

User Fee Financial Overview

The study's primary objective was to provide the City's decision-makers with the basic data needed to make informed pricing decisions. This report details the full cost of each service for which a fee is charged and presents the staff's recommendations which are in alignment with the City's cost recovery policies. The fee analysis adheres to the estimated reasonable cost of providing a service.

The exhibit below shows the annualized costs and revenues for the City's user fees that were part of this analysis. The analysis was based on readily available data from the City that is either calendar year 2023, or the last completed fiscal year (2022/2023). It is difficult to predict future revenues due to the fluctuation in the volumes and economic conditions. MGT has based the annual cost on the individual full cost for each service analyzed and then multiplied that cost by the average volumes. The results are shown below in [Exhibit 1](#):

User Fee Department	CURRENT					RECOMMENDED		
	(A) Costs, User Fee Services	(B) Current Revenue		(C) Current Subsidy		(D) Cost Recovery Policy		(E) Increased Revenue
Clerk Treasurer	\$ 335,947	\$ 340,383	101%	\$ (4,436)	-1%	\$ 346,075	103%	\$ 10,128
Fire	\$ 6,735,511	\$ 5,753,950	85%	\$ 981,561	15%	\$ 6,845,911	102%	\$ 1,091,961
Permitting and Inspection	\$ 2,047,145	\$ 1,990,668	97%	\$ 56,477	3%	\$ 2,016,916	99%	\$ 26,248
Parks, Recreation, & Waterfront	\$ 5,367,306	\$ 4,131,200	77%	\$ 1,236,106	23%	\$ 4,594,810	86%	\$ 463,610
City Arts	\$ 845,133	\$ 409,213	48%	\$ 435,921	52%	\$ 758,044	90%	\$ 348,832
Totals:	\$ 15,331,042	\$ 12,625,414	82%	\$ 2,705,629	18%	\$ 14,561,756	95%	\$ 1,940,779

Exhibit 1

*Department of Public Works recovery is detailed below, due to the nature of how fees are established for that department

- **Column A, User Fee Costs** – This column represents what it costs the City to provide the annual user fee services based on the average volumes listed above. In total, this study evaluated \$15,331,042 of costs to provide user and regulatory related services. It is this amount that is the focus of this study and represents the total potential for user fee-related revenues for the city.
- **Column B, Current Revenue** – Based on current individual fee levels, the City generates fee-related revenues of \$12,625,414 and is experiencing an 82% overall cost recovery level. Current cost recovery levels for the department range from 48%-101%. Cost recovery over 100% percent sometimes occurs because of fines, penalties, rentals, or state set fees. The details of individual fees may be found in and in [Appendix A](#) of this report.
- **Column C, Current Subsidy** – This column shows the difference between what it costs the city to provide services versus what is being recovered in revenue for these same services. Current fee levels recover 82% of full cost, leaving 18% or \$2,705,629 to be subsidized by other funding sources such as tax revenues, which are intended to support services provided to the public. This subsidy represents an opportunity for an updated and more focused cost recovery effort by the city for fee-related services. It should be noted that much of the subsidy is due to the Parks and Recreation and City Arts recovery levels. MGT considers the full-cost calculation a fact and the fee subsidy to be a policy decision for city leadership. Any subsidy amounts represent an opportunity to increase fees. However, some fee-supported items are inelastic and have alternatives, which may give departments less flexibility to make increases.
- **Column D, Recommended Recovery** – This column shows the proposed cost recovery that is based on the City’s cost recovery policy. If adopted as recommended in this study, user and regulatory fee revenue would increase to \$14,561,756. This would result in an overall cost recovery level of 95%.
- **Column E, Increased Revenue** – \$1,940,779 in potential new revenue could be generated through aligning fees with the cost of providing services and existing policies around cost recovery. This is primarily driven by the Fire Department’s Ambulance Fees. This also includes \$429,252 in revenue for “Dry Run” charges which may not be collectable in all circumstances. Summary of new revenue resulting from this study is as follows:
 - Clerk-Treasurer - \$10,128
 - Fire - \$1,091,961
 - Permitting & Inspection - \$26,248
 - Parks, Rec & Waterfront - \$463,610
 - City Arts - \$348,832
 - Public Works - \$903,304 (Please see Summary Chart Below)
 - **TOTAL POTENTIAL NEW REVENUE: \$2,844,083**

Summary of Potential Revenue Increases			
Public Works Department			
Fee Type	Average/ Current Revenue	Potential Revenue	Potential Increased Revenue
Parking Fees - Fines	\$ 994,901	\$ 1,024,748	\$ 29,847
Parking Fees - Meters	\$ 1,651,192	\$ 2,476,788	\$ 825,596
Encumbrance Permits	\$ 75,541	\$ 77,807	\$ 2,266
Meter Bag Fees	\$ 94,638	\$ 97,477	\$ 2,839
Excavation Permits	\$ 59,921	\$ 59,921	\$ -
Overweight Permits	\$ 5,085	\$ 40,340	\$ 35,255
Residential Parking Permits	\$ 15,000	\$ 22,500	\$ 7,500
TOTAL	\$ 2,896,278	\$ 3,799,582	\$ 903,304

Ongoing Recommendations

These are best practices for any fee study:

- City Staff are looking for guidance from Leadership and the City Council on recommended cost recovery levels. Setting a policy of cost recovery percentage would be helpful to departments and city staff. Some local government agencies will adopt ranges of cost recovery based on fee item or department.
- MGT recommends that the city continue to evaluate their user fees every three to five years or sooner if there are significant changes to the organization or process.
- MGT recommends that for the period between analysis, that the City continue to increase fees based on a Consumer Price Index (CPI) factor to maintain cost recovery as salaries, fringe benefits and services/supply costs increase over time.

Methodology

A user fee study is comprised of two basic elements:

- ◆ Hourly rates of staff providing the service.
- ◆ Time spent providing the service.

The product of the hourly rate calculation multiplied by the time spent yields the cost of providing the service.

HOURLY RATES

The hourly rate methodology used in this study builds indirect costs into hourly salary and benefit rates to arrive at fully burdened hourly rates. The fully burdened hourly rates calculated are a mechanism used to calculate the total cost of providing services. Total cost is generally recognized as the sum of the direct cost together with a proportionate share of allowable indirect costs. The proper identification of all costs (including labor, operating expense, department administration, and citywide support) as “direct” or “indirect” is crucial to the determination of the total cost of providing services.

Direct costs are typically defined as those that are specifically tied to a particular function or activity, including the labor of persons working directly on the specific service for which the fee is charged, and possibly materials or supplies for people to work on the service. Indirect costs are those that support more than one program area and are not easily identifiable to specific activities. Examples of indirect costs are: 1) departmental administrative and support staff, 2) training and education time, 3) public counter and telephone time, 4) some service and supply costs, and 5) citywide overhead costs from outside of the department as identified in the City's cost allocation plan.

MGT's hourly rate calculation methodology includes the following:

Personnel Services Analysis – each staff classification within the department or division is analyzed in the study. The first burden factor is comprised of compensated absences such as vacation/holidays/sick leave days taken in a year's time. Staff classifications are then categorized as either direct (operational) or indirect (administrative or supervisory) labor. In some cases, a classification will have both direct and indirect duties. The total indirect portion of staff cost is incorporated into hourly overhead rates.

Indirect Cost Rate – a ratio of indirect cost to direct labor (salaries plus benefits) is established. There are three elements of indirect cost incorporated, including:

- ◆ Indirect Labor – includes total compensation, administrative and supervisory staff costs.
- ◆ Other Operating Expenses – most services and supplies are included as a second layer of indirect cost and are prorated across all fees and services. There are some service and supply expenses classified as "allowable direct." Some examples of these are professional services expenses, or sports supplies. These allowable direct expenses would be directly associated with specific fees or programs, as opposed to being allocated across all activities through the indirect overhead.
- ◆ External Indirect Allocations – this represents the prorated portion of citywide overhead (from the City's cost allocation plan) which is attributable to the service for which the fee is charged.

Fully Burdened Hourly Rates – The fully burdened hourly rate was calculated by taking the total operating expenditures (the numerator) and dividing that by the number of direct employees. This creates the average cost per employee. MGT then looked at each direct employee, which has a base number of hours of 2,080 per year, and reduced the hours by the average holiday, sick and vacation hours. The result is a range of 1500-1800 direct hours available per employee, dependent on the number of departmental meetings and trainings. Next, MGT worked with each department/division to determine the average amount of training, meetings and administrative or supervisory hours spent per each employee. The reduction of these hours leaves the remaining employees' direct hours available to provide services. The average direct hours are then divided into the average cost per employee which creates the average hourly rate per department/division.

TIME SPENT

Once fully burdened hourly rates were developed for departments/divisions, staff and the consultant worked to identify the time spent directly on each of the user fee activities. Each staff person involved in the user fee services identified time spent to complete each task associated with all user fee services. To inform this analysis, staff and the consultant based this exercise on time spent on delivering various services in FY 2022-23 (the most recently completed fiscal year).

FEE CALCULATIONS AND REVENUE PROJECTIONS

Based on the time spent and fully burdened hourly rates, MGT was able to prepare both a per-unit cost and total annual cost (per-unit cost multiplied by annual volume equals total annual cost). As stated above, costs were calculated by multiplying per-unit time estimates by the fully burdened hourly labor rate; additional operating expenses directly associated with certain services were also added in. Finally, if other departments or divisions provided support to certain user fee activities, this time was accounted for and added into the analysis as a crossover support activity. Full costs are then compared to current fees/revenues collected, and subsidies (or over-recoveries) are identified.

User fee summaries may be seen in [Appendix A](#) of this report.

Legal, Economic & Policy Considerations

Calculating the true cost of providing city services is a critical step in the process of establishing user fees and corresponding cost recovery levels. The following legal, economic and policy issues help to illustrate these considerations:

- ◆ **Economic barriers** - It may be a desired policy to establish fees at a level that permits lower income groups to use services that they might not otherwise be able to afford.
- ◆ **Community benefit** - The Council may wish to subsidize some user fees in order to reflect policy considerations other than pure cost recovery. For example, some agencies may choose to use general purpose revenues for community wide services such as recreational fees for youth programs or senior programs. These fees may be set lower than full cost recovery as they are a benefit to the community.
- ◆ **Private benefit** - If a user fee service primarily benefits the fee payer, the City may set the fee according to the City's cost recovery policy and set the fee at a 60-100% cost recovery level. Development related fees generally fall into this category; however, exceptions are sometimes made for services such as appeal fees or fees charged for certain types of residential projects.
- ◆ **Service driver** - In conjunction with the third point above, the issue of who is the service recipient versus the service driver should also be considered. For example, it could be argued that the applicant is not the beneficiary of the City's development review efforts: the community is the primary beneficiary. However, the applicant is the driver of development review costs, and as such, cost recovery from the applicant is appropriate.
- ◆ **Managing demand** - The level of cost recovery and related pricing of services can significantly affect the demand and subsequent level of services provided. At full cost recovery, this has the specific advantage of ensuring that the City is providing services for which there is genuinely a market that is not overly stimulated by artificially low prices.

- ◆ **Competition** - Certain services, such as park usage or facility rentals, may be provided by neighboring communities or the private sector, and therefore demand for these services can be highly dependent on what else may be available at lower prices. Furthermore, if the City's fees are too low, demand enjoyed by private-sector competitors could be adversely affected.
- ◆ **Incentives** - Fees can be set low to encourage participation in a service, such as a youth sports program or the issuance of a water heater permit.

A sample of the decision-making process considerations when setting cost recovery levels can be found on [Exhibit 2](#):

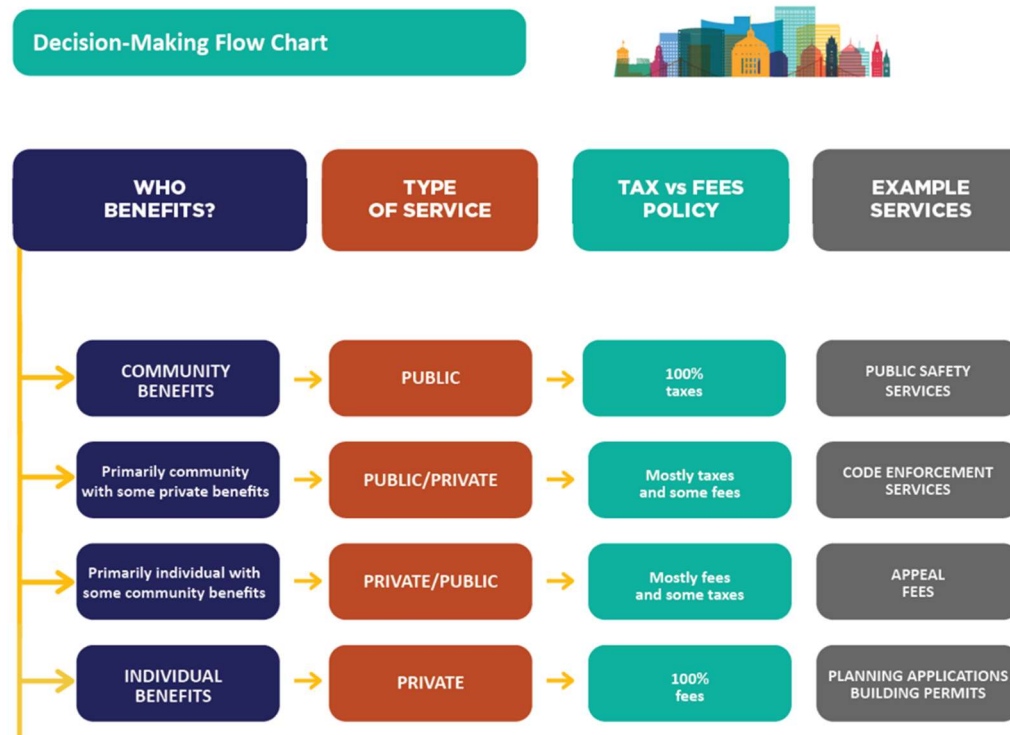


Exhibit 2

CHAPTER 3. ANALYSIS HIGHLIGHTS

Below is a brief discussion of the findings for each department/division's analysis. Please see the user fee summary sheets in [Appendix A](#) of this report for the details on each fee calculation and cost analysis.

Fees are charged in a variety of ways including:

- ◆ Flat (or fixed) fees – the fee is always the same, regardless of size or complexity of the service provided in each instance.
- ◆ Per square foot – the fee is calculated based on the size of the project under review.
- ◆ Hourly (or time-and-materials) – City staff track time and materials expenses, and fees are calculated to recover actual costs.
- ◆ Actual Costs – this fee is charged to recover consultant costs as billed to the city, or time and materials of staff.
- ◆ Percentage of permit – the fee is calculated as a percentage of the original permit fee.
- ◆ Percentage of Engineer's Cost Estimate – fees are calculated as percentage of engineer's estimate of construction value.

Clerk Treasurer Office

The mission of the Clerk/Treasurer Office is to maintain and strengthen five basic structures of local democracy: elections, public records, City Council proceedings, licensing, and the dissemination of public information; and to maintain and enhance the City's revenue based by applying sound financial practices and directing the City's financial resources towards meeting its long-term goals. The Clerk/Treasurer Office is responsible for maintaining the City's system of account, coordinating the preparation of the Mayor's annual budget, and conducting year-round budget control. Also, the Clerk/Treasurer Office provides administrative leadership, director, and support to the Mayor, City Council, City departments, and the public.

Most of the functions and activities of this office are to support the City and its departments; however, the Clerk/Treasurer Office does provide some fee for service activities to the public. Most of these services have fees that are set by the state statute, which gives the city no flexibility in recovering its cost related to these services. These services include marriage, dog, liquor, cannabis, and other licenses the City offers. The services the City has control over the fee for are entertainment permits, vehicle for hire licenses, and peddler licenses for the various districts.

The Clerk/Treasurer user fee model included approximately \$9,713,918 in costs, \$335,947 (or 3.5%) are costs that are associated with the fee for service activities within the Office. Current fees recover 101% of total costs of providing the services. By removing the services the City has no control over the fees for, the City is recovering 65% of total costs. Assuming no loss in demand, fee adjustments to recover 100% of the total costs associated with the entertainment permits, vehicle for hire licenses, and peddler licenses (the fees the City can control) will generate \$7,389 in additional revenues.

A summary of the Clerk/Treasurer Office cost versus revenues is profiled in [Appendix A](#) of this report.

Fire Department

Within the Fire Department, current fees recover 82% (revenue collected of \$5,753,950) to offset current total costs of \$6,995,980 which is a difference of \$1,352,430. The department is recommending 100% cost recovery on all services and has several penalties for false alarms, malfunctions, and contractor accidental alarms, all of which aid in cost recovery and will remain the same.

The Fire Department currently charges fees for ambulance services, Basic Life Support (BLS) and Advance Life Support (ALS), Fire Alarm Monitoring, and several penalties for false alarms. The staff also wanted to know what the full costs of treat-no-transport (TNT) is. These TNT calls are also known commonly as “dry runs” and are activities for which Burlington does not have a current fee for, but many peers do. Some agencies simply calculate these full costs so that the cost of providing the service is known and can be charged when insurance or a third party is able to pay. That item costs Burlington Fire \$429 to respond to the call, but not transport. MGT surveyed several peers and found that charges for TNT range from \$198 up to \$844. Burlington’s actual cost for this item along with some peer fees are in [Exhibit 3](#), below:

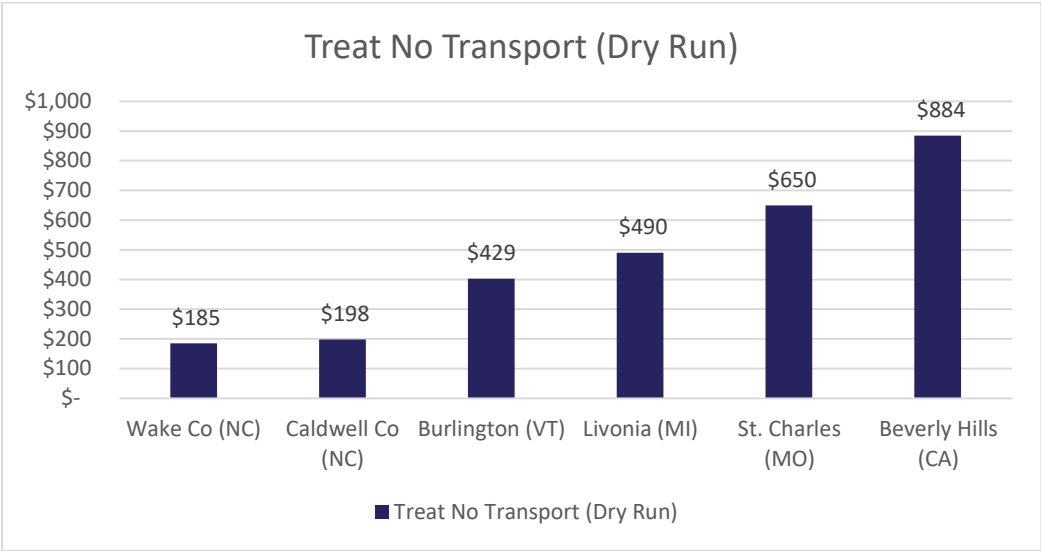


Exhibit 3

The division also provides services for which fees are not collected, such as fire suppression, fire prevention, standby time, arson investigations, community education, and weed abatement. Fee recoverable activities in the Fire Department only represent approximately 42% of the services provided.

Ambulance Fees analyzed are very close to full cost recovery, ranging from 80% to 97%. Staff recommends adjusting fees to full cost recovery which results in the emergency medical services (EMS) fees increasing between 3% and 20%. Most fee adjustments are single digit changes with the most material change being the ALS Transports with EKG increasing from \$1,200 to \$1,507. It should be noted that most of these charges are billed to Medicare (the Federal Government) or community members' third-party insurance companies.

Recommended New Fees:

- Treat-no-transport (TNT or "Dry Run"), informational item, may not be chargeable in all instances.

A summary of the Fire Department cost versus revenues is profiled in [Appendix A](#) of this report.

Department of Public Works

The City of Burlington's Public Works Department's mission is to steward Burlington's infrastructure and environment by delivering efficient, effective, and equitable public services. Public Works produces and delivers potable water, collects and treats wastewater, manages stormwater, constructs and maintains sidewalks, roads, and other capital infrastructure, manages the traffic and parking systems, maintains the City's fleet, ensures compliance with fire and life safety codes, and recycling pickups.

The Public Works Department identified the following revenue/fee categories for analysis and/or comparison:

- ◆ Parking Fees
- ◆ Encumbrance Permits
- ◆ Meter Bag Fees
- ◆ Excavation Permits
- ◆ Overweight Permits
- ◆ Residential Parking Permits

The fee categories identified above for analysis are not based on the costs of staff time spent providing specific services. For example, parking meter fees are typically set at "market rates," and staff time is not used to calculate costs used to set pricing/meter fee levels. Therefore, the analysis for the Public Works fees is wholly based on comparative data collected from peer agencies in New England and in localities selected as comparable to the City of Burlington.

Detailed comparative data for all Public Works fees in the categories listed above may be found in the comparative survey section at the end of this report.

The findings and a summary analysis for each of the Public Works' sections is summarized below.

Parking Fees – The Public Works Department requested a review of the parking fees and fines based upon the comparative survey. In summary, Parking fees in Burlington vary based on location and typically are charged at an hourly rate. These rates range from \$0.40 per hour to \$3.00 per hour. There are also overnight lots that charge from \$4.00 per night up to a \$20.00 daily rate in one location. The City has an opportunity to increase parking revenues based upon the peer parking fee data collected in the survey. For example, the lowest parking meter fee in Burlington is \$0.40 per hour. Other jurisdictions in the survey have parking rates that begin at \$0.50 per hour.

The following table summarizes the parking fee revenues collected in Public Works over the last five years and identifies potential revenue increases if current parking meter fees of \$0.40, \$1.00, and \$1.50 are increased to new minimums that are benchmarked against the comparative survey results presented in [Appendix B](#) – Peer Comparison Survey Results:

Parking Meter Revenues

Fiscal Year	Revenue	Potential Revenue	Potential Revenue Increase
Projected 2024	\$ 1,689,512.68		
Actual 2023	\$ 1,872,909.74		
Actual 2022	\$ 1,844,136.69		
Actual 2021	\$ 1,277,413.16		
Actual 2020	\$ 1,571,987.92		
5-Year Average	\$ 1,651,192.04		
Increase to \$0.60/\$1.20/\$1.70	50% increase	\$ 2,476,788.06	\$ 825,596.02
Increase to \$0.75 minimum	87.5% increase	\$ 3,095,675.61	\$ 1,444,483.57
Increase to \$1.00 minimum	150% increase	\$ 4,127,979.10	\$ 2,476,787.06
Increase to \$2.00 minimum	400% increase	\$ 8,255,960.20	\$ 6,604,768.16

While parking meter fees vary by jurisdiction, most have fees in their downtown areas between \$0.50 and \$1.00 per hour. The City of Burlington appears to have parking fees set at levels that are slightly less than the surveyed peer jurisdictions.

The potential increases shown above assume that minimum rates would be increased across-the-board and parking demand would approximate the five year

average of parking at the spaces managed by the Public Works Department.

Also, parking fines were surveyed across the peer localities and found to be comparable to those jurisdictions contacted, with maximum fines in the comparable categories at \$200, depending on the offense. The following table profiles potential revenue increases based on different increases in those fines and penalties, assuming that increased fines would not affect the number of violations issued.

Parking Fines Revenues

Fiscal Year	Revenue	Potential Revenue	Potential Revenue Increase
Projected 2024	\$ 1,181,550.54		
Actual 2023	\$ 990,434.70		
Actual 2022	\$ 900,927.89		
Actual 2021	\$ 906,691.02		
4-Year Average	\$ 994,901.04		
Increase by 3%		\$ 1,024,748.07	\$ 29,847.03
Increase by 5%		\$ 1,044,646.09	\$ 49,745.05
Increase by 7%		\$ 1,064,544.11	\$ 69,643.07
Increase by 10%		\$ 1,094,391.14	\$ 99,490.10

The table above profiles the potential revenue increases if the City of Burlington increases fines by anywhere from three to ten percent. Increased revenue potential ranges from about \$30,000 to \$100,000 annually.

Encumbrance Permits - These fees are typically charged when contractors occupy the city right-of-way during construction projects. Two agencies did not identify their charges for these permits. Amherst, MA does not charge an encumbrance fee. The two other agencies charge using different methods (whether the road is fully closed or not, for example), while Burlington charges \$1.00 per square foot of occupied space annually. The City collected \$75,541 in Encumbrance Permit revenue during the most recent twelve-month period. This represents approximately 75,500 square feet of occupied space annually. Increases of ten percent (\$1.10 per square foot would generate approximately \$83,000 per year. The following table indicates potential revenue increases at various per square foot price points:

Encumbrance Permit Revenues

Time Period ▼	Revenue ▼	Potential Revenue ▼	Potential Revenue Increase ▼
4/2023 to 4/2024	\$ 75,541.00		
Increase by 3%	\$1.03/sf	\$ 77,807.23	\$ 2,266.23
Increase by 5%	\$1.05/sf	\$ 79,318.05	\$ 3,777.05
Increase by 7%	\$1.07/sf	\$ 80,828.87	\$ 5,287.87
Increase by 10%	\$1.10/sf	\$ 83,095.10	\$ 7,554.10

Although the survey data does not allow a definitive comparison, Burlington may consider increasing and/or restructuring their fees along the lines of Columbia, SC, where full or partial lane closures are charged on a per day basis – anywhere from \$250 to \$1,000 per day.

Meter Bag Fees- Burlington’s Meter Bag Fees are within the ranges reported by other peer jurisdictions. The highest bag fee is \$35 per day, while the lowest is \$10 per day. Currently, Burlington charges Meter Bag Fees of \$15 for twelve hours and \$30 for 24 hours. The existing meter bag fees recover the lost meter revenue of bagged meters. The City may consider increasing its fees to \$17.50 and \$35 to match the daily fee in Portsmouth, NH. It should be noted that Portsmouth charges \$50 per day for meter bags in “high occupancy” areas.

Excavation Permits – Public Works indicates that they set their Excavation Permit fees at a level that encourages applicants to apply for permits. The other responding jurisdictions charge more for their flat fee permits (\$250 for the first 100 square feet and an additional \$150 for each additional 100 square feet in Portsmouth, NH, for example). If generating additional revenue outweighs encouraging permit applications, then fees should be maintained at current levels. However, other responding jurisdictions have fee structures that would generate more revenues for Burlington, if the increased price doesn’t reduce the number of permit applications.

The City collected \$59,921 in revenue for Excavation Permits during the most recent twelve-month period. The Excavation Inspector estimates that about half of the Excavation Permits are not billed because they are City projects, and the City does not bill internally. Although the other jurisdictions calculate their fees differently than the City of Burlington, it appears that current fees charged are comparable to those charged in the surveyed jurisdictions. Burlington should not increase Excavation Permit fees based on the comparative survey findings.

Overweight Permits - MGT also surveyed other states for their Overweight Permit fees since these fees are administered at the state level. This program is administered by the State of Vermont. The Public Works Department collects the fee that is set by the State. Many states did not identify annual permit fees,

but they do charge varying amounts for vehicles found operating in excess of the weight and load limits established by each state.

Each state listed charges fees at the state level and local governments may charge separate fees. The table below, **Exhibit 4** summarizes those findings:

Overweight Permit Fees

State/Locality	Fee Name	Description/Amount
Texas	General Single-Trip Permit	Base Permit Fee: \$80 (additional highway maintenance fee for loads exceeding 80,000 lbs.)
Texas	Annual Over Axle/Over Gross Weight Tolerance Permit	Base Fee: \$90 Administration Fee: \$5.00
Texas/Houston	Oversize Load Permit	Minimum Fee of \$103 and varies higher
Virginia	Overload Permit	Authorizes a 5% weight extension for single axle weight limit of 20,000 lbs; tandem axle weight limit of 34,000 lbs, and gross weight limit based on axle spacing and number of axles. Annual fee of \$250.
Virginia/Richmond	Overweight/Oversize Permit	\$25 per load
Maryland	Overweight/Oversize Permit	Monthly permit fee of \$50.00 and annual permit fee of \$500.
Maryland/Baltimore	Hauling Permit Fee	Loads < 90,000 lbs.: \$30.00 Loads > 45 tons an additional charge of \$5.00 per ton
Louisiana	Annual Overweight Permit	\$2,500 per year - This permit is for vehicles transporting a single, non-divisible piece of heavy equipment with a gross vehicle weight not to exceed 120,000 pounds.
Louisiana/New Orleans	Oversized Load Permit	\$40 Application Fee and \$10 for a single trip (issued for specific vehicle, route, and date); \$125 for annual permit (issued for specific vehicle and all city truck routes)

Exhibit 4

Although the City of Burlington charges a \$5 fee for a single vehicle and a \$10 fee for a fleet as prescribed, any fee adjustments would require approval from the State of Vermont. The Exhibit above shows that overweight fee structures vary by state, with no consistent method for assessing the fees. The following table profiles the Overweight Permit revenues for 2024 and assumes implementing a \$20 application fee per vehicle (New Orleans has a \$40 application fee) and a \$10 per trip charge (New Orleans has a \$10 per trip charge while the City of Richmond, VA has a \$25 per load charge, for example):

Overweight Permit Fee Revenues

Fiscal Year	Revenue	Potential Revenue	Potential Revenue Increase
Projected 2024	\$ 1,350.00		
Implement \$20 Application Fee	140 permits	\$ 2,800.00	\$ 2,800.00
Implement \$10 per trip fee	1,000 trips (est.)	\$ 10,000.00	\$ 10,000.00
Potential Additional Revenue			\$ 11,450.00

The Table above shows that annual revenues would increase by approximately \$11,450 if those increases could be approved by the State of Vermont and adopted by the City of Burlington.

Residential Parking Permits – The City of Burlington now issues approximately 1,500 residential parking permits annually at \$10 each. Three of the five surveyed cities provide these permits free of charge. Amherst, MA, however, charges \$100 for a resident permit with an Amherst vehicle registration and \$300 with a non-Amherst vehicle registration. If Burlington increases the permit fee to \$15.00, it will generate approximately \$7,500 in additional revenue. Increasing the fee to \$20.00 will generate another \$15,000 in annual revenue.

The following table summarizes potential revenue increases at the most conservative levels for all the Public Works fees included in this study:

Summary of Potential Revenue Increases			
Public Works Department			
Fee Type	Average/ Current Revenue	Potential Revenue	Potential Increased Revenue
Parking Fees - Fines	\$ 994,901	\$ 1,024,748	\$ 29,847
Parking Fees - Meters	\$ 1,651,192	\$ 2,476,788	\$ 825,596
Encumbrance Permits	\$ 75,541	\$ 77,807	\$ 2,266
Meter Bag Fees	\$ 94,638	\$ 97,477	\$ 2,839
Excavation Permits	\$ 59,921	\$ 59,921	\$ -
Overweight Permits	\$ 5,085	\$ 40,340	\$ 35,255
Residential Parking Permits	\$ 15,000	\$ 22,500	\$ 7,500
TOTAL	\$ 2,896,278	\$ 3,799,582	\$ 903,304

Permitting and Inspection Department

The Building Permitting and Inspection department oversees the construction or renovation of buildings and the citywide housing rental program. On average, the City experiences approximately 1,400 building projects and processes 10,000 rental registrations per year. Before a building is constructed or altered, a building permit must be obtained. The division reviews plans to ensure all construction codes are satisfied. Once the permit is issued, certified building inspectors will conduct inspections for building code compliance and to make sure that the work is consistent with plans approved by the City. The Rental Registration program ensures that all housing conditions are up to code and proper facilities are provided for renters. Building and Inspection fines are intended to ensure appropriate construction procedures, safety measures and housing conditions are provided. All Building and Inspections fines are punitive in nature and are not required to be cost based. Council may set these fees as they feel appropriate.

Building permits and plan checks benefit individuals and the development community and are therefore eligible for cost recovery. In general, because permits primarily benefit the fee payer, these fees are typically set at or close to 100% cost recovery. However, there may be some fees that are historically set at less than 100% cost recovery by the City Council to encourage/ certain types of projects/permits. Typically, Rental programs are also set near 100% recovery because of the direct benefit associated with the rental owner. The Rental Program in Burlington is particularly active because of the turnover associated with University programs and semesters.

Within Permitting and Inspection, current fees recover 97% (\$1,990,668) of the total costs of providing these services, which are calculated to be \$2,047,145. The difference between the current cost recovery and the total identified cost is \$56,477 or about 3%.

MGT is recommending small increases to some fees, but the bulk of Permitting and Inspection fees will stay at the current level. Within the Rental program, the Complaint Inspection fee is being recommended to increase from its current \$50 level to \$70. This will bring the recovery level to 96% for this service. This could potentially generate an additional \$5,080 for the City. Please note that due to the high number of rentals in Burlington, the inspection portion of the Rental Registration program is performed every three years. Because of this, the full cost of the Rental Registration is paid in three yearly instalments. Collecting a fee every year, eases the burden on the rental owner and allows the City to keep a detailed database of active rentals.

Building Permits and Inspection Services is broken down into two fee schedules – Building Permits and Electrical Permits. It is recommended that the Building Permits fee schedule remain at the current valuation schedule of \$8.50 per \$1,000. However, it is recommended that the minimum permit fee be increased from \$20 to \$50. Therefore, any project under \$1,000 of valuation will not require a permit fee, but any project with all valuation between \$1,001 - \$6,000 will have a minimum fee of \$50. This fee level better reflects the level of service being provided by the City. Electrical Permits and Inspection is currently recovering 48% of costs or \$124,520. This results in a \$132,442 subsidy by the City. This subsidy is due, in large part, with the additional inspection position that the City added to allow for a timelier electrical inspection program. The City is recommending that the valuation table used for Electrical permits should increase from \$8.50 per \$1,000 to \$10 per \$1,000. This is a 17% increase and should generate an additional \$21,168 for the City. It is also recommended that the City consider additional yearly increases in order to achieve 100% recovery.

The high volume of activity in the Burlington Rental Registration program makes it a unique fee compared to other jurisdictions. High volume rental areas are often associated with season travel destinations, college towns and sporting events. The wide range in length of stays creates many different jurisdictional policies in terms of rental registrations and inspections. Based on our comparison, Burlington appears to be in the middle to lower end of fee amount. For example, the City of Portland Maine only charges \$50 per unit, Amherst MA charges \$150 per unit and Lake Tahoe charges rates ranging from \$200 to \$850 based on size.

Building permits are also a highly unique category because of the many different fee structures that can be used. Some cities, like Burlington, charge based on project valuation, other cities charge based on square footage, hourly, flat fee, occupancy type or construction type. If department recommendations are approved, Burlington will be charging between \$8.50 and \$10 per thousand dollars of valuation. If we look at two valuation-based cities, Portland ME charges \$15 per thousand dollars of valuation and Portsmouth NH charges \$8 or \$11 per thousand dollars of valuation based on occupancy type (residential or commercial).

If all recommendations are approved, the City could expect an additional \$26,248 in revenue.

Parks, Recreation, and Waterfront

The Department of Parks, Recreation and Waterfront oversees all of Burlington's 35+ parks, 550+ acres of open Space, four public beaches, street trees & greenways, Community Gardens, three Cemeteries, Miller Recreation Center, Leddy Ice Arena, Champlain Senior Center, North Beach Campground, Community Boathouse Marina and all Recreation Programs.

The fees were grouped into the following categories:

Recreation Programs

- Adult Athletics
- Community Events
- Recreation Nutrition
- Leddy Ice Arena Programs
- Licensed Childcare and other Recreation Programs
- Miller & CORE Programs
- Outdoor & Outreach
- Senior Adult & Adult Programs
- Youth Sports & Athletics

Recreation Facilities Rentals

- Leddy Ice Arena Rentals
- O.N.E. Center
- Miller Rentals

Parks Rentals

- Park Rentals and Permits

Campground

- Campground and Beaches

Waterfront

- Events

-
- Marina Rentals
 - Parking

Fees are charged in a variety of ways including:

- Per participant/team/use or entry for recreation programs
- Per entry for community events
- Hourly, daily, or half daily for facility, park, and campground rentals
- Hourly, monthly, annual, or per square foot for Marina rentals

MGT's analysis was done at a higher level than that of the other departments included in this study, comparing annual program costs to annual revenues collected. It is difficult to develop a detailed cost analysis at the per-participant or per-use level with any degree of accuracy because program offerings are constantly changing due to changes in seasons, high vs. low demand levels, etc. MGT's analysis provided the department with cost recovery levels by program area.

The cost analysis shows that currently, Parks and Recreation fees recover 77% of the cost for all fee-related services with a 23% general fund subsidy. It should be noted that the revenue amounts for Community Events, Recreation Nutrition, Licensed Childcare, and Outdoor and Outreach include grants and donations in addition to fee revenue, thereby providing the means to operate these important community programs while keeping fees at an affordable level. It should also be noted that 77% is a higher cost recovery level than many other Parks and Recreation departments experience. The department's Parking and Marina Rentals programs in particular, due to the high demand, are the primary drivers of this relatively high recovery level.

Individual program recoveries range from 9% for Senior Adult programs to over 100% for Campgrounds and Beaches, Marina Rentals, and Parking.

In 2021 an outside firm recommended a cost recovery policy with target cost recovery percentages for different activities and services. The activities and services were grouped into categories and arranged in a continuum based on the service having more community-wide benefit versus more individualized benefit. MGT recommends the department adjust its fees under each program area based on these target cost recovery percentages, except those that are already recovering more than the target level. If fees are adjusted accordingly, the City could potentially recover an additional \$463,610 in revenue if demand levels remain consistent, raising their total cost recovery to 86%. See details in Appendix A.

Burlington City Arts

Burlington City Arts's (BCA) mission is to nurture a dynamic environment through the arts, making quality experiences and opportunities accessible to a broad audience. BCA achieves this by supporting and promoting Vermont artists and advancing the creation of new work, offering a wide spectrum of arts education and engagement opportunities, presenting exhibitions and events that place Burlington in a global context, promote critical dialogue and encourage local

participation, and serving as the City of Burlington's cultural planner by making the arts integral to the area's economic and civic development, urban design, and livability.

The BCA provides several services for fees to the public including summer camps, youth, family, teen and adult art classes, studio members, clay bags, school tours, facilities rentals, and art leasing for various clients. The BCA user fee model included \$3,275,270 in costs, \$845,133 (or 26%) are costs that are associated with the services provided to the public and various clients. Current fees recover 49% of total costs of providing the services. Though current costs exceed the revenues for providing these services, this is by design as BCA strives to provide access to the arts at minimum costs to its guests. BCA is supported in large part by generous donors and fundraisers that share the same mission and love for the arts as the BCA. Should the City wish to recover more of its costs related to the BCA, there is potential to do so. The City could set cost recovery levels to 90% for all fees and this would generate approximately \$348,832 in additional revenue, should current demand levels stay consistent. Ultimately, the exact cost recovery level for each fee is a policy decision, but there is opportunity within the BCA to generate more revenue for the City. **Exhibit 5** on the next page details the City Arts peers.

Fee	Burlington, VT	Portland, ME	Amherst, MA	Portsmouth, NH	Columbia, SC	South Lake Tahoe, CA	Other
City Arts							
Classes and Workshops	Adult Classes \$30 - \$480, Youth classes \$30 - \$45	Fee not found.	Fee not found.	Youth classes - \$15/mo-\$160/year depending on class Adult art classes - none	Youth, Family and Teen 1-day workshop \$30-45 4-6 week classes \$120-\$180 Adult Classes 1-day classes \$30-\$65 4-8 week classes \$240-\$480	Gymnasium hourly \$69 Meeting Rooms, Recreation Complex hourly \$38 Kitchen, Recreation Complex hourly \$32 Senior Center Large Multi-Purpose Room hourly \$63 Senior Center, Conference Room hourly \$45 Senior Center, Arts & Crafts Room hourly \$45 Public Shower Adult/discount for senior, disabled, youth each \$3/\$2 Non-Profit Organizations 25% off base rate 25% Facility Rental Setup Fee hourly \$43	N/A
Events and Space Rental	From Parks Battery Park Half Day \$300 Battery Park Full Day \$500 City Hall Park Half Day \$350 City Hall Park Full Day \$550 City Hall Park Hourly \$90 Waterworks Park Half Day \$225 Waterworks Park Full Day \$450 FRAME (Incl Waterworks) Full Day \$700 Perkins Pier Full Day \$700 No info found specific to Arts.	From Parks, Recreation & Facilities Simple Event (no registration fee): \$75/hour Event with registration or pledges & attendance 25 - 300: \$125/hr Event with registration or pledges & attendance 301+: \$225/hr Gym Rental Non-Profit/Profit Resident \$50/hr/\$80/hr Non-Resident \$55/hr/\$85/hr Youth Group Gym Rental Resident \$25/hr Non-Resident \$30/hr Community Center Room Cafeteria/Large Room \$50/hr Community/Small Room \$30/hr Community Pool Rental Resident \$95/hr Non-Resident \$105/hr	Mill River Rec Area Pavilion \$35/hr Groff Park Pavilion \$20/hr	Community Campus Classroom/Movie Room - \$25.00 / hour Senior Activity Center Activity Rm #1 (Screen & Sound) - \$50.00 / hour Senior Activity Center Activity Rm #4, #5, and Kitchen - \$25.00 / hour Senior Activity Center Assembly Hall - \$50.00 / hour	Simple Use \$25/hr 8am-8pm \$60/hr Evening/Weekend Standard Use \$60/hr 8am-8pm \$75/hr Evening/Weekend Complex Use \$100/hr Production Add-On \$80/hr Security \$50/hr per guard	Senior Center, Arts & Crafts Room - \$44/hour	N/A
Studio Membership	\$150 - \$525 Varies by studio and length of session.	Fee not found.	Fee not found.	Fee not found.	\$25/week offered Winter/Spring '24 \$425-\$525	Fee not found.	N/A
Leasing of Art	Varies based on the piece being leased and agreements made with businesses.	Fee not found.	Fee not found.	Fee not found.	Fee not found.	Public Murals each \$0 Non-mural Publicly Visible Art each \$257	N/A

Exhibit 5

A summary of the BCA's cost versus revenues is profiled in [Appendix A](#) of this report.

CHAPTER 4. PEER COMPARISON SURVEY

The purpose of a peer comparison survey is to provide the City with a sense of the local market pricing for services, and to use that information to gauge the impact of recommendations for fee adjustments. MGT worked with the City of Burlington's staff to identify the list of fees that would be part of the peer comparison survey. The following peer jurisdictions were included as part of the comparison survey for The City of Burlington: The City of Portland, ME, The City of Amherst, MA, The City of Portsmouth, NH, The City of Columbia, SC, and South Lake Tahoe, CA. The fee amounts were determined by the jurisdictions published fee schedules at the time of the survey.

It is good to keep in mind that comparison surveys do not always provide an “apples to apples” comparison of the fee. When comparing fees there are several key factors to keep in mind:

- When was the last time that agency updated their fees?
- We do not know if the agency has set their fees below full cost recovery.
- Salaries and benefits can vary from agency to agency and can impact the cost of services.
- Often fee structures can differ, and a comparison is only an estimate of the fee that may be charged.

In general, a comparison survey paints only part of the picture and can only provide a high-level comparison. Results of the survey can be seen in [Appendix B](#) of this report.

APPENDIX A - USER FEE RESULTS

The following pages provide the individual fee study results.

CLERK TREASURER OFFICE

City of Burlington
Clerk Treasurer Office
2024

Ord	Service Name	Fee Descriptio	Current				Recommendations	
			Annual Fees				Annual Fees	
			Annual Revenue	Annual Cost	Current Recovery %	Annual Subsidy	Recovery Level	Revenue at Cost Recovery Level
1	Land Records Document Recording	Per page	\$ 214,320	\$ 117,442	182%	\$ (96,878)	182%	\$ 214,320
2	Land Records Plat Recording	Per Plat	\$ 150	\$ 493	30%	\$ 343	30%	\$ 150
3	Vault Time	Per Hour	\$ 1,528	\$ 1,035	148%	\$ (493)	148%	\$ 1,528
4	Certified Copies of Land records	Per Page	\$ 200	\$ 542	37%	\$ 342	37%	\$ 200
5	Dog Licenses - Spayed/Neutered Dog	Fee	\$ 25,245	\$ 12,665	199%	\$ (12,580)	199%	\$ 25,245
6	Dog Licenses - Non - Spayed/Neutered Dog	Fee	\$ 47	\$ 14	336%	\$ (33)	347%	\$ 47
7	Marriage Licenses	Fee	\$ 31,600	\$ 32,103	98%	\$ 503	98%	\$ 31,600
8	Vital Records Certificates (Birth, death, marriage)	Fee	\$ 29,440	\$ 79,755	37%	\$ 50,315	37%	\$ 29,440
9	Uncertified copies of records and documents	Per Page	\$ 854	\$ 2,314	37%	\$ 1,460	37%	\$ 854
10	First Class Liquor Licenses	Fee	\$ 15,755	\$ 21,456	73%	\$ 5,701	73%	\$ 15,755
11	Second Class Liquor Licenses	Fee	\$ 6,095	\$ 8,301	73%	\$ 2,206	73%	\$ 6,095
12	Third Class Liquor Licenses	Fee	\$ -	\$ 16,758	0%	\$ 16,758	0%	\$ -
13	Outside Consumption Permit	Fee	\$ -	\$ 17,228	0%	\$ 17,228	0%	\$ -
14	Entertainment Permits - Per Year	Fee	\$ 6,600	\$ 10,337	64%	\$ 3,737	100%	\$ 10,337
15	Entertainment Permits - Single Performance	Fee	\$ 25	\$ 209	12%	\$ 184	100%	\$ 209
16	Green Mountain Passports	Fee	\$ 474	\$ 3,210	15%	\$ 2,736	15%	\$ 474
17	Vehicle for Hire Licensing - Business	Fee	\$ 3,750	\$ 2,466	152%	\$ (1,284)	100%	\$ 2,466
19	Vehicle for Hire Licensing - Drivers	Fee	\$ 185	\$ 3,041	6%	\$ 2,856	100%	\$ 3,041
20	Cannabis Licensing	Fee	\$ 1,000	\$ 1,566	64%	\$ 566	64%	\$ 1,000
21 Peddler Licensing								
22	General District	Per Year	\$ 3,000	\$ 4,698	64%	\$ 1,698	100%	\$ 3,000
24	University Place	Fee	\$ 100	\$ 157	64%	\$ 57	100%	\$ 157
26	General District - Monthly	Fee	\$ 15	\$ 157	10%	\$ 142	100%	\$ 157
Total User Fees			\$340,383	\$335,947		-\$4,436		
% of Full Cost				101%		0%		

FIRE DEPARTMENT

Agency: City of Burlington
 Department: Fire
 Fiscal Year: 2023-2024

										Current						Recommendations					
										Per Unit			Annual			Per Unit			Annual		
Item	Group	Subgroup	Ord	Service Name	Include in Report	Fee Description	Annual Volume	Volume Billed		Current Fee	Full Cost	Current Recovery %	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue2	Increased Revenue	Recommended Subsidy	
1	0	0	1	ALS2 AMBULANCE SERVICE	TRUE	Fee	36	36	\$	1,550	\$ 1,594	97%	\$ 57,366	\$ 55,800	\$ 1,566	100%	\$ 1,594	\$ 57,366	\$ 1,566	\$ -	
2	0	0	2	ALS-E AMBULANCE	TRUE	Fee	518	518	\$	1,150	\$ 1,378	83%	\$ 713,845	\$ 595,700	\$ 118,145	100%	\$ 1,378	\$ 713,845	\$ 118,145	\$ -	
3	0	0	3	ALS-E WITH EKG	TRUE	Fee	1,276	1,276	\$	1,200	\$ 1,507	80%	\$ 1,922,819	\$ 1,531,200	\$ 391,619	100%	\$ 1,507	\$ 1,922,819	\$ 391,619	\$ -	
4	0	0	4	BLS-E AMBULANCE	TRUE	Fee	3,537	3,537	\$	900	\$ 941	96%	\$ 3,330,025	\$ 3,183,300	\$ 146,725	100%	\$ 941	\$ 3,330,025	\$ 146,725	\$ -	
5	0	0	5	TREAT NO TRANSPORT (DRY RUN)	TRUE	Informational	1,000	1,000	\$	-	\$ 429	0%	\$ 429,252	\$ -	\$ 429,252	100%	\$ 429	\$ 429,252	\$ 429,252	\$ -	
6	0	0	6	ANNUAL FIRE ALARM REG	TRUE	Fee	427	427	\$	650	\$ 661	98%	\$ 282,204	\$ 277,550	\$ 4,654	100%	\$ 661	\$ 282,204	\$ 4,654	\$ -	
7	0	0	7	FIRE ALARM MALFUNCTION	TRUE	Penalty	204	204	\$	500	\$ -	0%	\$ -	\$ 102,000	\$ (102,000)	100%	\$ 500	\$ 102,000	\$ -	\$ -	
8	0	0	8	FIRE ALARM CONTRACTOR	TRUE	Penalty	12	12	\$	500	\$ -	0%	\$ -	\$ 6,000	\$ (6,000)	100%	\$ 500	\$ 6,000	\$ -	\$ -	
9	0	0	9	FIRE FALSE ALARM	TRUE	Penalty	24	24	\$	100	\$ -	0%	\$ -	\$ 2,400	\$ (2,400)	100%	\$ 100	\$ 2,400	\$ -	\$ -	
10	0	0	10	NON-FEE ACTIVITY	FALSE	Non-Fee	1	1	\$	-	\$ 6,947,157	0%	\$ 6,947,157	\$ -	\$ 6,947,157	0%	\$ -	\$ -	\$ -	\$ 6,947,157	
Total Cost of Unidentified Time													\$2,862,725	\$0	\$2,862,725	\$2,862,725					
Total User Fees													\$6,735,511	\$5,753,950	\$981,561	\$6,845,911					
% of Full Cost														85%	15%	102%					
Total Other Services													\$9,809,882	\$0	\$9,809,882	\$0					
% of Full Cost														0%	100%						

PERMITTING AND INSPECTION DEPARTMENT

City of Burlington
Permits & Insp.
2024

					Current						Recommendations					
					Per Unit			Annual			Per Unit		Annual			
Ord	Service Name	Fee Description	Annual Volume	Volume Billed	Current Fee	Full Cost	Current Recovery %	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy	
1	Building Permits and Inspection*	Percentage	1	1	\$ 677,928	\$ 675,384	100%	\$ 675,384	\$ 677,928	\$ (2,544)	100%	\$ 677,928	\$ 677,928	\$ -	\$ (2,544)	
2	Electrical Permits and Inspection	Percentage	1	1	\$ 124,520	\$ 256,962	48%	\$ 256,962	\$ 124,520	\$ 132,442	57%	\$ 145,688	\$ 145,688	\$ 21,168	\$ 111,274	
3	Rental Registration**	Per Unit	3,000	9,800	\$ 110	\$ 337	33%	\$ 1,010,013	\$ 1,078,000	\$ (67,987)	33%	\$ 110	\$ 1,078,000	\$ -	\$ (67,987)	
4	Rental Registration - owner occup	Fee	175	504	\$ 80	\$ 141	57%	\$ 24,618	\$ 40,320	\$ (15,702)	57%	\$ 80	\$ 40,320	\$ -	\$ (15,702)	
5	Rental Registration - reinsection	Fee	762	762	\$ 75	\$ 79	95%	\$ 60,153	\$ 57,150	\$ 3,003	95%	\$ 75	\$ 57,150	\$ -	\$ 3,003	
6	Complaint inspection	Fee	254	254	\$ 50	\$ 73	69%	\$ 18,509	\$ 12,700	\$ 5,809	96%	\$ 70	\$ 17,780	\$ 5,080	\$ 729	
7	Relocation Admin Processing	Fee	1	1	\$ 50	\$ 1,506	3%	\$ 1,506	\$ 50	\$ 1,456	3%	\$ 50	\$ 50	\$ -	\$ 1,456	
Total Cost of Unidentified Time									\$0	\$0	\$0	\$0				
Total User Fees									\$2,047,145	\$1,990,668	\$56,477	\$2,016,916 \$26,248 \$30,229				
% of Full Cost										97%	3%	99% 1% 1%				
Total Other Services									\$0	\$0	\$0	\$0 \$0 \$0				
% of Full Cost										0%	100%					
Department Totals									\$2,047,145	\$1,990,668	\$56,477	\$2,016,916 \$26,248 \$30,229				
% of Full Cost										97%	3%	99% 1% 1%				

Footnotes

*The Building Permit fee structure will stay the same with the exception of the current \$20 minimum permit fee. The city is recommending a \$50 flat fee for any project with a valuation of \$1,001 to \$6,000.

**Rental Registrations are fully inspected every three years. The full cost of registration is spread over the three year period and collected annually. This structure eases the annual payment for owners and helps the City maintain an accurate annual database of rentals.

PARKS, RECREATION, AND WATERFRONT

City of Burlington, VT

Parks & Recreation

2024

		Current				Recommendations			
		Total Program				Total Program			
Service Name	Fee Description	Annual Revenue	Annual Program Cost	Current Recovery %	Annual Subsidy	Target Recovery Level	Revenue at Target Recovery Level	Increased Revenue	Recommended Subsidy
RECREATION PROGRAMS									
Adult Athletics	total program	\$ 18,350	\$ 42,236	43%	\$ 23,886	60%	\$ 25,341	\$ 6,991	\$ 16,894
Community Events	total program	\$ 85,000	\$ 344,059	25%	\$ 259,059	40%	\$ 137,624	\$ 52,624	\$ 206,436
Recreation Nutrition	total program	\$ 87,688	\$ 176,291	50%	\$ 88,604	50%	\$ 87,688	\$ -	\$ 88,604
Leddy Ice Arena Programs	total program	\$ 168,714	\$ 263,513	64%	\$ 94,800	64%	\$ 168,714		\$ 94,800
Licensed Childcare and other Recreation Programs	total program	\$ 151,529	\$ 218,152	69%	\$ 66,623	69%	\$ 151,529	\$ -	\$ 66,623
Miller & CORE Programs	total program	\$ 123,102	\$ 199,908	62%	\$ 76,806	62%	\$ 123,102	\$ -	\$ 76,806
Outdoor & Outreach	total program	\$ 73,014	\$ 206,363	35%	\$ 133,349	35%	\$ 73,014	\$ -	\$ 133,349
Senior Adult & Adult Programs	total program	\$ 27,022	\$ 292,755	9%	\$ 265,733	50%	\$ 146,377	\$ 119,356	\$ 146,377
Youth Sports & Athletics	total program	\$ 183,708	\$ 324,302	57%	\$ 140,594	57%	\$ 183,708	\$ -	\$ 140,594
RECREATION FACILITIES RENTALS									
Leddy Ice Arena Rentals	total program	\$ 521,083	\$ 829,884	63%	\$ 308,802	63%	\$ 521,083	\$ -	\$ 308,802
CORE Rentals	total program	\$ 77,000	\$ 278,095	28%	\$ 201,095	60%	\$ 166,857	\$ 89,857	\$ 111,238
Miller Rentals	total program	\$ 82,000	\$ 295,195	28%	\$ 213,195	60%	\$ 177,117	\$ 95,117	\$ 118,078
PARKS RENTALS									
Parks Rentals & Permits	total program	\$ 28,000	\$ 178,938	16%	\$ 150,938	60%	\$ 107,363	\$ 79,363	\$ 71,575
CAMPGROUND									
Campground & Beaches	total program	\$ 819,316	\$ 712,303	115%	\$ (107,013)	115%	\$ 819,316	\$ -	\$ (107,013)
WATERFRONT									
Events	total program	\$ 88,124	\$ 180,711	49%	\$ 92,587	60%	\$ 108,426	\$ 20,302	\$ 72,284
Marina Rentals	total program	\$ 972,000	\$ 755,412	129%	\$ (216,588)	129%	\$ 972,000	\$ -	\$ (216,588)
Parking	total program	\$ 625,553	\$ 69,188	904%	\$ (556,364)	904%	\$ 625,553	\$ -	\$ (556,364)
Total User Fees		\$4,131,200	\$5,367,306		\$1,236,106		\$4,594,810	\$463,610	\$772,496
% of Full Cost			77%		23%		86%	11%	14%

BURLINGTON CITY ARTS

City of Burlington, VT

City Arts

2024

			Current				Recommendations		
			Total Program				Total Program		
Ord	Service Name	Fee Description	Annual Revenue	Annual Program Cost	Current Recovery %	Annual Subsidy	Recovery Level	Additional Revenue	Revenue at Cost Recovery Level
1 BCA Studio Fees									
2	Summer Camps	total program	\$ 91,188	\$ 130,057	72%	\$ 38,869	90%	\$ 23,288	\$ 114,476
6	Youth, Family and Teen Classes	total program	\$ 17,017	\$ 105,696	16%	\$ 88,680	90%	\$ 78,110	\$ 95,127
7	Adult Classes	total program	\$ 153,625	\$ 194,617	79%	\$ 40,992	90%	\$ 21,531	\$ 175,156
8	Adult Studio Memberships	total program	\$ 46,092	\$ 76,810	60%	\$ 30,718	90%	\$ 23,037	\$ 69,129
9	Clay Bags	total program	\$ 14,851	\$ 18,401	81%	\$ 3,550	90%	\$ 1,710	\$ 16,561
10 BCA Center Fees									
11	School Tours	total program	\$ 7,141	\$ 65,132	11%	\$ 57,991	90%	\$ 51,478	\$ 58,619
12	Art Leasing - Various Clients	total program	\$ 43,550	\$ 173,702	25%	\$ 130,152	90%	\$ 112,782	\$ 156,332
13 Rentals									
14	Rentals	total program	\$ 35,749	\$ 80,718	44%	\$ 44,969	90%	\$ 36,897	\$ 72,646

Total User Fees	\$409,213	\$845,133	\$435,921	\$348,832	\$758,044
% of Full Cost		48%	52%		

Appendix B – Peer Comparison Survey Results

The following pages provide the results of the peer comparison survey.

Clerk Treasurer Office

Fee	Burlington, VT	Portland, ME	Amherst, MA	Portsmouth, NH	Columbia, SC	South Lake Tahoe, CA	Other
Clerk-Treasurer Office							
Vital Records	Birth Cert \$10 certified, \$2 non-certified Death Cert \$10 certified, \$2 non-certified Marriage License \$80	Records request Birth/Death/Marriage \$15/first copy, \$6 each addl Marriage License \$40	Certified copies of birth, death, and marriage \$10	Records request Birth/Death/Divorce \$15/copy Marriage License \$50	\$12 per Record Requested \$17 non-refundable expedited searching fee	Birth Record \$32.00 Death Record \$24.00 Fetal Death Record \$21.00 Marriage Record \$17.00	N/A
Recording Fees	Recording Fee \$15/page Recording Mylars \$25/map Copies of Docs \$1/page + \$10 for cert	Charged by County Making Copies of Records at the office of the Register of Deeds are as follows: Copies - \$1/page Plans - \$5/page Copy Fees: Standard copies - \$1/page Certified copies - \$1/page + \$5 for certification of document Recording Fees: All Land Documents First page - \$22 Each additional page - \$2 per page Names over 4 to be indexed - \$1/name Marginal references - \$13 each	\$.50 for each side of a page	Motor Vehicle Accident Reports, Computer Aided Dispatch Logs, Incident/Arrest Reports, & Fingerprint Cards: \$15 Initiation Fee and \$0.25 /page Polaroids: \$20 35mm and all others: \$15 plus process. fee Oversized Diagrams: \$15 plus process. fee Special Reports: \$40/hour + \$0.25/page CD Copy: \$35 Local Criminal History: NO CHARGE Videotape Copy: \$35 Audiotape Copy: \$40	Deed recording fee: \$1.85 on realty value of \$100-\$500 and \$1.85 (\$1.30 for state portion and \$0.55 for county portion) for each \$500 increment afterwards. Counties retain their portion of the fee: \$0.55 of each \$1.85.	Document Print/Copy \$0.10/page + postage	N/A
Dog Licenses	Spayed/Neutered \$27 Unspayed/Unneutered \$47	Spayed/Neutered \$6/year Not Spayed/Neutered \$11/year	Renewals Neutered/Spayed \$6 NOT Neutered/Spayed \$16 New Neutered/Spayed \$6 NOT Neutered/Spayed \$16	Spayed/neutered: \$ 7.50 Unaltered male/female: \$10.00 Senior Citizen (65 and over): \$ 3.00 (1st dog only) Puppies (3 to 7 months of age): \$ 7.50	Sterilized pet - \$5.00 Unsterilized pet - \$25.00 Dogs assisting with handicap - Free Participated in 3 nationally recognized obedience trials or conformation shows in the past 12 months - \$5.00 Not spayed/neutered due to medical reasons - \$5.00	Altered 1 year \$30.96 2 year \$60.72 3 year \$75 Unaltered 1 year \$112.50 2 year \$187.50 3 year \$225	N/A
Entertainment Permit - Annual	\$100	Indoor Entertainment \$500 Outdoor Entertainment \$700 Combined Entertainment \$800 Sound Mitigation \$150	\$5/year	Vendors License - \$250 \$25.00 per pool table, billiard table, or bowling lane Tag day - \$20 Raffle - \$15 Amusement Game Device (Arcade) - \$75/each device	Major Festival or Event - \$100 Parade, Procession, March, Road Race, Bicycle Race - \$100 Private or Public Gathering - \$50 Neighborhood Gatherings, Block Party or Walk - \$25	Minor Special Event Permits - \$220 Major Special Event Permits - \$437 Non-Profit and Free to Public Special Event Permits - \$0	N/A
Entertainment Permit - One-Time	\$25	\$50 permit fee plus a noise deposit that is dependent on the number of attendees. <200 - \$100 200-499 - \$250 500-999 - \$500 1000+ - \$1000 The noise deposit gets refunded assuming there are no noise complaints received.		Event permit - \$50	Fee not found.	Not to Exceed \$125 per event	N/A

Fire Department

Fee	Burlington, VT	Portland, ME	Amherst, MA	Portsmouth, NH	Columbia, SC	South Lake Tahoe, CA	Other
Fire Department							
ALS2 Ambulance Service	\$1,550	Fee not found.	\$800	\$30/mile	Ground Mileage, per Statute Mile (ALS/BLS); code: A0425; current rate: \$2.42 (per mile); New Rate: \$2.66 (per mile); Emergency Transport, Advanced Life Support, Level 1; code: A0427; current rate: \$158.96 (per trip); new rate: \$170 (per trip); Ambulance Service, Basic Life Support, Emergency Transport; code: A0429; current rate: \$126.82 (per trip); new rate: \$139.50 (per trip);	ALS/BLS Incident Response: \$463/hr + Medicare Mileage Factor ALS/BLS w/ standby: \$899/hr No separate fee for EKG given.	N/A
ALS-E Ambulance	\$1,150	Fee not found.	\$655	\$1,680			
ALS-E with EKG	\$1,200	Fee not found.	\$655 Cardiac Monitor \$190	\$1,680			
BLS-E Ambulance	\$900	Fee not found.	\$555	\$1,171			
Treat No Transport (Dry Run)	\$403 (full cost)	Fee not found.	Fee not found.	Fee not found.		Fee not found.	BLS \$150; ALS \$245 (Caldwell NC), \$150, \$220 (Wake NC), \$200 (Rogers AR) \$490 (Livonia MI); \$660 BLS, \$884 ALS (Bev Hills CA); \$650 (St Charles MO)
Annual Fire Alarm Registration	\$650	Commercial up to \$1,000 worth of work - \$30.00 Each addtl \$1,000 worth of work - \$10.00 One and Two Family - No Fee	Fee not found.	Fire Sprinkler/Suppression: \$50 application fee + \$.05 per gross square foot of protected area Fire Alarm: \$50 application fee + \$.05 per gross square foot of protected area	Fee not found.	Residential Fire Plan Review hourly \$125	N/A
Fire Alarm Malfunction	\$500	Fee not found.	Fee not found.	Fee not found.	Fee not found.	Auto Alarm/Ext System - 10 per inspection \$242 Auto Alarm/Ext System - 100 per inspection \$590	N/A
Fire Alarm Contractor	\$500	Fee not found.	Fee not found.	Fee not found.	Fee not found.	Auto Alarm/Ext System - 10 per inspection \$242 Auto Alarm/Ext System - 100 per inspection \$591	N/A
Fire False Alarm	\$100	Fee not found.	First 3 responses - Warning Fourth response - \$50.00 Fifth response - \$75.00 Sixth response - \$100.00 Seventh response - \$150.00 Eighth and subsequent - \$200.00	Malicious: \$300 Fee per occurrence Accidental within a calendar year: 0 - 3: No charge 4 - 6: \$200 per occurrence 7th and subsequent: \$300 per occurrence	Four false alarms - \$100.00 Each additional false alarm - \$100.00.	False Alarm Responses: 1st offense - \$156 2nd offense - \$261	N/A

Department of Public Works

Fee	Burlington, VT	Portland, ME	Amherst, MA	Portsmouth, NH	Columbia, SC	South Lake Tahoe, CA	Other
Public Works							
Parking Fees	Parking Meters \$0.40 to \$3.00 per hour FINES \$0 - \$200 depending on type of offense	Parking Meter \$2 - \$2.50/hr. FINES \$20 - \$200 Most are \$20 - \$25 \$200 for parking in handicapped spot illegally	Municipal Lot \$0.50 - \$1.00/hr. On-Street Meter \$0.50 - \$1.00/hr. FINES \$15 - \$200 depending on offense (from Tres/Coll)	- High Occupancy Metered Parking - First Three Hours: \$2.00 per hour; Hour Four and Beyond: \$5.00 per hour - Standard Metered Parking - First Three Hours: \$1.50 per hour; Hour Four and Beyond: \$3.00 per hour - Parking Garage - \$2.00 per hour; Max Daily Rate: \$40; Lost Ticket: \$40; \$5 All day parking on Sundays for Portsmouth Residents	4 minutes: \$0.05 8 minutes: \$0.10 20 minutes: \$0.25	Parking Garage \$1.25/20 mins, \$25 daily max Bellamy/Transit Way \$1.00/20 mins, 2 hr. max Parking Citation - Kiosk Violations \$41	N/A
Encumbrance Permits	If Right-of-Way is occupied longer than 8 weeks, \$1.00/sqft of occupied space annually.	Fee not found.	The city of Amherst does not charge fees for encumbrance permits.	\$50/permit for 30 days, \$100 if over 30 days	Full Road Closure (city center) - \$1,000/day; lane closure (city center) - \$500/day; full road closure (anywhere other than city center and neighborhood/residential areas) - \$500/day; lane closer (anywhere other than city center and neighborhood/residential areas) - \$250/day; full road closure (neighborhood and residential) - \$50/day	Fee not found.	N/A
Meter Bag Fees	\$15 per meter, per 12 hours \$30 per meter, per 24 hours	Meter bags no longer used, you can reserve a parking spot for \$32.50/space/day	\$10/spot/day	\$35 per day per parking space and \$50 high-occupancy	Per Day: \$10.00 Per Week: \$40.00 Per Month: \$100.00	Fee not found.	N/A
Excavation Permits	Administrative & Inspection Fee - \$1.90 Excavation within paved portion of ROW \$27.35 Excavations in greenbelt & sidewalk portion \$2.69 Total paved portion charge \$29.25 Total greenbelt and sidewalk portion \$4.58	Sidewalk Excavation \$315 Esplanade Excavation \$225	Trench permit: Charged when they are digging deeper 36" - \$35	Excavation Permit Fee: \$250.00 (up to and including the first 100 sq. ft.) Additional Fee: \$150.00 (for each additional 100 sq. ft. or portion thereof)	Fee not found.	Fee not found.	N/A
Overweight Permits	\$5.00 permit issued by the City of Burlington, but set by the State of Vermont	Done by Maine DOT: Turnpike oversize and overlength permits may be obtained at any Maine Turnpike toll plaza for a fee of \$10 (not including the applicable toll).	The city of Amherst does not charge for overweight permits.	The city of Portsmouth does not charge for overweight permits.	Done by SC Dept. of Transportation: Single Trip Permit - \$30 Multiple Trip Permit (Annual) - \$100	Done by California DOT: Single Trip - \$16 Annual - \$90 Repetitive - \$90	N/A
Residential Parking Permit	\$10/year	Free of charge.	Resident permit with Amherst vehicle registration - \$100.00 Resident permit with non-Amherst vehicle registration - \$300.00 Eligible residents may apply for and purchase one (1) parking permit for their own use in the appropriate permit area(s) during any permit year. Eligible owners of residential properties may acquire permits on behalf of their tenants under rules and regulations established by the Town Council, who shall be authorized to promulgate such regulations.	Free of charge.	Owner occupant vehicle permits: \$5.00/vehicle for a 24-month period Tenant vehicle permits: \$10.00/vehicle for a 6-month period. Owner occupant visitor permits: \$1.00/vehicle. Tenant Visitor permits: \$5.00/vehicle	Free of charge.	

Permitting and Inspection Department

Fee	Burlington, VT	Portland, ME	Amherst, MA	Portsmouth, NH	Columbia, SC	South Lake Tahoe, CA	Other
Permitting & Inspection Department							
Rental Annual Registration	\$110	Long-Term Rentals \$50/unit annually, less any discounts	Rental of up to 6 units as long as Owner is principal resident - \$100 All other - \$150 + \$100/unit over 1 unit, max of \$1050	The city of Portsmouth does not issue rental registration permits.	\$25 per property	Vacation Home Rental Permit 4 or less occupants \$200 5-8 occupants \$350 9-12 occupants \$650 13 or more \$850	N/A
Rental Annual Registration for owner occupied unit w 2 or less units	\$80				\$0	Fee not found.	N/A
Complaint Inspection	\$50	Fee not found.	\$0	\$0	\$0	Fee not found.	N/A
Building Permit	\$8.50 per \$1,000 valuation	Cost of work fees and amendments to application: Up to \$1,000 worth of work \$25.00 Each additional \$1,000 worth of work \$15.00	New Ag Building \$0.10/square foot New Business, Industrial, Educational, and Dormitories \$0.65/square foot New Residential \$0.55/square foot of living space for 1st dwelling, incl lower level \$0.35/square foot for each addl unit	NEW CONSTRUCTION /ADDITION /RENOVATION: Residential Rate: 1 & 2 Family Detached - \$8/\$1000 cost per construction, minimum \$75.00 Commercial Rate: \$11 / \$1000 cost per construction, minimum \$150.00 GENERAL RENOVATIONS: Residential Rate - \$8.00 per \$1,000 of reno cost Commercial Rate - \$11.00 per \$1,000 of renovation cost	All permits are charged based on Total Valuation: - \$1-\$5,000: \$50 fee \$5,001-\$100,000: \$50 for first \$5,000 + \$9 per \$1,000 or fraction thereof - \$100,001-\$1,000,000: \$905 for first \$100,000 + \$4 per \$1,000 or fraction thereof - \$1,000,001-\$5,000,000: \$4,505 for first \$1,000,000+ \$3 per \$1,000 or fraction thereof - Over \$5,000,000: \$16,505 for first \$5,000,000 + \$2 per \$1,000 or fraction thereof	2% of valuation \$250 minimum	N/A
Mechanical Permit	\$8.50 per \$1,000 valuation	Cost of work fees and amendments to application: Up to \$1,000 worth of work \$25.00 Each additional \$1,000 worth of work \$15.00	\$30 + \$10/\$1,000 construction cost	Minimum Commercial Mechanical Permit Fee: \$100.00 Minimum Residential Mechanical Permit Fee: \$75.00 MANY other mechanical fees		Fee not found.	N/A
Electrical Permit	\$8.50 per \$1,000 valuation	Generator: Up to 50 KW - \$40.00 51KW- 200KW - \$60.00 201KW and above \$200.00 Transformers: 0-15 kva (each) \$25.00 16 kva - 50 kva (each) \$40.00 51 - 250 kva (each) \$60.00 Motors: Fractional up to 5HP \$10.00 6HP - 15HP \$15.00 16HP - 25HP \$20.00 25HP and up, each increment of 5HP \$ 4.00	Service or Building disconnect & 1 meter up to 200 Amps \$45 Over 200 Amps, per 100 Amps \$10 Each addl meter \$10 Meter reconnection, one inspection \$25, Re Inspection fee \$10 Swimming Pools, In-Ground \$75, Above ground \$50 Major Appliances, 1st appliance \$35, each addl appliance in same unit, \$15, Re-Inspection \$40	Minimum Electric Commercial Permit Fee: \$100.00 Minimum Electric Residential Permit Fee: \$75.00 MANY other electrical fees		Fee not found.	N/A
Plumbing Permit	\$8.50 per \$1,000 valuation	Plumbing code fixture fees: Minimum fee (up to four fixtures) \$40.00 Each additional fixture \$10.00 Hook-up to public sewer \$10.00 Hook-up to existing subsurface system \$10.00 Piping relocation with no new fixtures \$10.00 Permit transfer \$10.00 Surcharge fee \$10.00	New Residential Buildings, Each Unit Up to 3 inspections \$175 Each addl \$30 Existing Residential 1st Fixture \$75, each addl \$10 New or existing Commercial, Educational, Dorms, sororities, fraternities, churches or farm buildings 1st Fixture \$150, each addl \$10	Minimum Commercial Plumbing Permit Fee: \$100.00 Minimum Residential Plumbing Permit Fee: \$75.00 MANY other plumbing fees		Fee not found.	N/A

Parks, Recreation, and Waterfront

Fee	Burlington, VT	Portland, ME	Amherst, MA	Portsmouth, NH	Columbia, SC	South Lake Tahoe, CA	Other
Parks, Recreation, and Waterfront							
Daily Transient docking after one hour	\$10/hr	From portharbormarine.com for South Portland Dockage Rates Docks up to 28 ft \$150/ft Docks 30 ft and over \$160/ft Transient Dockage Rates Boats up to 29 ft Daily \$4/ft Weekly \$20/ft Boats 30 ft & greater Daily \$5/ft Weekly \$20/ft docks are \$5 per day on honor system; All docks are privately owned by the marina	Fee not found.	See rates below.	Fee not found.	Only boat ramp fees \$17 day use \$138 season pass	N/A
Overnight Slips	\$2.75/ft		Fee not found.	Oct 1-April 30 RESIDENTS 20' and under: \$18 21-30': \$22 31-40': \$24 41-50': \$30 51-60': \$36 NON-RESIDENTS 20' and under: \$24 21-30': \$36 31-40': \$48 41-50': \$60 51-60': \$72	Fee not found.		
Overnight Slips Peak Rate	\$3/ft		Fee not found.	May 1-Sept 30 RESIDENTS 20' and under: \$36 21-30': \$42 31-40': \$48 41-50': \$60 51-60': \$72 NON-RESIDENTS 20' and under: \$48 21-30': \$72 31-40': \$96 41-50': \$120 51-60': \$144	Fee not found.		
Transient moorings after 5:00pm	\$1.50/ft		Fee not found.	RESIDENTS - HOURLY RATE WOOD DOCK 20' and under: \$3-\$4 21-30': \$4-\$5 31-40': \$5-\$6 41-50': \$8-\$9 51-60': \$8-\$10 NON-RESIDENTS - HOURLY RATE WOOD DOCK 20' and under: \$5-\$8 21-30': \$8-\$11 31-40': \$9-\$15 41-50': \$10-\$19 51-60': \$13-\$23 RESIDENTS - RATE CEMENT DOCK (per 4 hours) 20' and under: \$8-\$12 21-30': \$12-\$16 31-40': \$16-\$20 41-50': \$28-\$32 51-60': \$32-\$36 NON-RESIDENTS - RATE CEMENT DOCK (per 4 hours) 20' and under: \$20-\$24 21-30': \$32-\$36 31-40': \$36-\$40 41-50': \$40-\$64 51-60': \$52-\$72	Fee not found.		
Boathouse Dock Resident	\$102		Fee not found.		Fee not found.		
Boathouse Dock Non-Resident	\$118		Fee not found.		Fee not found.		
Perkins Pier Dock Resident	\$81		Fee not found.		Fee not found.		
Perkins Pier Dock Non-Resident	\$94		Fee not found.		Fee not found.		
Mooring Rates Resident	\$54		Fee not found.		Fee not found.		
Mooring Rates Non-Resident	\$63		Fee not found.		Fee not found.		
Commercial Slip Rates for existing slips	Non-Resident plus 20%		Fee not found.		Fee not found.		
Burlington Harbor Marina	Seasonal Slip Rate \$153/ft Transient Slip Base Rate \$3-\$4/ft Transient Slip Peak Rate \$3-\$4/ft		Fee not found.		Dreher Island State Park: 48 slips - 25' long by 15' wide - \$250/month rental 2 slips - 55' long with no width requirement \$300/month rental		
Ferry Dock Marina	Seasonal Slip Rate \$124/ft Transient Slip Base Rate \$2.75/ft Transient Slip Peak Rate \$3.50/ft		Fee not found.				

Parks, Recreation, and Waterfront

Fee	Burlington, VT	Portland, ME	Amherst, MA	Portsmouth, NH	Columbia, SC	South Lake Tahoe, CA	Other
Campsite Rentals	Full Hook-Up May 15-June 30, after Labor Day \$45 July 1 to Labor Day \$55 Water & Electric May 15-June 30, after Labor Day \$41 July 1 to Labor Day \$51 Tent Sites May 15-June 30, after Labor Day \$37 July 1 to Labor Day \$47 Lean-To May 15-June 30, after Labor Day \$45 July 1 to Labor Day \$55	No city-run campgrounds. State park fees: \$15-\$35 for residents \$25-\$45 for non-residents w/ water & electrical \$25-\$35 for residents \$35-\$45 for non-residents	Closest campground is Daughter's of the American Revolution State Forest: MA Resident - \$17/night Non-resident - \$54/night Group Camping (Up to 25 people where permitted; plus \$1/night/person over 25) MA Resident - \$35/night Non-resident - \$100/night	State Park Fees (nightly): Primitive Campsite - \$29 RV Primitive (30 amp), Standard, or Platform Campsite - \$35 RV Dry Camping, Lean-to, or Waterfront Campsite - \$40 Campsite w/ water & electric (20/30) - \$45 RV Park full service 30 amp, Yurt, or Camper Cabin w/solar heat - \$50 Camper Cabin w/out electric - \$55 Waterfront, full service 30 amp- \$60 Camper Cabin w/electric or Remote Cabin - \$65 Deluxe Remote Cabin - \$80 Hampton RV Park or Double Group Site - \$70 Triple Group Site - \$105 Quad Group Site - \$140	\$30-\$55/night (minimum 2 night stay) depending on busy week or weekend/weeknight	Spring/Fall \$41/day Summer \$90 Spring/Fall Standard Cabin \$90 Summer Standard Cabin \$90	N/A
Classes and Workshops	Youth \$5 - \$595 (MANY classes/camps/workshops) Adult \$0 - \$480 (MANY classes/camps/workshops)	Fee not found.	Qi Gong \$99 for residents \$109 for non-residents Youth Summer Day Camps \$250 - \$280 per week	Youth \$0-\$370 (many classes/camps/workshops) Adult \$5 - \$400 (many classes/camps/workshops)	Advanced slab building - \$115 After school art - \$90 Creative channeling - \$80 Creative time - \$60; Wheel throwing/hand building classes - \$90 Sculpture - \$115 Throwing 102 - \$60	Adult Activities \$0 - \$225 Youth Activities \$50 H2O Exercise Adult 18-54 \$7 each, \$50 for 10 use pass Senior or Perm Disability \$6 each, \$40 for 10 use pass Swimming Lessons 6 class session \$37 8 class session \$47	N/A
Park Rentals	Battery Park Half Day \$300 Battery Park Full Day \$500 City Hall Park Half Day \$350 City Hall Park Full Day \$550 City Hall Park Hourly \$90 Waterworks Park Half Day \$225 Waterworks Park Full Day \$450 FRAME (Incl Waterworks) Full Day \$700 Perkins Pier Full Day \$700	Simple Event \$75/hr w/ registration/pledges 25-300 people \$125/hr 301+ people \$225/hr	Mill River Rec Area Pavilion \$35/hr Groff Park Pavilion \$20/hr	\$150.00 - 1-10 participants \$375.00 - 11-49 participants \$750.00 = 50-75+ participants	Gated/admission: \$1000/6hr. block \$250/each add. hr \$350/deposit Public (no controlled access or admission fees) \$120/hr City holidays - \$150/hr Deposit - \$350 Setup/takedown (non event time)\$100/hr	Bijou Park, Kiwanis Picnic Shelter (4 Hours) hourly \$169 Bijou Park, Rotary Picnic Shelter (4 Hours) hourly \$169 Recreation Complex Group Picnic Areas (4 Hours) hourly \$169 Gazebos and Picnic Areas beyond 4 hour minimum rental hourly \$45; Late Payment Penalty Fee 10% of total rental fee due 10% of total rental fee due	N/A
General Park Permit	Tier 1 (20-39 people) \$25/day Tier 2 (40-59 people) \$50/day Tier 3 (60-79 people) \$75/day Tier 4 (80-100 people) \$100/day					Minor Special Event \$220 Major Special Event \$437 Non Profit & Free to Public Special Event \$0	N/A
Neighborhood Park Community Event	\$150/day						
Bike Path Use Permit	\$200/day	Fee not found.	Fee not found.	Fee not found.	Fee not found.	Fee not found.	N/A
Photography/Videography Permit for Advertising/Marketing	\$100/day per park	Film/Photo Shoot \$150/day	Fee not found.	Fee not found.	Fee not found.	Filming application fee - \$192	N/A
Athletics	Field \$60/hr Court \$35/hr	No fee found. Athletic Facilities 207-808-5400 Aquatics \$2-\$7 for residents \$5-\$8 for non-residents	Field \$25/hr Aquatics Varies by program \$60 - \$160	Field: \$20/hour Turf Field: \$75/hour Volleyball: Free Tennis/Pickleball/Basketball: Private Rental Fee case by case basis	Baseball Field - \$15/30 minutes for field rental; \$15/30 minutes for field and lights	Adult Activities \$0 - \$225 Youth Activities- \$50 H2O Exercise: Adult 18-54 - \$7 each, \$50 for 10 use pass Senior or Perm Disability - \$6 each, \$40 for 10 use pass Swimming Lessons 6 class session- \$37 8 class session - \$47 Field/disc golf course - \$254/day	N/A

Parks, Recreation, and Waterfront

Fee	Burlington, VT	Portland, ME	Amherst, MA	Portsmouth, NH	Columbia, SC	South Lake Tahoe, CA	Other
Waterfront Park Event Rates - West Lawn	Rate 1 N/A Rate 2 \$1,890 Rate 3 \$1,995 Rate 4 \$2,625 Multi-Day \$1,050	Simple Event \$75/hr w/ registration/pledges 25-300 people \$125/hr 301+ people \$225/hr	Mill River Rec Area Pavilion \$35/hr Groff Park Pavilion \$20/hr	\$150.00 – 1-10 participants \$375.00 – 11-49 participants \$750.00 = 50-75+ participants	Riverfront Park and Canal \$700/6hr. block \$150/each add. Hr	Minor Special Event \$220 Major Special Event \$437 Non Profit & Free to Public Special Event \$0	N/A
Waterfront Park Event Rates - All Festival Site	Rate 1 N/A Rate 2 \$3,255 Rate 3 \$3,360 Rate 4 \$4,331 Multi-Day \$1,523						
Waterfront Park Event Rates - Great Lawn	Rate 1 \$735 Rate 2 \$735 Rate 3 \$735 Rate 4 N/A Multi-Day \$525						
Park Facility Fee	Half Day \$190 Full Day \$275	Community Center Room Cafeteria/Large Room \$50/hr Community/Small Room \$30/hr Community Pool Rental Resident \$95/hr Non-Resident \$105/hr		Pavillion - Free	No fee found.	Bijou Community Park Disc Golf Course \$261 Mountain Bike Park \$248 Other facilities available but no rates supplied. 530-542-6091 Gymnasium \$67/hr	N/A
Recreation Facility Rate - Miller Center	Gymnasium - Full \$65/hr	Gym Rental Non-Profit/Profit Resident \$50/hr/\$80/hr Non-Resident \$55/hr/\$85/hr Youth Group Gym Rental Resident \$25/hr Non-Resident \$30/hr		Gymnasium or Dance Studio: \$50/hour	No fee found.		
Recreation Facility Rate - One Center	Classrooms \$30/hr Gymnasium \$55/hr Gymnasium - Pickleball Court \$25/hr				No fee found.		

Burlington City Arts

Fee	Burlington, VT	Portland, ME	Amherst, MA	Portsmouth, NH	Columbia, SC	South Lake Tahoe, CA	Other
City Arts							
Classes and Workshops	Adult Classes \$30 - \$480. Youth classes \$30 - \$45	Fee not found.	Fee not found.	Youth classes - \$15/mo-\$160/year depending on class Adult art classes - none	Youth, Family and Teen 1-day workshop \$30-45 4-6 week classes \$120-\$180 Adult Classes 1-day classes \$30-\$65 4-8 week classes \$240-\$480	Gymnasium hourly \$69 Meeting Rooms, Recreation Complex hourly \$38 Kitchen, Recreation Complex hourly \$32 Senior Center Large Multi-Purpose Room hourly \$63 Senior Center, Conference Room hourly \$45 Senior Center, Arts & Crafts Room hourly \$45 Public Shower Adult/discount for senior, disabled, youth each \$3/\$2 Non-Profit Organizations 25% off base rate 25% Facility Rental Setup Fee hourly \$43	N/A
Events and Space Rental	From Parks Battery Park Half Day \$300 Battery Park Full Day \$500 City Hall Park Half Day \$350 City Hall Park Full Day \$550 City Hall Park Hourly \$90 Waterworks Park Half Day \$225 Waterworks Park Full Day \$450 FRAME (Incl Waterworks) Full Day \$700 Perkins Pier Full Day \$700 No info found specific to Arts.	From Parks, Recreation & Facilities Simple Event (no registration fee): \$75/hour Event with registration or pledges & attendance 25 - 300: \$125/hr Event with registration or pledges & attendance 301+: \$225/hr Gym Rental Non-Profit/Profit Resident \$50/hr/\$80/hr Non-Resident \$55/hr/\$85/hr Youth Group Gym Rental Resident \$25/hr Non-Resident \$30/hr Community Center Room Cafeteria/Large Room \$50/hr Community/Small Room \$30/hr Community Pool Rental Resident \$95/hr Non-Resident \$105/hr	Mill River Rec Area Pavilion \$35/hr Groff Park Pavilion \$20/hr	Community Campus Classroom/Movie Room - \$25.00 / hour Senior Activity Center Activity Rm #1 (Screen & Sound) - \$50.00 / hour Senior Activity Center Activity Rm #4, #5, and Kitchen - \$25.00 / hour Senior Activity Center Assembly Hall - \$50.00 / hour	Simple Use \$25/hr 8am-8pm \$60/hr Evening/Weekend Standard Use \$60/hr 8am-8pm \$75/hr Evening/Weekend Complex Use \$100/hr Production Add-On \$80/hr Security \$50/hr per guard	Senior Center, Arts & Crafts Room - \$44/hour	N/A
Studio Membership	\$150 - \$525 Varies by studio and length of session.	Fee not found.	Fee not found.	Fee not found.	\$25/week offered Winter/Spring '24 \$425-\$525	Fee not found.	N/A
Leasing of Art	Varies based on the piece being leased and agreements made with businesses.	Fee not found.	Fee not found.	Fee not found.	Fee not found.	Public Murals each \$0 Non-mural Publicly Visible Art each \$257	N/A