



City Council

Monday, May 19, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor

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******ONLINE closes one hour prior to the beginning of public forum******

Do not sign up in person and via Zoom - select one only

1. Agenda

Subject	1.1. Motion to amend/adopt agenda
Meeting	May 19, 2025 - Regular City Council Meeting - Monday, May 19, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to amend/adopt the agenda as follows: suspend the rules to add consent agenda item 7.12. CSWD-FY26 Proposed Budget (per City Council President Traverse)

2. Work Session Regarding Impact Fees (20 mins.)

Subject	2.1. Work Session Regarding Impact Fees (20 mins.)
Meeting	May 19, 2025 - Regular City Council Meeting - Monday, May 19, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor

Category	2. Work Session Regarding Impact Fees (20 mins.)
Department	Clerk/Treasurer's Office
Type	Information Presentation

3. Work Session Regarding Update on Homelessness (25 mins.)

Subject	3.1. Work Session Regarding Update on Homelessness (25 mins.)
Meeting	May 19, 2025 - Regular City Council Meeting - Monday, May 19, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	3. Work Session Regarding Update on Homelessness (25 mins.)
Department	Community & Economic Development Office (CEDO)
Type	Information Presentation Discussion

4. Public Forum: Time Certain: 6:30 pm **See above for signup instructions**

Subject	4.1. Verbal Comments
Meeting	May 19, 2025 - Regular City Council Meeting - Monday, May 19, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	4. Public Forum: Time Certain: 6:30 pm **See above for signup instructions**
Department	Council and Board
Type	Action Procedural
Recommended Action	open Public Forum close Public Forum

5. Mayor - General City Affairs (to include Climate and Public Health & Safety Emergency Reports: up to 10 mins.)

Subject	5.1. Verbal reports
Meeting	May 19, 2025 - Regular City Council Meeting - Monday, May 19, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	5. Mayor - General City Affairs (to include Climate and Public Health & Safety Emergency Reports: up to 10 mins.)
Department	Council and Board
Type	Information

6. City Council - General City Affairs (to include Climate and Public Health & Safety Emergency Updates: up to 5 mins. per Councilor)

Subject	6.1. Verbal reports
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Meeting	May 19, 2025 - Regular City Council Meeting - Monday, May 19, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. City Council - General City Affairs (to include Climate and Public Health & Safety Emergency Updates: up to 5 mins. per Councilor)
Department	Council and Board
Type	Information

7. Consent Agenda

Subject	7.1. Motion to adopt the consent agenda (as amended) and take the actions indicated
Meeting	May 19, 2025 - Regular City Council Meeting - Monday, May 19, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	7. Consent Agenda
Department	Council and Board
Type	Action (Consent) Procedural
Recommended Action	Motion to adopt the consent agenda (as amended) and take the actions indicated
Subject	7.2. Accountability List - C/T
Meeting	May 19, 2025 - Regular City Council Meeting - Monday, May 19, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	7. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Communication Information
Recommended Action	waive the reading, accept the communication and place it on file
Subject	7.3. Outdoor Entertainment Permit Renewal (2025-2026): Orlando's, 1 Lawson Lane, Suite 10
Meeting	May 19, 2025 - Regular City Council Meeting - Monday, May 19, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	7. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent)
Recommended Action	approve the 2025-2026 Outdoor Entertainment Permit Renewal for Orlando's, 1 Lawson Lane, Suite 10 with all standard conditions
Subject	7.4. 2025 Umbrella Entertainment Permit Application (June 4 - June 8): Flynn Center for Performing Arts, Jazzfest, various venues and times around the City

Meeting	May 19, 2025 - Regular City Council Meeting - Monday, May 19, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	7. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent)
Recommended Action	approve the 2025 Umbrella Entertainment Permit Application for Flynn Center for Performing Arts, Jazzfest, June 4 - 8, 2025, various venues and times around the City
Subject	7.5. Request to Purchase Two Pieces of Multi-Tasking of Equipment (MTE) for Snow Removal through Passenger Facility Charge (PFC) Funds - Airport
Meeting	May 19, 2025 - Regular City Council Meeting - Monday, May 19, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	7. Consent Agenda
Department	Airport
Type	Action (Consent)
Recommended Action	to authorize the Director of Aviation to purchase two pieces of Multi-Tasking Equipment from M-B Companies in the amount of \$2,649,627, subject to the review and approval of the City Attorney, and to authorize the Director of Aviation or designee to take such further actions and to execute such further instruments approved as to form by the City Attorney as may be necessary or convenient to effectuate the purchase
Subject	7.6. FIO Documents
Meeting	May 19, 2025 - Regular City Council Meeting - Monday, May 19, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	7. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Communication Action (Consent) Information
Recommended Action	for information only
Subject	7.7. Ordinance: COMPREHENSIVE DEVELOPMENT ORDINANCE SEID Stormwater Standards ZA-25-03 (Office of City Planning, Planning Commission)
Meeting	May 19, 2025 - Regular City Council Meeting - Monday, May 19, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	7. Consent Agenda
Department	Planning

Type	Action (Consent) Ordinance - First Reading
Recommended Action	first read, waive the reading and refer to the Ordinance Committee
Subject	7.8. Ordinance: COMPREHENSIVE DEVELOPMENT ORDINANCE PlanBTVDowntown Code Parking Setbacks ZA-25-06 (Office of City Planning, Planning Commission)
Meeting	May 19, 2025 - Regular City Council Meeting - Monday, May 19, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	7. Consent Agenda
Department	Planning
Type	Action (Consent) Ordinance - First Reading
Recommended Action	first read, waive the reading and refer to the Ordinance Committee
Subject	7.9. Ordinance: COMPREHENSIVE DEVELOPMENT ORDINANCE Impact Fees ZA-25-08 (Planning, Planning Commission)
Meeting	May 19, 2025 - Regular City Council Meeting - Monday, May 19, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	7. Consent Agenda
Department	Planning
Type	Action (Consent) Ordinance - First Reading
Recommended Action	first read, waive the reading, suspend the rules and warn for a public hearing
Subject	7.10. Resolution: Adoption Of Updated Local Emergency Management Plan (Councilor Barlow)
Meeting	May 19, 2025 - Regular City Council Meeting - Monday, May 19, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	7. Consent Agenda
Department	Council and Board
Type	Action (Consent) Resolution
Recommended Action	waive the reading and adopt the resolution
Subject	7.11. Resolution: Approving The Issuance Of A Grant Anticipation Note For The Costs Of Certain City Capital Improvement Projects (Board of Finance)
Meeting	May 19, 2025 - Regular City Council Meeting - Monday, May 19, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	7. Consent Agenda

Department	Clerk/Treasurer's Office
Type	Action (Consent) Resolution
Recommended Action	waive the reading and adopt the resolution
Subject	7.12. CSWD - FY26 Proposed Budget
Meeting	May 19, 2025 - Regular City Council Meeting - Monday, May 19, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	7. Consent Agenda
Department	Council and Board
Type	Action (Consent)
Recommended Action	approve the CSWD proposed FY26 budget

8. Deliberative Agenda

Subject	8.1. Resolution: Support Of Local Businesses And A Vibrant, Welcoming, Safe Downtown (Councilors McKnight, Barlow, Carpenter, Litwin, Schachter, Singh and Traverse)(30 mins.)
Meeting	May 19, 2025 - Regular City Council Meeting - Monday, May 19, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	8. Deliberative Agenda
Department	Council and Board
Type	Action Resolution
Recommended Action	waive the reading and adopt the resolution
Subject	8.2. Resolution: Adopt The Burlington Aging Council Age Strong BTV Plan (Councilors Carpenter and Schachter)(20 mins.)
Meeting	May 19, 2025 - Regular City Council Meeting - Monday, May 19, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	8. Deliberative Agenda
Department	Council and Board
Type	Action Resolution
Recommended Action	waive the reading and adopt the resolution
Subject	8.3. City's Recycling Program Next Steps - DPW (30 mins.)
Meeting	May 19, 2025 - Regular City Council Meeting - Monday, May 19, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor

Category	8. Deliberative Agenda
Department	Public Works Department
Type	Action
Recommended Action	To: ☐ Authorize the DPW Director to execute the DPW Employee Retention and Recruitment Memorandum of Agreement between AFSCME Local 1343 and City of Burlington, Department of Public Works ☐ Support putting out a request for price quotes (RFPQ) to area haulers in May or June 2025 for a 3-5 year contracted operation of the City's Recycling program, and ☐ Support DPW management developing, in parallel, a sustainable municipally-run operational model and full cost estimate for a Recycling program delivered by DPW staff, and ☐ Request the Transportation, Energy & Utilities Committee work with City staff to develop a plan, timeline and budget to evaluate a potential transition to a fully consolidated solid waste collection system and provide the proposed plan back to the City Council by November 2025
Subject	8.4. Extension of Letter of Agreement between City of Burlington and University of Vermont - C/T (20 mins.)
Meeting	May 19, 2025 - Regular City Council Meeting - Monday, May 19, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	8. Deliberative Agenda
Department	Clerk/Treasurer's Office
Type	Action
Recommended Action	to approve the one-year extension to the Letter of Agreement between the City of Burlington and University of Vermont dated June 24, 2019
Subject	8.5. Ordinance: GROSS RECEIPTS (Clerk-Treasurer)(20 mins.)
Meeting	May 19, 2025 - Regular City Council Meeting - Monday, May 19, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	8. Deliberative Agenda
Department	Clerk/Treasurer's Office
Type	Ordinance - First Reading Action
Recommended Action	to waive and approve the first reading of the proposed ordinance re gross receipts, and to suspend the rules to refer it to the Board of Finance to report back by June 2, 2025

9. Committee Reports

Subject	9.1. Verbal reports
Meeting	May 19, 2025 - Regular City Council Meeting - Monday, May 19, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	9. Committee Reports
Department	Council and Board

Type	Information
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10. City Council President - Council Updates (up to 5 mins.)

Subject	10.1. Verbal reports
Meeting	May 19, 2025 - Regular City Council Meeting - Monday, May 19, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	10. City Council President - Council Updates (up to 5 mins.)
Department	Council and Board
Type	Information

11. Adjournment

Subject	11.1. Motion to adjourn
Meeting	May 19, 2025 - Regular City Council Meeting - Monday, May 19, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	11. Adjournment
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adjourn

12. Informational and Non-Discrimination Statements

Subject	12.1. This agenda is available in alternative formats upon request. For more information on access, call Lori Olberg, Council and Licensing Coordinator (802-865-7136)(TTY 802-865-7142). Persons with disabilities who require assistance or special arrangements to participate are encouraged to contact 802-865-7000 (voice) or 802-865-7142 (TTY) at least 72 hours in advance so that proper arrangements can be made. This meeting will also air on Town Meeting TV the Wednesday after the meeting, starting at 8:00 pm and repeating at 1:00 am and 7:00 am the following day. The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status or genetic information.
Meeting	May 19, 2025 - Regular City Council Meeting - Monday, May 19, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	12. Informational and Non-Discrimination Statements
Department	Council and Board
Type	Information

CITY OF BURLINGTON

In the Year Two Thousand Twenty-Five

An Ordinance in Relation to

IMPACT FEES

ORDINANCE _____

Sponsor: Clerk/Treasurer, City Atty. _____

Public Hearing Dates: _____

First reading: _____

Referred to: _____

Rules suspended and placed in all stages of passage: _____

Second reading: _____

Action: _____

Date: _____

Signed by Mayor: _____

Published: _____

Effective: _____

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

1 That Chapter 21, Offenses and Miscellaneous Provisions, of the Code of Ordinances of the City of
2 Burlington be and hereby is amended by amending Sec. 41, thereof to read as follows:

3 (a) *Authority.* This section is enacted pursuant to the specific authority granted municipalities to establish
4 impact fees contained in Title 24, V.S.A. Chapter 131.

5 (b) *Purpose.* It is the purpose of this section to establish impact fees for ~~new~~-land development (as defined
6 in Title 24, V.S.A. Section 4303) in the city that will appropriately allocate the cost of needed capital
7 projects. To the extent that such capital projects are necessitated by ~~new~~-land development, it is appropriate
8 that the ~~new-land~~ development should bear an appropriate portion of the costs for providing capital projects.
9 Further, insofar as current residents of the city have contributed to the cost of existing facilities through
10 payment of taxes and other contributions to the city, it is appropriate that they should be relieved from
11 payment for an appropriate portion of the cost of providing these capital projects.

12 (c) *Establishment of impact fees:*

13 (1) There is hereby established an impact fee within the city which shall be imposed on ~~all~~-land
14 development commenced within the city, as further set forth in administrative rules described in paragraph
15 (3) of this subsection (c)-subsequent to the effective date hereof [November 13, 1992]. The amount of such
16 impact fees shall be established by a resolution of the city council ~~following receipt of the recommendations~~
17 ~~of the respective departments and the planning commission.~~ Any such fees adopted through the resolution of
18 the city council shall be based upon a reasonable formula developed pursuant to 24 V.S.A. Section 5203 and
19 to any amendments thereto. The resolution will set forth the impact fee schedule.

20 ~~(2)—An applicant for a zoning permit for any development, including new projects, revisions and~~
21 ~~modifications to existing projects or subdivisions, shall be subject to the payment of impact fees for that~~
22 ~~project.~~

~~(3) An applicant seeking a zoning permit for development of a lot located in a subdivision shall be responsible for the payment of the impact fees for that project. However, upon documentation by an applicant that a fee for this project was paid prior to November 13, 1992, in any current impact fee category, the applicant shall receive a pro rata credit for the payment of the fee in that category. The pro rata credit shall be based on the number of lots in the subdivision.~~

(24) The city council ~~may~~shall, ~~from time to time~~not less often than every five (5) years, amend any impact fee which is established by resolution pursuant to this section ~~in order~~ to take into account new or changed information regarding the fee earlier established.

~~(35) Regulations regarding the implementation and application of this section shall be developed within six (6) months of the effective date of this section. The city council shall adopt by resolution administrative rules governing the imposition and collection of impact fees. Those administrative rules shall describe the manner in which the fees shall be collected, the purposes for which they may be expended, any applicable fee exemptions or credits, and all such related matters that the city council determines are necessary or convenient to address in the administrative rules.~~

~~(d) Payment of fees:~~

~~(1) Any impact fee established pursuant to this section shall be imposed as a condition of the zoning permit and shall be paid to the office of the city treasurer prior to issuance of the certificate of occupancy granted under the zoning ordinance. The zoning administrative officer shall not issue the certificate of occupancy for such development without first receiving proof of payment of the required impact fees from the office of the city treasurer.~~

~~(2) An impact fee not paid in full at the time required in subsection (1) above shall be a lien upon all property and improvements within the land development for which the fee is assessed in the same manner and to the same effect as taxes are a lien upon real estate under Title 32 V.S.A. Section 5061.~~

(de) Appeals. An individual or entity required to pay an impact fee imposed under this section may appeal the fee by filing a written notice with the zoning board of adjustment within thirty (30) days of the imposition of the fee. The notice of appeal shall state the factual basis for the appellant's claim that the fee is inapplicable or excessive. Within sixty (60) days of receipt of the notice of appeal, the zoning board shall hold a hearing thereon. The zoning board shall take oral and written testimony from the appellant. Within forty-five (45) days after the conclusion of the hearing, the zoning board shall notify the appellant of its decision.

(ef) *Accounting provisions.* All General Fund impact fees collected pursuant to this section shall be maintained annually by the city treasurer in a separate, interest-bearing account. All Water Resources impact fees collected pursuant to this section shall be maintained annually in a separate, interest-bearing account, as set forth in the administrative rules adopted per subsection (c)(3) of this section. The city treasurer shall maintain a register of the date of payment for each fee collected, the amount paid and the name of the payer, by each capital facility category. Water Resources will be required to provide the city treasurer with quarterly reports detailing this same information. If the impact fees include collection of school impact fees, the Burlington School District shall collect the fees and will be required to also provide such a quarterly report to the city treasurer.

~~(g) *Expenditure of impact fees:*~~

~~(1) All impact fees collected pursuant to this section and accrued interest shall be expended only for the identified capital facility category which was the basis for the fee. Such fees and accrued interest shall be expended for such capital facility category within such time period as required by 24 V.S.A. Chapter 131, as the same may be amended from time to time.~~

~~(2) The city treasurer shall pay expenses associated with an identified capital facility category as they become due and upon receipt of appropriate documentation regarding such expenses.~~

(fh) *Refunds.* ÷

~~(1) If the actual costs to the city for the provision of a capital facility category to be funded in part by impact fees is less than originally was calculated or if an impact fee is reduced after fees have been collected, the city shall refund that portion of any impact fee and accrued interest which is in excess of the appropriate portion due to the then owner of the property for which the fee was paid, pursuant to state law.~~

~~(2) Pursuant to 24 V.S.A. Section 5203(e) upon petition by any affected property owner, if the city shall fail to expend any collected impact fee within the time required by this section, the city shall refund that portion of any impact fee and accrued interest to the then owner of the property for which said fee was paid.~~

(gi) *Enforcement.* ~~Any~~ It shall be a civil offense punishable by a fine pursuant to chapter 1, section 9 of this code individual who to occupies a structure in the city without first paying any required impact fee imposed pursuant to this section and any implementing resolution. ~~shall be subject to a penalty of two hundred dollars (\$200.00) per day for each day that such violation continues, as well as injunctive and other relief as a court may order in a civil action commenced by the city.~~ Additionally, any unpaid impact fee shall constitute a debt to the city and a lien on the subject property, pursuant to 24 V.S.A Section 5204.

~~(j) *Exemptions:*~~

~~(1) In order to encourage the development of additional housing for senior citizens, senior citizen housing projects are exempted from payment of school impact fees.~~

~~(2) In order to enable the development of housing that is affordable for all economic groups within the municipality, any residential project containing newly constructed housing units or substantially rehabilitated housing units that are affordable for households as described in subsections a., b., and c. below would be eligible to receive a waiver of impact fees for that portion of the project. In the application of this provision, the terms used herein shall be interpreted as defined in the "Low or Moderate Income Housing" zoning ordinance. In addition, the rules and regulations developed pursuant to that ordinance shall be used to implement this provision.~~

~~a. Twenty five percent waiver of fees. Twenty five (25) percent of the fees will be waived for any unit in a project that initially sells for a price that is affordable for households below ninety (90) percent of median income or that initially rents for a three-year period for a price (including utilities) that is affordable for households below seventy five (75) percent of median income.~~

~~b. Fifty percent waiver of fees. Fifty (50) percent of the fees will be waived for that portion of a residential project that meets the dual test of initial affordability and continuing affordability. For purposes of this section, "initial affordability" would be defined as a unit that sells for a price that is affordable for households earning less than seventy five (75) percent of median income or that rents for a price (including utilities) that is affordable for households earning below sixty five (65) percent of median. "Continuing affordability" would be defined as affordability that lasts for a period of ninety nine (99) years.~~

~~c. One hundred percent waiver of fees. One hundred (100) percent of the fees will be waived for that portion of a residential project that initially sells or rents for a price that is affordable for households earning less than fifty (50) percent of median income and that remains continually affordable as defined above.~~

~~(k) Off site improvements. In categories for which impact fees have been charged, no exactions for construction of off-site public facilities will be required by the planning commission as a condition for a zoning permit except for water distribution lines, sewer connection lines and stormwater improvements, and street and sidewalk infrastructure that are essential to the development of the project. For the purpose of this section, "off-site" public facilities are defined as those facilities which are not on or immediately adjacent to the private land proposed for development.~~

~~(h)~~ Severability. ~~In the event~~ If any provision of this section is for any reason held by a court of competent jurisdiction to be invalid or unenforceable, such invalidity shall not affect the remaining provisions which can be given effect without the invalid provision.

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117 * Material stricken out deleted.

118 ** Material underlined added.

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123 ER/Ordinances 2025/*Impact fees*

124 March 2025



OFFICE OF THE CLERK TREASURER

City of Burlington

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

Voice (802) 865-7000

Fax (802) 865-7014

TTY (802) 865-7142

MEMORANDUM

TO: Board of Finance

FROM: Ashley Parker & Erik Ramakrishnan

DATE: May 12, 2025

RE: An Ordinance re Impact Fees, Amending B.C.O. § 21-41

Context

Impact fees are fees charged on new development to help defray the cost to the City of providing infrastructure necessary to accommodate population growth. As indicated below, the City has not analyzed its impact fees in three decades, and staff will be coming to City Council before the start of the new fiscal year to request the adoption of updated fees. Separate but related to this update, staff requests that the City Council update the rules governing the City's impact fee program.

Authority for impact fees in Vermont is found at 24 V.S.A., Chapter 131, which largely codifies limitations on impact fees guaranteed by the federal constitution. Chapter 131 is implemented in the City of Burlington through three separate, duplicative sources of law. First, Section 21-41 of the Burlington Code of Ordinances (BCO) authorizes the City Council to adopt fees and to establish administrative rules for the City's impact fee program by resolution. Pursuant to this authority, the City has adopted Impact Fee Administrative Regulations, most recently updated as of Fiscal Year 2023. Because the BCO describes the impact fee program in significant detail, these Administrative Regulations largely restate rules already provided by ordinance.

In addition to BCO § 21-41 and the Administrative Rules, to provide notice of the impact fee program to developers, Article 3, Part 3 of the City's Comprehensive Development Ordinance (CDO) also refers to impact fees. Like the Administrative Regulations, the CDO largely restates rules already set forth in the BCO. However, the CDO includes some minor differences, such as by establishing a "community garden" impact fee waiver program that has never been used by developers.

Having the same rules spelled out in three places creates opportunities for discrepancies and is also an obstacle to updating impact fees more regularly. Thus, in tandem with the proposed impact fee update, staff asks the City Council to update the rules governing impact fees. The goal is for BCO § 21-41 to be scaled back to serve as true enabling legislation, and for CDO Article 3, Part 3 to be scaled back simply to provide notice to developers that the City has an impact fee program. Meanwhile, the details of the impact fee program would be spelled out in the Administrative Regulations only, which can be amended by City Council resolution.

Tonight staff is asking the City Council only to introduce the proposed amendments to BCO § 21-41 so that the Ordinance Committee can begin its review and report back to the City Council. The discussion that follows outlines next steps of the fee update process and, for context so that councilors can prepare for a study session regarding impact fees on May 19, 2025, details of the

proposed impact fee update are provided in the “informational” section below. A PowerPoint presentation given by staff in January is attached to this staff report for further context.

Requested Action and Next Steps

Summary:

- Tonight: Introduce proposed amendments to BCO § 21-41.
- Between now and May 19, 2025, councilors are requested to prepare for a study session on May 19, 2025. Please refer to the “informational” section below and the attached PowerPoint presentation from January 2025.
- May 19, 2025: Study session re proposed impact fee update.
- June 2, 2025: Second reading of proposed BCO amendment; introduction of updated Administrative Regulations, which would include the adoption of new impact fees.
- Later in June: Return for final adoption of Administrative Rules, if necessary, and for hearing and adoption of proposed CDO amendment.
- July 1, 2025: Effective Date of new fees.

Detailed Explanation of Next Steps:

Again, this week staff is simply asking the City Council to introduce the proposed ordinance amending BCO § 21-41 so that the Ordinance Committee can take a more detailed look at the proposal and report back to the City Council. Updating the ordinance is not a necessary step to establishing new impact fees in time for Fiscal Year 2026, but staff requests that the City Council adopt the ordinance on second reading by June 2, 2025, so that the rules governing the City’s impact fees will all be cleaned up and in alignment in time for the start of the new fiscal year on July 1, 2025. To facilitate this alignment, staff is currently working with the Ordinance Committee in an attempt to schedule a meeting later this week to begin its review of the proposed ordinance.

As indicated above, an amendment is also proposed to the CDO, and the Planning Commission is scheduled to hear the proposed amendment tomorrow, May 13, 2025. Staff intends to bring this amendment forward to the City Council in June. Staff also intends to share the proposed CDO amendment to the Ordinance Committee at the same time as the BCO amendment, and if the Ordinance Committee is comfortable with the change, the City Council may decide that it is unnecessary to refer the CDO amendment to the Ordinance Committee after that amendment is introduced to the City Council in June.

Next week, on May 19, 2025, staff intends to conduct a study session for the City Council of the larger proposal to update impact fees. The staff report for the study session will also attach the draft proposed update to the Administrative Rules so that councilors can begin their review. The updated Administrative Rules largely reorganize existing rules but also include the proposed fee update as well as clarifications and modifications to existing fee exceptions, waivers, and credits, and special provisions to accommodate the inclusion of water and wastewater fees.

If the Ordinance Committee’s review is complete in time, on June 2, 2025, staff will return for the second reading of the proposed BCO ordinance and for the introduction of a resolution updating impact fees and adopting the revised Administrative Regulations. If the City Council is ready to adopt the resolution, it may do so that evening. Otherwise, staff will be happy to respond to any

additional questions, comments, or concerns councilors may have, in which case the resolution can be brought back on June 23, 2025.

Informational re Proposed Impact Fee Update

In 2022, City staff began two important studies to review and update the existing impact fees and their structures. The current fees had not been reviewed since 1992, despite the fact that it is customary for impact fees to be reviewed every 5 years. The studies reviewed City growth projections and development trends, anticipated capital needs, the relationship of those capital improvements to growth, and provided guidance to the City on the “maximum defensible fee” amount that could be charged. In addition to these two studies, the Water Resources Division of DPW initiated its own study to evaluate the potential for a Water and Wastewater System Development Charge, as the City does not currently collect fees related to these services.

Non-Transportation Impact Fee Study

A first study as part of the current fee update was led by Economic & Planning Systems (EPS), and they were charged with reviewing all existing impact fees, minus the Traffic fee. This included an in-depth review of the Library, Parks, Fire, Police, and School fees as they were established in 1992. While these fees have been adjusted annually since adoption based on changes in the Consumer Price Index (CPI), they were not updated to reflect current asset inventories, replacement costs, or inflation.

As City staff worked with EPS to further evaluate fee scenarios, it became clear that while the City’s capital project list is expansive, many of the projects captured are more focused on deferred maintenance of existing assets versus capital expansion of assets. This translates into a small selection of capital projects being eligible for use of impact fees annually, which then raises questions around whether the City would be able to spend collected fees within the 6-year statutory time period. This is because impact fees must be used for capital projects that accommodate population growth. They are not intended to meet existing operational needs.

As a result, staff recommends that fees for Library, Parks, Fire, Police, and Schools no longer be collected. The City should reevaluate their collection over the next five years to determine if the City’s capital needs and the nexus to development have changed. Importantly, however, those services may still be benefited by the proposed fee update in that, if the City can generate adequate income through impact fees for other types of capital projects that can be constructed in the statutory 6-year time period, then capital debt that would otherwise be required to fund those projects can be used for other purposes, including to meet library, park, and public safety needs.

This is an important concept to emphasize: if the City collects impact fees but does not have adequate funds to fully fund the capital projects for which the fees are intended, then the City cannot spend the fees it collects and may even be required to refund those fees. As such, it is better to earmark fees to targeted projects that will materialize within the 6-year statutory time period. Targeting impact fees in this way is in the best interest of the overall financial health of the City, which will benefit all of the City’s programs and services.

Transportation Impact Fee Study

Unlike for Library, Parks, Fire, Police, and Schools, the City has transportation projects in the

pipeline ideally suited to be funded through impact fees. To analyze this potential, the City received funding support from the Chittenden County Regional Planning Commission to work with RSG on evaluating the City's existing Traffic Impact Fee and look at options for transforming that fee into a Transportation (Multi-modal) Impact Fee. When initially established, the Traffic Impact Fee was restricted to mitigating intersection impacts, including signalization and lane configurations. Given the City's policies around multi-modal transportation planning and infrastructure priorities, the City wanted to explore a more holistic Transportation Impact Fee that could support bike and pedestrian capital infrastructure, as well as transit infrastructure if feasible.

The study analyzed local traffic generated by anticipated future development, using the PM Peak Hour Trip End (4-7 pm) as the basic unit of analysis. If adopted, impact fees recommended as a result of the RSG study would not be assessed on trips occurring outside of the PM peak design hour, encouraging the development of land uses that propose to make more efficient use of existing transportation infrastructure. Fees would be assessed on vehicle trips, which encourages a greater variety of land uses with greater intensity and connectivity in urban centers to facilitate walking and biking.

The City has a well-developed list of transportation/multi-modal capital projects for the next 5-10 years, of which a third of the new capacity created has a strong nexus to development. Through this study, six projects were identified as priority projects eligible for impact fee funding. These projects were adjusted to remove segments that replaced or removed capacity (as only new capacity is eligible); and also reduced the cost share by accounting for future grant awards that would likely cover 80% of the total project cost. The project list evaluated by this nexus study can be updated and reevaluated over the next five years.

City staff recommend that the City Council adopt the Transportation Impact Fee Nexus Study and implement the fees as described, utilizing a base impact fee per PM peak hour vehicle trip of \$1,203. This new fee would replace the old Traffic Impact Fee.

Water & Wastewater System Development Charge

Concurrent to the Impact Fee studies noted above, the Water Resources Division of DPW evaluated a potential water and wastewater System Development Charge. This is very similar to impact fees assessed in other capital areas, with a different name and a different, legal, methodology for determining a defensible fee based on the dynamics of the water resources assets and needs. This approach is sometimes called a "buy-in" strategy.

A "buy-in" strategy satisfies federal and state limitations on impact fee assessments that is ideally suited for calculating water and wastewater fees. Essentially, in planning for future growth, the City's water and wastewater systems have existing capacity to accommodate some amount of development. Under a buy-in strategy, developers pay their fair share of the past costs to the City of providing that excess capacity. This provides revenue to defray future capital replacement and other costs to take the burden off of ratepayers who have already paid to construct the existing excess capacity.

To calculate the fair share that new development should pay by way of a System Development Charge, the report analyzed the current system capacity available to provide service to both

existing and future customers, and was calculated based on the current value of the water and wastewater systems' assets. This calculation also backs out the portion of outstanding debt principal that is still being paid for these assets via the retail rates and charges that customers pay to ensure that new impact fees will not be duplicative of that payment.

The report recommends a fee based on gallons per day for water usage and wastewater discharge. Total fees will vary by specific development types based on their unique design flows, i.e., the actual anticipated usage and discharge resulting from a project, which is required to be reviewed during permitting for both state and local processes. City staff recommend that the City Council adopt the new Water and Wastewater System Development Charge Study and implement the fees as described. With the passage of the LAKE and WATER bond in March 2025, which include capital needs related to both the update of existing systems with remaining capacity and expansion of capacity, Water Resources will soon be updating the per gallon charge to reflect the justifiable investment from new development.

Proposed Motion

To waive the reading and approve the first reading of the proposed ordinance amending Burlington Code of Ordinances Section 21-41 re impact fees, and to refer the proposed ordinance to the Ordinance Committee to report back as soon as possible.



BTV Impact Fee Program

Revisions & Implementation

May 19, 2025



What to Expect Tonight

- Overview of Current Fee Program
- Review of Proposed Recommendations
- Ordinance & Administrative Regulation Changes
- Implementation Schedule



Current Fee Program

- Charges on new development to defray capital costs directly related to new development
- Spend on:
 - Improvements needed to serve growth
 - Maintain level of service as City grows
 - Projects with community-wide benefit (not just one development)
- Cannot be spent on:
 - Maintenance, operations, existing deficiencies
 - Project-specific impacts
 - Paying for same improvements twice (double charging)
- City's fees 1st adopted in 1990's – have not been evaluated since
- Impact Fees supplement the City's other capital revenues



Current Fee Program

- Affordable & Senior Housing are exempt
- Fees are charged per 1,000 sq ft.
- Larger homes pay more than smaller homes

Department	Residential	Industrial	Offices & Other	Retail
\$ per 1,000 sq. ft. - in 2023 dollars				
Traffic (DPW)	\$224	\$299	\$771	\$839
Fire	253	224	227	227
Police	51	400	400	400
Parks	848	481	478	478
Library	525	0	0	0
Schools	1,095	0	0	0
Total	\$2,996	\$1,404	\$1,876	\$1,944



Current Fee Program – Revenue History

- \$350,000/year in fee revenue total (10-year average)
- \$30,000-80,000 across individual fee categories
- Not enough for significant capital projects

Fee Category	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2014-2024	
												Total	Ann. Avg.
Traffic	\$15,956	\$108,317	\$35,287	\$75,599	\$156,560	\$148,181	\$165,906	\$69,141	\$4,395	\$48,086	\$26,121	\$853,549	\$77,595
Fire	\$10,149	\$47,704	\$17,378	\$43,529	\$55,319	\$63,569	\$79,193	\$10,136	\$1,226	\$17,234	\$27,520	\$372,957	\$33,905
Police	\$6,208	\$51,538	\$20,587	\$70,348	\$37,936	\$59,331	\$96,775	\$16,245	\$2,247	\$24,085	\$7,002	\$392,301	\$35,664
Parks	\$31,089	\$124,353	\$48,848	\$124,957	\$137,357	\$168,670	\$190,026	\$20,941	\$3,087	\$42,564	\$92,582	\$984,474	\$89,498
Library	\$19,536	\$42,080	\$15,947	\$31,978	\$69,664	\$68,156	\$72,544	\$5,832	\$3,038	\$13,968	\$57,502	\$400,245	\$36,386
School	\$40,778	\$87,838	\$42,990	\$156,750	\$69,358	\$122,835	\$201,786	\$17,685	\$6,343	\$24,792	\$118,119	\$889,275	\$80,843
Total	\$123,716	\$461,830	\$181,037	\$503,161	\$526,195	\$630,742	\$806,231	\$139,979	\$20,336	\$170,728	\$328,846	\$3,892,800	\$353,891

Source: City of Burlington



Why Adopt Changes Now?

- General Fund Impact Fees have not been updated since 1992
- Reduce opportunities for implementation confusion by streamlining fee regulations and creating efficiencies for future revisions and updates
- Capital Project List & City Asset Needs have changed – more need in areas of deferred maintenance vs capital expansion
- Fees have not been updated to reflect current asset inventories, replacement costs, or inflation since 1992
- Timing pairs well with budgetary needs for some capital projects
- Increase opportunities to allocate limited capital resources to other asset categories that will not receive fees
 - Transportation Projects have made up ~**73%** of the total General Fund capital budget over last 8 years



Why Adopt Changes Now?

- Water Resources Impact Fees were eliminated in the 1990s, reducing available capital revenues for 3+ decades
- Implementing some amount of Water Resources fees now helps ensure near-term development projects contribute to costs of replacement for existing infrastructure that supports their projects
 - With the passage of the LAKE & WATER bonds, WRs will be updating the fees to include both current “buy-in” portion **and** eligible costs from capacity expansion projects
 - The proposed updates to the Impact Fee Ordinance & Administrative Rules lays the foundation for all of these changes to occur efficiently



Proposed Impact Fee Program Recommendations

EPS	RSG	Raftelis
Fees Reviewed: - Parks, Police, Fire, Library, & School	Fees Reviewed: - Restructuring Traffic Fee to be Transportation & Multimodal Fee (capacity to increase moving people)	Fees Reviewed: - Water & Sewer Buy-In Impact Fees

Fee Study Process:

- Draft nexus study calculations
 - Inventory City capital assets & current replacement costs
 - Calculate potential for new impact fees with current fee categories
- Department Interviews: Reviewed Capital Project Lists for **ALL** fee categories
 - Identify capital expansion projects
 - Found that most capital projects are for maintenance & upgrades
- Reorganized Fee Categories
 - Combined fee categories to give more flexibility to spend funds
 - Revised nexus study & fee calculations



Proposed Impact Fee Program Recommendations

Decision Criteria:

1. If we collect Impact Fees, can we spend them on eligible projects?
 - a) Is there a nexus to growth/development?
 - b) Do projects add capacity to provide services?
2. Will we need other funding to close the gap?
 - a) Do we need other money to “unlock” the impact fees?
 - b) Can we spend impact fees within 6 years?
3. Will Impact Fees generate enough money to be worthwhile?



Proposed Impact Fee Program Recommendations

Overall Recommendations:

- Continue collecting Impact Fees, but **FOCUS** on Transportation, Water & Wastewater:
 - Essential Infrastructure
 - Large Capital Costs
 - Best Nexus with New Development
 - Solid Capital Project Lists for the next 10-years
- Shifting the “capital fee stack” frees up other capital revenues for other assets (i.e.: Fire, Police, Library, & Parks)
- Moderate fee increases
- Opportunity to reevaluate fees every five years

- 2022: Studies Began
- 11/2022: 1st Stakeholder Meeting
- 7/2023: 4th Round of Stakeholder Meetings
- 11/2024: Final Stakeholder Meetings
- 1/2025: 1st Work Session with City Council
- 3/2025: 2nd Work Session with City Council
- 4/2025: Planning Commission Presentation



Study Example: Review of Capital Project Lists

Project	Estimated Cost	% Allocated to Growth	Impact Fee Eligible Cost	Status
Calahan Park				
Community Garden Expansion	\$116,000	100.0%	\$116,000	Unfunded long-term
Multi-Use Building + Covered Outdoor Space	\$625,000	100.0%	\$625,000	Unfunded long-term
Primary and Secondary Paths	\$1,000,000	100.0%	\$1,000,000	Unfunded long-term
Multi-Use Pavilion / Ice Rink	\$900,000	100.0%	\$900,000	Unfunded long-term
Subtotal	\$2,641,000		\$2,641,000	
Total	\$2,641,000		\$2,641,000	

Source: City of Burlington; Economic & Planning Systems

Total Eligible Project
Cost $\neq$ Fee Revenue
Generated from
new fees

For All Capital Asset Project Lists Reviewed*:

- Removed any maintenance/replacement projects
- Focused on projects that met nexus requirement
- Revenue is collected from any eligible development project
- Timeline to spend is 6 yrs
- Most identified projects need additional funding to complete making it harder to spend fees in 6 years

*Note: The City Project Team & its Consultants met with all fee stakeholders, including Parks, DPW, Police, Fire, Library, and the School District.



Proposed Impact Fee Program Recommendations

Transportation Impact Fee:

- City has a strong capital plan of transportation projects that meet nexus criteria
- Utilizes a base impact fee per PM peak hour (4-7 PM) vehicle trip
- Study Recommendation = **\$1,203/new PM peak hour vehicle trip** (incorporates grant funding opportunities for transportation projects)
- Encourages development of land uses that encourage walking and biking

Water & Wastewater Buy-In Fees:

- Assess one-time charges on new water/wastewater connections to recover up-front costs the City has incurred for users to access existing system capacity
- Fee based on gallons per day for water usage and wastewater discharge
- Water & Wastewater usage is calculated based on type and size of development
- Will adopt incremental component of an impact fee for capacity expansion related portions of capital projects now that bonds have passed
- Revenue will offset future debt service for all rate payers (including the new development)

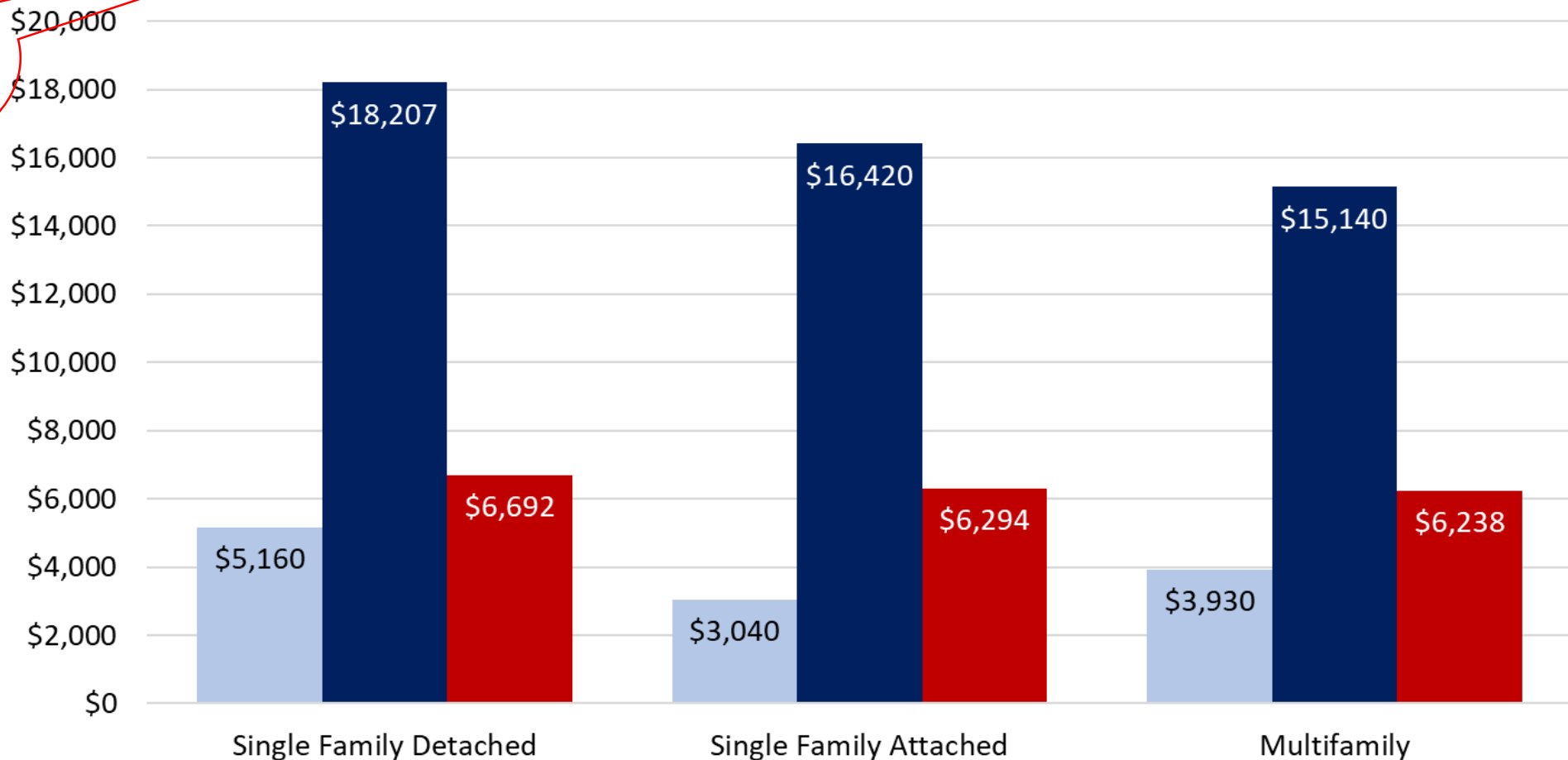


What this looks like (per unit basis)

■ Current ■ Updated ■ Proposed (water, sewer, transportation)

Residential Impact Fee Per Unit

Updated
asset values/
costs = large
increase





Surrounding Community Comparison (per unit basis)

Community	School	Parks/Trails/ Recreation	Fire	Police	Facilities	Fleet	Transport./ Roads	Water	Wastewater	Total
Single Family										
Burlington (Draft Proposed)	\$0	\$0	\$0	\$0	\$0	\$0	\$871	\$4,169	\$1,653	\$6,692
South Burlington	\$8,900	\$964	\$0	\$0	\$0	\$0	\$1,010	\$3,410	\$3,459	\$17,743
Colchester	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,250	\$0	\$1,250
Winooski	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,811	\$2,856	\$5,667
Essex	\$0	\$628	\$0	\$0	\$0	\$0	\$0	\$3,124	\$2,239	\$5,991
Essex Junction	\$3,800	\$628	\$0	\$0	\$0	\$0	\$0	\$0	\$1,510	\$5,938
Williston	\$0 [1]	\$2,100	\$0	\$0	\$0	\$0	\$1,789	\$2,376	\$3,261	\$9,527
Shelburne	\$0	\$1,864	\$0	\$0	\$0	\$0	\$0	\$3,598	\$3,425	\$8,887
Multifamily										
Burlington (Draft Proposed)	\$0	\$0	\$0	\$0	\$0	\$0	\$417	\$4,169	\$1,653	\$6,238
South Burlington	\$4,600	\$641	\$189	\$353			\$670	\$3,410	\$3,459	\$13,322
Colchester	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,250	\$0	\$1,250
Winooski	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,811	\$2,856	\$5,667
Essex	\$0	\$473	\$0	\$0	\$0	\$0	\$0	\$3,124	\$2,239	\$5,836
Essex Junction	\$2,000	\$473	\$0	\$0	\$0	\$0	\$0	\$0	\$1,510	\$3,983
Williston	\$0 [1]	\$1,659	\$0	\$0	\$0	\$0	\$915	\$1,395	\$1,914	\$5,883
Shelburne	\$0	\$1,017	\$0	\$0	\$0	\$0	\$0	\$3,598	\$3,425	\$8,040

[1] The School Impact Fee pursuant WDB 44 was retired on November 18, 2024.



Proposed Ordinance Changes

The City's current Impact Fee Regulations live in 3 places:

- B.C.O. Section 21-41:
<https://www.codepublishing.com/VT/Burlington/#!/Burlington21/Burlington2101.html#21-41>.
 - B.C.D.O. Article 3, Part 3:
<https://www.burlingtonvt.gov/DocumentCenter/View/2501/Applications-Permits-and-Project-Reviews-PDF?bidId=>, beginning at p. 3-23.
 - The City's Impact Fee Administrative Regulations: <https://www.burlingtonvt.gov/730/Impact-Fee-Administrative-Regulations>.
- Having the same set of rules in 3 places can create confusion & conflicting regulations.
 - Staff recommends updating the Administrative Regulations, to include the complete set of impact fee regulations and newly adopted fee amounts.
 - If DPI continues to administer the fee program, staff recommends repealing the Ordinance Code reference & amending the Comprehensive Development Ordinance (CDO) to reference the Administrative Regulations.



Proposed Ordinance Changes

Summary of Staff Recommendations for Implementation:

- Update the Administrative Regulations to include the complete set of impact fee regulations & the newly adopted fee amounts.
- Repeal the Ordinance Code reference and amend the Comprehensive Development Ordinance to reference the Administrative Regulations.
- Determine what role the Department of Permitting & Inspections will play in fee collection.
- May need to include impact fee legislation in either or both the Comprehensive Development Ordinance and Ordinance Code, with appropriate cross-references.
- Update regulations to clarify which inflation measure to apply.
- Review existing waivers and consider eliminating some.
- Consider fee credits for offsite construction other than streets/sidewalks and water infrastructure essential to the development of the project.
- Consider Inclusionary Zoning changes alongside proposed Impact Fee Changes.



Proposed Ordinance Changes

What Exemptions Should Apply?

- Current exemptions include:
 - Additions to an existing residential unit
 - Certain other additions & changes in use
 - School impact fees for senior housing projects
 - Affordable housing waivers for affordable units in excess of IZO requirements (ranging 25-100%, depending on levels of affordability)
 - Inclusionary Units
 - Community garden waiver
- Staff Recommendations: **maintain existing waivers except** –
 - Community Garden waiver: Eliminate as it has never been used and would be moot with adoption of new fee structure
 - Senior Housing Project waiver: Leave dormant in case future school fees are adopted

*** Projects that do not change the water or wastewater demand would be exempt from the Water Resources Impact Fee**



Proposed Ordinance Changes

Credits:

- City's regulations provide that offsite improvements (except for streets/sidewalks & stormwater, sewer, & water infrastructure essential to development of a project) cannot be required in a category for which fees are paid.
- Staff recommends instead that developers be given fee credits for other project exactions.



Proposed Ordinance Changes

Impact Fees & Inclusionary Zoning

- Impact Fees & Inclusionary Zoning requirements are two of the primary development costs required by the City.
- Most potential amendments to IZ standards would reduce IZ burden to developers:
 - Elimination of the highest IZ requirement tier (25%)
 - More easily utilize the off-site requirement
 - Allow payment-in-lieu in some cases where not allowed today
 - Allow flexibility in mix of for-sale and rental units in large projects
- The payment-in-lieu fee is low and proposed to increase substantially
- Moderate Impact Fee increases would be coupled with greater flexibility in Inclusionary Zoning standards & requirements.



Implementation Schedule

Date	Body
May 12 th	City Council – Introduce proposed amendments to BCO § 21-41
May 12 th – May 19 th	City Councilors prepare for a study session on May 19 th
May 13 th	Planning Commission Hearing to review CDO Amendment
May 19 th	City Council study session
June 2 nd	City Council: 2 nd reading of proposed BCO amendment; introduction of Administrative Regulations (to include adoption of new impact fees)
Later in June	City Council: Return for final adoption of Administrative Rules, if necessary, and for hearing and adoption of proposed CDO amendment
July 1 st	Effective Date of new fees



Questions?

Thank you!



Supplemental Information

Detailed Fee Comparison: Current vs Proposed

Impact Fee	School	Traffic	Parks & Rec.	General Facilities	General Fleet	Library	Police	Fire	Sewer	Water	Total	% Change from Current
Residential Fee Per Unit												
Updated Fee												
Single Family Detached	\$0.00	\$870.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,652.70	\$4,168.80	\$6,692.45	29.7%
Single Family Attached	\$0.00	\$472.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,652.70	\$4,168.80	\$6,294.04	107.0%
Multifamily	\$0.00	\$416.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,652.70	\$4,168.80	\$6,238.44	58.8%
Current Fee												
Single Family Detached	\$1,885.84	\$385.78	\$1,460.45	\$0.00	\$0.00	\$904.17	\$87.83	\$435.72	\$0.00	\$0.00	\$5,159.80	
Single Family Attached	\$1,111.24	\$227.32	\$860.58	\$0.00	\$0.00	\$532.79	\$51.76	\$256.75	\$0.00	\$0.00	\$3,040.45	
Multifamily	\$1,436.22	\$293.80	\$1,112.25	\$0.00	\$0.00	\$688.60	\$66.89	\$331.84	\$0.00	\$0.00	\$3,929.61	
Non-Residential Fee Per "Unit/1,000 sq. ft."												
Updated Fee												
Retail/Commercial	\$0.00	\$3,681.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$314.80	\$463.20	\$4,459.07	129.4%
Restaurant	\$0.00	\$4,695.72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,399.71	\$9,106.71	\$27,202.15	N/A
Hotel	\$0.00	\$287.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,158.00	\$787.00	\$2,232.23	N/A
Office	\$0.00	\$1,334.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$172.64	\$254.03	\$1,760.89	-6.1%
Industrial	\$0.00	\$602.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$140.92	\$207.35	\$950.52	-32.3%
Warehouse	\$0.00	\$166.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$178.51	\$262.67	\$607.96	-56.7%
Institutional/Nursing Home	\$0.00	\$546.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,040.59	\$1,531.13	\$3,118.38	66.2%
Current Fee per 1,000 Sq. Ft.												
Retail/Commercial	\$0.00	\$839.00	\$478.00	\$0.00	\$0.00	\$0.00	\$400.00	\$227.00	\$0.00	\$0.00	\$1,944.00	
Office	\$0.00	\$771.00	\$478.00	\$0.00	\$0.00	\$0.00	\$400.00	\$227.00	\$0.00	\$0.00	\$1,876.00	
Industrial	\$0.00	\$299.00	\$481.00	\$0.00	\$0.00	\$0.00	\$400.00	\$224.00	\$0.00	\$0.00	\$1,404.00	
Warehouse	\$0.00	\$299.00	\$481.00	\$0.00	\$0.00	\$0.00	\$400.00	\$224.00	\$0.00	\$0.00	\$1,404.00	
Institutional	\$0.00	\$771.00	\$478.00	\$0.00	\$0.00	\$0.00	\$400.00	\$227.00	\$0.00	\$0.00	\$1,876.00	



Supplemental Information: Capital Project Lists

PROJECT NAME	DESCRIPTION
Union Street	Increase capacity through upgrading bike lanes to be protected.
Battery Street	Increase capacity by shifting road space to accommodate higher capacity modes
North Street	Increase capacity by shifting road space to accommodate higher capacity modes
Pearl Street	Increase capacity by shifting road space to accommodate higher capacity modes
Main Street (East)	Increase capacity with a multimodal shared path
Colchester Ave	Increased capacity through improved transit infrastructure, multimodal shared use path, and improved signalization

Transportation/Multimodal Impact Fee:

Constructing Capacity by 2035 that will serve growth beyond that timeframe.

Impact Fees are assessed **only** the share of capacity consumed during the next 10 years.

\$34 million of project costs. City aims to pay for 80% of project cost via Federal support – Reducing costs to \$6.8 million eligible for impact fee



Supplemental Information: Capital Project Lists

Water & Sewer:

- Buy-In Impact Fee Revenue will be spent on any replacement/renewal projects within the wastewater and water systems, including but limited to:
 - Replacement/relining of water mains or sewer pipes
 - Replacement of water treatment/supply and wastewater



Supplemental Information: Capital Project Lists

General Facilities:

- \$9.1M in eligible costs
- Significant other funding needed to bridge gap
- Some renovation projects that will have marginal capacity increases

Project	Estimated Cost	Useful Life ¹	% Allocated to Growth	Impact Fee Eligible Cost	Status
Library					
North Branch Expansion	\$360,000	---	100%	\$360,000	Unfunded long-term
Fletcher Library Renovation	\$25,000,000	30 years	18.9%	\$4,727,873	Unfunded long-term
2 Library Material Hold Lockers	\$21,000	10 Years	8.2%	\$1,717	Unfunded long-term
Police					
Office Renovation for CSOs and CSLs	\$1,200,000	---	100%	\$1,200,000	Current Need
Fire					
Fire Station Consolidation	\$15,000,000	30 years	18.9%	\$2,836,724	Unfunded long-term
Total	\$41,581,000			\$9,126,314	

¹Useful life before replacement or significant capital re-investment is needed.

Source: City of Burlington; Economic & Planning Systems



Supplemental Information: Capital Project Lists

General Fleet:

- 1 net addition to Fleet identified
- Fleet replacement is not eligible

Project	Estimated Cost	% Allocated to Growth	Impact Fee Eligible Cost	Status
EMS Director Truck or new battalion car	\$70,000	100%	\$70,000	In Current Funding Request
Total	\$70,000		\$70,000	

Source: City of Burlington; Economic & Planning Systems



Supplemental Information: Capital Project Lists

Project	Estimated Cost	% Allocated to Growth	Impact Fee Eligible Cost	Status
Calahan Park				
Community Garden Expansion	\$116,000	100.0%	\$116,000	Unfunded long-term
Multi-Use Building + Covered Outdoor Space	\$625,000	100.0%	\$625,000	Unfunded long-term
Primary and Secondary Paths	\$1,000,000	100.0%	\$1,000,000	Unfunded long-term
Multi-Use Pavilion / Ice Rink	\$900,000	100.0%	\$900,000	Unfunded long-term
Subtotal	\$2,641,000		\$2,641,000	
Total	\$2,641,000		\$2,641,000	

Source: City of Burlington; Economic & Planning Systems

Parks & Recreation:

- Screened out: Marina, waterfront, & pier maintenance/replacement projects (\$2.5M)
- Calahan Park
 - In an area planned for new development
 - Heavily used

Board of Finance and City Council Submission Checklist

Version: April 2025

Department: CT Office Submitter: Ashley Parker

Title/Subject: First Reading of Amendment to B.C.O. § 21-41

Approval Requested:

- ☐ Board of Finance
☒ City Council
☐ Both BOF and Council

Meeting Date:

[Click or tap to enter a date.](#)

5/19/2025

[Click or tap to enter a date.](#)

Instructions

1. This form must be completed by the person submitting the materials.
2. This form must be sent with the final submission of materials in advance of the meeting.
3. Do not indicate that a sign-off was received until it has actually been obtained.
4. Commission reports and presentations do not need to be reviewed by the CAO or Attorneys.
5. Name the reviewing Attorney or HR Manager in the Note column.

Signoff Needed	Received?	Approval Date	Note
Department Head	Yes	5/8/2025	Katherine Schad
Mayor's Office	Yes	5/8/2025	Erin Jacobsen
Board/Commission	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and contracts or legal documents	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and motion(s) or resolution(s)	Yes	5/8/2025	Erik Ramakrishnan
CAO for budget, financing, and memo	Yes	5/8/2025	Katherine Schad
Human Resources, if personnel action or policy	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if IT-related	N/A	Click or tap to enter a date.	Click or tap here to enter text.



MEMORANDUM

Date: May 19, 2025
To: Burlington City Council
From: Sarah Russell, Special Asst. to End Homelessness
Re: Homelessness Initiatives Updates

This memo serves to update City Council regarding the status of the City of Burlington's Initiatives to End Homelessness.

Response to Unsheltered Homelessness

The City continues to work diligently to respond to the growing number and needs of people living unsheltered across Burlington. We continue to see large numbers of vulnerable people living in spaces not intended for human habitation (i.e. tents, vehicles, parking garages, rough sleeping, transit centers) which has required deep collaboration across City departments and community partners.

- **Resources:** Toilets and dumpsters have been placed in three locations including Urban Reserve, Flying A/snow dump, and Old Dump Road. The toilet access at Battery Park was updated to be ADA-compliant. Water access (ODR) and handwashing station (UR) are now accessible.
- **Secure Storage Pilot:** Our intention was to pilot access to secure storage at the temporary location of the Community Resource Center (184 Pearl) and after MOU and policy were developed, it was determined this site was not viable due to required permitting and the stipulation that the storage container would need to be placed behind the building- and there is not enough room. Now that we have a policy developed and template MOU, we will work on identifying alternative location to pilot this program.
- **Safe Parking:** We have held several conversations around locating safe parking and the most viable option is the south parking lot near BPD. Staff continue to assess this and other locations that can safely accommodate overnight parking.
- **Sheltering on Public Lands Policy:** It has been determined that edits to the Policy will need to be ratified by City Council. In 2023, minor updates were made to this Policy including:
 - Adding new City positions created and roles within procedures (i.e. CSL and CSO teams, Park Rangers, Special Asst. to End Homelessness)
 - Including inclement weather provision
 - Clarification of request for removal process
 - Development and implementation of equitable and consistent assessment of camp sitesThe Policy will be reviewed by the Public Safety Committee, with the goal to have it ratified by City Council in the coming month.
- **Encampment Remediation:** In response to feedback received by frontline workers, cross-department work with BPRW, DPW, and HR has begun to consider how staff who perform the

difficult tasks related to clean-up of abandoned and removed camps including safety training, development of operating procedures, and ensuring adequate compensation.

- **CVOEO Community Resource Center:** CVOEO's CRC is a low-barrier daytime shelter and meal-site, serving the majority of people living unsheltered across Chittenden County. The City, along with our local delegation, was instrumental in advocating for FY26 funding to ensure continuity of CRC operations. The FY26 State budget now includes \$500,000 and awaits the Governor's approval.

Extreme Cold Weather De-brief and Shelter Expansion

Earlier this month, City staff and CVOEO held a meeting to discuss criteria for activation, communication and outreach strategy and efficacy, capacity and location, and heard updates from CVOEO for the 2025-2026 season. Notes from this meeting were shared with several Councilors and can be made available upon request. It has been determined that the City does not possess the capacity to serve in a leadership role for the 2025-2026 season. While City staff and departments will continue to work in supportive partnership, CVOEO will take lead with operations next year and will work with the City to consider additional sites as necessary.

It was determined the need for low-barrier beds during extreme cold weather exceeds the capacity for just one location, however deeper coordination would be required to manage multiple locations. In acknowledgement of this, we held the first in a series of convening discussions with shelter and service providers, with a goal of establishing increased low-barrier and specialized shelter capacity. During our first meeting, we reviewed current shelter capacity and local data. Moving forward we will work to engage UVMHC and the Community Health Center in these discussions. As we are able to open more seasonal (and year-round) shelter beds, the need for operation of extreme cold weather shelter decreases. Our goal is to move beyond crisis response by using the warmer months to explore increased permanent shelter capacity across the region.

Elmwood Community Shelter

CEDO was granted a one-year permit extension to continue operation of the Elmwood Community Shelter this month. While our intention was to seek a new three-year permit, the evolving zoning amendments at the State-level have been stalled (more below). Per permit conditions, we are able to renew for one year twice, following the initial three-year term. CEDO will submit the full HOP application to support the ongoing operations of the Elmwood Community Shelter by the end of the month.

Based on the success of a pilot project the City developed during our operation of the seasonal warming shelter (at VFW) last year which brought medical services to low-barrier shelters, AHS-OEO applied for (state) Opiate Settlement funds to provide grants to embed medical services in shelters across the state. CEDO has been providing support to Community Health Center to submit an application to fund medical outreach services in all shelters in Chittenden County, including the Elmwood Community Shelter. Acceptance request for the Housing Opportunity Program (HOP) grant is anticipated to be brought to BoF and City Council in late June.

Emergency Shelter Zoning

In September 2024, statewide zoning amendments went into effect. Municipalities are not required to allow zoning by right for emergency shelters (it allows conditional use zoning), but current law limits the

regulated conditions to those related to development, lighting, set-back, etc. (stated in the first subsection of 24 VSA 4413). Municipalities cannot consider conditions relating to policies and operations because emergency shelters are regulated by AHS through HOP, or by the federal government through HUD, and with a more stringent State licensing requirement for shelters that serve unaccompanied youth. The point of limiting the municipality's regulatory authority over development review for these other uses is that the State doesn't want the municipality to regulate the operations.

Earlier this year, it was flagged by Burlington City Councilors that they did, in fact desire to consider expanded conditions (relating to type of shelter allowed, operations, etc.) in certain districts. In response, a working group comprised of City staff, City Councilors, and Representatives Logan and Bluemle worked together to propose an alternative to the legislature. Rep. Logan proposed that if a municipality has at least one district where it allows full regulatory authority for an emergency shelter, the municipality can decide to allow that use by right in one zone and conditionally in another.

Unfortunately, after months of work, this amendment did not make it out of the Natural Resources Committee due to concerns of other unintended implications. This news was relayed to us just last week and we need to determine the best path forward with regard to this zoning amendment and understand the current and/or future impacts.

Advocacy: H.91

A great deal of time and focus has gone into engaging with legislators and tracking [House Bill No. 91: "An Act relating to the Vermont Homeless Emergency Assistance and Responsive Transition to Housing Program"](#) (VHEARTH, version 4.1) over the last several months. Testimony and feedback have been provided continuously from the time the bill was presented in the House Human Services Committee. The bill aims to transition homeless response funds from the purview of AHS-DCF to five regional community action programs (CAPs) across the state under the following timeline:

FY26: Planning Year

FY27: General Assistance Emergency Housing Program ("motel program") funding transitions from ESD to CAPs

FY28: Housing Opportunity Program funding transitions from OEO to CAPs

The proposed [transition timeline](#) indicates that \$10million will be available for planning work that will be conducted in FY26. The [Vermont Mayor's Coalition has drafted a letter](#) to the Chairs of the Senate Health and Welfare and House Human Services Committees, detailing the following points of advocacy:

- Adequate and sustainable funding for CAPs to serve as regional funding organizations
- Direct funding to municipalities to defray costs associated with impacts of unsheltered homelessness
- Removal of the 80-day stay cap for FY26 to allow for full engagement in Planning Year
- Decreased activation threshold from -20 degrees to -10 degrees for operation of extreme cold weather shelter statewide

It is expected that this bill will be voted out of Senate Health and Welfare Committee on May 16th. We will continue to track this bill as it progresses and assess anticipated impacts on the City.

Office of Mayor Emma Mulvaney-Stanak

149 CHURCH STREET • BURLINGTON, VT 05401 • (802) 865-7272

May 16, 2025

Subject: Mayor's Message on the FY26 Budget

Dear Neighbors,

I hope this finds you well. As we move into late spring, my administration continues diligent work on the City budget for Fiscal Year 2026, which begins on July 1. This email includes updates on our effort to close an \$8 million budget gap, including my decision to eliminate 25 positions across seven general fund departments.

Let me begin by offering context for the City's present budget challenges. Last year, our City team faced a \$14.2 million budget gap for fiscal year 2025. I continue to be proud of the work we did to balance that budget, make strategic investments in community safety, and avoid layoffs. However, as I have communicated repeatedly over the past year, the City was always going to have to make painful decisions this year, including cuts, due to the structural challenges that negatively impact our annual budgets.

It is important to note that between FY15 and FY24, the City workforce grew by 98 full-time positions. About 37 of these positions were created using one-time funding sources, with no sustainable long-term funding source identified. The City is annually challenged by rising expenses related to health insurance costs, which are expected to rise by 11% this year. Additionally, over the last three years we have grown salaries across the city significantly with negotiated increases of 20% for the police officers' union, 19.5% for the fire fighters' union, 15% for AFSCME (unionized city employees), 15% for IBEW (BED staff), and 15% for non-union employees. Add in the significant cost of inflation and the growth of the programs and services, we have grown our City government in an unsustainable way.

On the revenue side of the ledger, a chronic budget gap emerges annually because our outdated charter does not allow us to raise taxes or shift dedicated funding streams easily, fairly or in ways that are predictable for residents. We also do not have an income-sensitized municipal tax system, creating a regressive and inequitable taxing system. In other words, any time we raise local taxes, the increase is felt disproportionately by people with lower incomes.

FY26 Budget Process

Knowing that FY26 would present another sizeable gap, and that we raised local taxes by 11% last year to close our FY25 budget gap, I asked our City team to begin planning two months early. We did this early work to determine if we would need to ask voters for a General Rate tax increase on Town Meeting Day, acknowledging that three significant bond requests would also be on the

ballot. As part of our commitment to affordability for residents, I decided that it was important to prioritize the bonds, which represent critical investments in our City infrastructure necessary to support housing growth, community safety, and our climate work. So we did not put a general rate tax increase request on the ballot.

Late in 2024, the City began early practices of equity-based budgeting by designing a first-ever service and program inventory for all general fund departments. This exercise asked every department to itemize city programs and services and for each of those, to identify what is required by charter or ordinance, usage patterns by parts of our community, and financial cost. The Mayor's Office then worked with the Clerk-Treasurer's Office to review the completed inventory while asking three questions:

- Is this program/service a core function of our municipal government as required by Charter, Ordinance, or Council Resolution?
- Does this program/service advance our priorities of community safety, housing, or climate sustainability?
- Does this program/service fill a gap in community programming or services for underserved community members?

We then used this analysis to identify programs, services, and positions that could be eliminated while maintaining our core obligations to residents, businesses, and visitors. This effort allowed us to make informed strategic decisions rather than bunt and inequitable cuts across the city.

Last fall, we also launched a new initiative called ModernGov to begin to look at the City's operations and structure and determine how we could shift our approach to service delivery to be more effective and efficient. Out of this work, we identified ways to centralize financial and administrative functions currently done with positions embedded in individual departments into one work group under a new department called the Department of Finance & Administration which will launch July 1. We will also remerge CEDO and the Business Workforce and Development office to re-energize CEDO in order to effectively deliver its core mission around community and economic development, we are creating more appropriate reporting ratios between managers and staff within the Parks Department.

Solutions to Close the \$8 million Budget Gap		
Category	Total Dollar Amount	Components
Additional Revenue	\$2.6M	\$1.7M growth in Grand List; additional \$0.01 public safety tax (already approved by voters March 2024); additional \$0.005 on Parks + Highway Tax; \$300k remaining ARPA
ModernGov Efficiencies	\$2.0M	Projecting \$750k in additional revenue collected; merging departments
Service Inventory Reductions	\$2.6M	Winding down certain programs (listed below)
Smaller cuts	\$0.8M	
Total	\$8M	Combination of Reductions and Additional Revenue

Programs and Services Winding Down

- Ending CORE Program and lease of ONE Community Center second floor – wind down by 9/30, includes senior center programming, with transition to Heineberg Senior Center
- Reducing middle management positions in Parks, Recreation, & Waterfront, and the Community & Economic Development Office
- Reducing BCA art gallery adult education programming
- Eliminating administrative assistant positions due to department mergers
- Ending granting for REIB Empowerment Funds (supported by one-time ARPA funds that are fully spent down) and use of general funds for BCA grants
- Centralizing IT services for general fund departments (Police Department & Library)
- Centralizing financial services and reducing 3 positions across general fund departments
- Winding down Early Learning Initiative and scholarships for third shift families due to state policy improvements within State Child Care Financial Assistance Program

Strategic Investments Proposed in FY26

- This budget will include **strategic investments** in community health & safety, and robust housing strategy through:
 - Maintaining money for public health responses, including Overdose Prevention Center implementation, CAIP, BTV CARES, Fire Department community health initiatives, & Special Assistant to End Homelessness

- o Year two of our community safety system review, led by Senior Advisor on Community Safety Ingrid Jonas
 - Including implementation of the Situation Table response model, with State funding support
- o Increasing our investment in 20-year Howard Center partnership to support Street Outreach Team – first significant additional investment in years
- o Creating a new position within Mayor’s Office – Senior Advisor on Housing Strategy – to develop innovative strategies for production of all housing types within the city
- o Funding for 10 additional sworn officers for a total budgeted head count of 73 sworn and 50 professional staff
- o Expansion of ratepayer affordability programs for both of our municipal electric & water utilities.

Summary of Eliminated Positions and Process for Reduction in Force

On May 8, the City communicated to 18 employees that their positions were being eliminated. In total, 25 positions have been eliminated across seven general fund departments. Of the 25 positions, 7 were vacant, 12 were AFSCME union positions, and 13 were non-union positions.

We offered impacted employees 60 days paid at their normal salaries, health insurance through the end of July, accrual of sick/vacation and retirement over those 60 days, pay out of eligible accrued leave time, career counseling for other roles, and unemployment information.

All employees whose positions were eliminated effective immediately were accompanied out of the building. While I understand the concern and hurt this caused to some impacted employees, this is a standard procedure when layoffs take place and is an important step to maintain security of City workspaces and information systems. Some have asked why we didn’t simply eliminate those positions created with one-time funds in recent years before other longer-standing positions in the City. Some of those positions created in recent years are essential to our City’s current priorities and needs, such as Community Support Liaisons (CSLs), Community Safety Officers (CSOs), and REIB positions to advance equity and inclusion work in the City.

I remain committed to our City employees. I purposefully did not pursue changes to health care benefits, our paid family leave program, retirement, or ask to reopen union contracts to back track on negotiated benefits with union workers. The City did not have a policy in place for reduction-in-force procedures, and I have shared with staff in the most impacted departments that we will reflect on how this was carried out, and how we can improve. We will also commit to stronger budgeting processes that plan over multiple years, apply fair and strategic decision-making, and accurately account for growth in government to avoid returning to an unsustainable size of government that we simply cannot afford.

I maintain my commitment to pursuing policy solutions and budgeting practices that make Burlington a more affordable place to live, while also ensuring we have the resources necessary to advance our priorities of community safety, housing, and climate action.

What Comes Next:

I encourage community members to follow the budget process through May and June. We have more department [budget presentations on May 21 and 28](#), and will deliver a full budget proposal to the City Council before June 15, as required by the City Charter. Recent budget presentations are [available on YouTube](#) courtesy of Town Meeting TV.

CITY COUNCIL ACCOUNTABILITY LIST

This list is a working document. It is a record of resolutions, ordinances, communications that have come to the Council and there is an action requested.

Prepared by: Lori Olberg, Licensing, Voting & Records Coordinator

5/15/2025

	Meeting Date	Type of Document and Title	Action Requested	Updated Next Steps in the Process
1	2/6/2023	Communication re Ward 2/3 NPA Resolution to Name the New Shelburne Street Roundabout After Tony Redington and Resolution in Support of Big Heavy World Teen Center Proposal for Memorial Auditorium	refer the communication to TEUC and CDNR Committees respectively for further review and engagement	TEUC Item was taken up at the March 2023 meeting. No further action taken
2	3/13/2023	Communication re Ward 5 NPA Steering Committee to Name the New Shelburne Street Roundabout after Tony Redington	refer the communication to TEUC for further review	TEUC Item was taken up at the March 2023 meeting. No further action taken
3	3/13/2023	Resolution: Supporting LGBTQIA+ Community Members and Condemning Transphobia	City Council will work in collaboration with community members and organizations and the City administration to develop a plan for ongoing activities to support and amplify the voices of the LGBTQIA+ community; City Council urges Burlington's state legislative delegation to look at current state hate crime statute to look to extend protections for schools and organizations that advocate/support LGBTQ+ (and other minoritized communities) from hate motivated targeted crimes, examine Burlington's graffiti ordinance and consider changes that address continued defacement of public property, and graffiti that spreads hateful and harmful messages.	There have been stakeholder meetings brought forward by the Administration to address the directives in the resolution. UPDATE: Work is being done in the Legislature, a former resident created a physical Burlington trans pride flag to fly in front of City Hall in recognition of Trans Day of Visibility; the flag will fly the flag from March 15 - April 15 to celebrate Trans Day of Visibility and reboot the Trans People Belong campaign.
4	7/24/2023	Resolution: The Climate Emergency and the Council Request to Count Vermont Air National Guard GHG Emissions and to Plan to Eliminate VTANG Aviation and Ground GHG Emissions in the Spirit of the City's 2030 Net Zero Goals	requests that the Vermont Air Force National Guard Adjutant General, beginning for the year 2023, calculate aviation and ground fuel usage at the VTANG base and to annually provide BTV Director and TEUC with a complete record of the calculated aviation and ground greenhouse gas emission; for VTANG to work collaboratively to draft a plan to adopt simulation and augmented reality training to substantially reduce or eliminate GHG with initial meeting on or before 12/31/23 and follow up at TUEC's March 2024 meeting	Initial meeting of the parties by 12/31/2023; UPDATE: parties met at March TEUC meeting
5	5/6/2024	Resolution Relating to The Relationship Between City Officials And The Neighborhood Planning Assemblies	to refer the resolution from the Ward 1 Neighborhood Planning Assembly Concerning the Relationship Between City Officials & the NPA to the Community Development and Neighborhood Revitalization Committee for further review and recommended action	no later than September 2024
6	5/20/2024	Resolution: A Building Emissions Reduction Ordinance	referred to TEUC	TEUC refer any working draft BERO and any related ballot language to the Ordinance Committee no later than the last City Council meeting in October of 2024
7	6/3/2024	Resolution: Review and Update To Rental Weatherization Standards	TEUC to hold one or two meetings to eaxmine implementation of the Rental Weatherization Standards and identify any reasons for delay in achieving the energy audtis and weatherization work required by Ordinance to take place	no later than October 1, 2024, TEUC shall provide the full Council an update on its findings and make any policy update recommendations to the Ordinance Committee
8	1/27/2025	Resolution: City Council Commitment To Rebuilding And Reconciling With The Burlington Police Department	Mayor to update the City Council referred to the Ordinance Committee, to report back to the City Council; CJC to report back to the City Council and Ordinance Committee	18-Feb-25
9	1/27/2025	Resolution: Establishing A Violation Reporting Incentivization Pilot (VRIP)	referred to the Ordinance Committee	on or before March 24, 2025; by March 10, 2025
10	4/14/2025	Ordinance: ZA-25-02 Neighborhood Code - Additional Housing: Development Options	referred to the CDNR Committee to report back to the Council with any recommended actions on the report, including, but not limited to, any recommended actiosn related to the Clarke Street needle exchange	not-specified
11	5/12/2025	Evaluation of Safe-Syringe Programs and the Impact of Syringe Litter in Burlington, Vermont - Board of Health		on or by September 1, 2025



Fee \$25.00

**CITY OF BURLINGTON
UMBRELLA ENTERTAINMENT PERMIT APPLICATION
2025**

**PART I
ORGANIZATION**

All information in this section is required

1. Corporation/Sole Proprietor name: Flynn Center for the Performing Arts, Ltd.
2. D/B/A (Business Name): Flynn Center for the Performing Arts, Ltd. 3. Bus. Phone: 802-652-4500
4. Business Address: 153 Main Street, Burlington, VT 05401
5. Mailing Address: 153 Main Street, Burlington, VT 05401
6. Contact person: Amy Harting 7. Contact Phone: 802-652-4554 (o); 717-940-3820 (c)
8. Email contact address: aharting@flynnvt.org

**PART II
OPERATION**

1. Proposed Date(s) for this Event June 4 – 8, 2025.
2. Proposed Hours for this Event See attached calendar.
3. Proposed Location for this Event. Specify if event will be on a City street/Right-of-Way or Park
Attach any diagrams that will be helpful.

Venues outside the Flynn include the Waterfront Park, Church Street Marketplace,

The Vermont Comedy Club and City Hall Park.

For this proposed location please answer all questions that apply:

- a) Occupancy Load _____ b) # of Restrooms _____ c) # of Egresses _____
- d) Date of last Fire/Safety Check _____ e) Dancing by Patrons? Yes or No
- f) Amplified Music? Yes or No g) Will additional staff and/or security be required? Yes or No
- h) Tents ? Yes or No i) Will alcohol be served? Yes or No

*See
attached
for each
outdoor
venue*

*pd chk # 4015191 \$25.00
Jo 4/28/25*

(Continued on back)

For this proposed location please answer all questions that apply:

- School Bonds on Church Street
- a) Occupancy Load multiple capacity b) # of Restrooms 0 c) # of Egresses on the multiple
d) Date of last Fire/Safety Check ? e) Dancing by Patrons? Yes or No
f) Amplified Music? Yes or No g) Will additional staff and/or security be required? Yes or No
h) Tents ? Yes or No i) Will alcohol be served? Yes or No

only firm staff,
no security

For this proposed location please answer all questions that apply:

- Fountains in City Hall Park
- a) Occupancy Load Park Capacity b) # of Restrooms 0 c) # of Egresses the park
d) Date of last Fire/Safety Check ? e) Dancing by Patrons? Yes or No
f) Amplified Music? Yes or No g) Will additional staff and/or security be required? Yes or No
h) Tents ? Yes or No i) Will alcohol be served? Yes or No

only firm staff,
no security

For this proposed location please answer all questions that apply:

- Waterfront Park
- a) Occupancy Load Park Capacity b) # of Restrooms 29 c) # of Egresses 2 official points of entry & exit
d) Date of last Fire/Safety Check ? e) Dancing by Patrons? Yes or No
f) Amplified Music? Yes or No g) Will additional staff and/or security be required? Yes or No
h) Tents ? Yes or No i) Will alcohol be served? Yes or No

**PART III
DESCRIPTION OF ENTERTAINMENT**

1. Please give DETAILED description of the type of entertainment for which you are applying:

Description The Flynn is producing JazzFest which is a live music festival that takes place in and around Burlington. There are performances indoors and outdoors from June 4 – 8, 2025. This is the 42nd Jazz Festival where audiences will be able to gather together and listen to live jazz music.

2. ***** Please attach list of all scheduled events or performances*****

**PART IV
PARTICIPATING ORGANIZATIONS**

Please list all participating organizations/businesses/agencies:

- | | |
|-------------------------------|------------------------------|
| 1. Atomic Pro Audio | 7. Church Street Marketplace |
| 2. Casella | 8. Higher Ground |
| 3. P&P Septic | 9. Burlington Parks & Rec |
| 4. Chocolate Thunder | 10. Vermont Tire |
| 5. Green Mtn Concert Services | 11. Lake Champlain Chocolate |
| 6. Vermont Comedy Club | 12. Vermont Public |

STATEMENT OF APPLICANT: Under the pains and penalties of perjury, I affirm that the preceding answers are true to the best of my knowledge and belief. I have read, understand and agree to comply with all City and State conditions, laws, ordinances, regulations and statutes.

DATE SIGNED: 4/28/25

SIGNATURE OF APPLICANT 

PRINT NAME: Jay Wahl

RELATIONSHIP TO BUSINESS Executive Director

OFFICE USE ONLY

Fee Paid \$ _____ Date: _____ Fee Returned \$ _____ Date: _____

At their meeting of 5/14/25, the Burlington City Council License Committee recommended
Approval X Denial _____

At their meeting of _____, the Burlington City Council _____ this UMBRELLA
entertainment permit application.

Flynn Jazz Festival 2025						
Programming Calendar (as of 4.22.25)						
	Tuesday, 6/3	Wednesday 6/4	Thursday 6/5	Friday 6/6	Saturday 6/7	Sunday 6/8
	Rehearsal	Day 1	Day 2	Day 3	Day 4	Day 5
Main Stage	Rehearsal	7:30p Origins				6:00p Translinear Light
FlynnSpace		5:30 - 7:00p Fundraiser	5:30 - 6:30 Vorsca 7:30 - 8:30 Paris Monster 9:30 - 10:45p James Francies	5:30 - 6:30p Nicole Mitchell 7:30 - 8:45p Immanuel Wilkins	12:00 - 1:15p Steve Lehmen Quartet 9:30 - 10:45p Marshall Allen	
Schools Bottom Of Church Street		11 - 11:10 Sustainability 11:20 - 11:45 Champlain El. 11:55 - 12:15 Edmunds El. 12:35 - 1:05 Edmunds Mid. 1:25 - 1:55 Hunt Middle 2:15 - 2:45 BHS 3:25 - 4:05 Commodore	11 - 11:40 St. J School 12:20 - 1:00 VT Commons 1:40 - 2:20 ADL 2:40 - 3:20 Essex MS 3:40 - 4:20 Essex HS	11 - 11:40 Leland & Gray HS 12:20 - 1:00 NE Clinton HS 3:20 - 4:00 Colchester MS 4:20 - 5:00 Colchester HS		
Schools Mall Block		11:40 - 12:20 Fairfax Chorus 11:50 - 12:20 Fairfax Jazz Band 1:00 - 1:40 U-32 2:20 - 3:00 Rutland HS	11:40 - 12:20 CCS 1:00 - 1:40 AMHS 3:00 - 3:40 BFA St. Albans	11:40 - 12:20 LUHS 1:00 - 1:40 Mill River 2:20 - 3:00 Kenmore 3:40 - 4:20 Bellows Falls		
Schools Top of the Block		11 - 11:40 Shelburne 12:20 - 1:00p Lyndon 1:40 - 2:20 Browns River MS 3:00 - 3:40 WMHS 4:00 - 4:40 WMHS Chorus	11 - 11:40 Westside 12:20 - 1:00 CBMS 1:40 - 2:20 Middlebury 2:20 - 3:00 Middlebury 3:40 - 4:30 Harwood 4:20 - 5:00 Harwood	11 - 11:40 HCS 12:20 - 1:00 Rutland Town MS 1:40 - 2:20 SBHS 3:00 - 3:40 MVU 4:20 - 5:00 Sentinel Big Band		
City Hall Park		4:30 - 5:15p FlynnTones				
Waterfront			Load In	4:30 - 5:30p DJ Tad Cautious 5:30 - 6:45p Roy Hargrove 7:05 - 7:50p Kat Wright 8:05 - 8:55p Okan 9:15 - 10:30p The Meters	4:00 - 5:00p DJ Taka 5:00 - 6:00p Sabouyouma 6:20 - 7:20p Quite Sane 7:40 - 8:50p Butcher Brown 9:15 - 10:30p Soul Rebels	Load Out
Big Joe's		8:30 - 9:30p Jon McBride's Big Easy 10:00 - 11:00p Grippo Sklar Quartet 11:30 - 1:30a Jam Session	8:30 - 9:30p Rachel Embaye Trio 10:00 - 11:00p Parker Sherer 11:30 - 1:30a Jam Session	8:30 - 9:30p Janea Hudson 10:00 - 11:00p Sara Serpa 11:30 - 1:30a Jam Session	8:30 - 9:30p Tiffany Pfeiffer Trio 10:00 - 11:00p Dan Ryan Express 11:30 - 1:30a Jam Session	8:30 - 9:30p Melissa Aldana 10:00 - 11:00p Melissa Aldana 11:30 - 1:30a Jam Session

ACELERATION OF **THE METERS**
DUMPSTAPHUNK
FEAT. **GEORGE PORTER JR.**

WITH SPECIAL GUESTS
**SOUL RAKIM &
REBELS TALIB
KWELI**

TRANSLINEAR
LIGHT: THE MUSIC OF **ALICE COLTRANE**
FEATURING **RAVI COLTRANE** WITH
SPECIAL GUEST **BRANDEE YOUNGER**

A WORLD PREMIERE:
ORIGINS
SOUNDS & STORIES
OF THE **AFRICAN**
DIASPORA

THE ROY HARGROVE BIG BAND • BUTCHER BROWN • MARSHALL ALLEN'S GHOST HORIZONS
MELISSA ALDANA • IMMANUEL WILKINS • JAMES FRANCIES • ANTHONY TIDD'S QUITE
SANE • OKAN • PARIS MONSTER • SARA SERPA & ANDRE MATOS • NICOLE MITCHELL • STEVE
LEHMAN QUARTET • KAT WRIGHT • SABOUYOUUMA • VORCZA • JON MCBRIDE'S BIG EASY
WITH SPECIAL GUEST RYAN MONTBLEAU • GRIPPO SKLAR QUARTET FEATURING JD HAENNI
AND GABE JARRETT • PARKER SHPER ENSEMBLE • LINCOLN SPRAGUE TRIO • RACHEL
AMBAYE TRIO • JANEA HUDSON QUINTET • TIFFANY PFEIFFER TRIO • DAN RYAN EXPRESS

2025 Curator: Anthony Tidd

Anthony is a creative musician, composer, producer, educator, curator, 2024 Guggenheim Fellow and Grammy awarded multi-instrumentalist.

He has notably performed with and produced songs on multi-platinum albums for many artists including The Roots, Steve Coleman, Meshell Ndegeocello, David Byrne, Macy Gray, Wayne Krantz, Zap Mama, Rudresh Mahanthappa, Lady Gaga, The Black Eyed Peas, Orrin Evans, Fergie, Jill Scott, Ursula Rucker, and many more. Tidd has written for everything from small ensembles to major orchestras.

He is also the Artistic Director for Jazz at the Kimmel Center (Philadelphia) where he created a free youth education program, The Creative Music Program, and a widely popular concert series, Sittin' In.



**Burlington Jazz Festival
School Bands
Wednesday June 4 – Friday, June 6, 2025**

Overview:

The Flynn Center will invite school bands from across the state to come perform on Church Street as part of the Burlington Discover Jazz Fest that is free to the public. There will be no stages, the students will perform directly on the brick. Audiences will be welcome to dance if the music moves them.

Tickets – Free, no reservation

Time

- June 4, 11a – 5p
- June 5, 11a – 5p
- June 6, 11a – 5p

Locations

- See attached maps. There are 3 different locations on Church Street where the students will perform.

Parking

- Parking at downtown parking garages and streets

Food / Alcohol

- None

Audience

- Families of students and people passing by
- No seating provided

Bathrooms

- None

Trash

- None

Security

- None

Equipment Setup

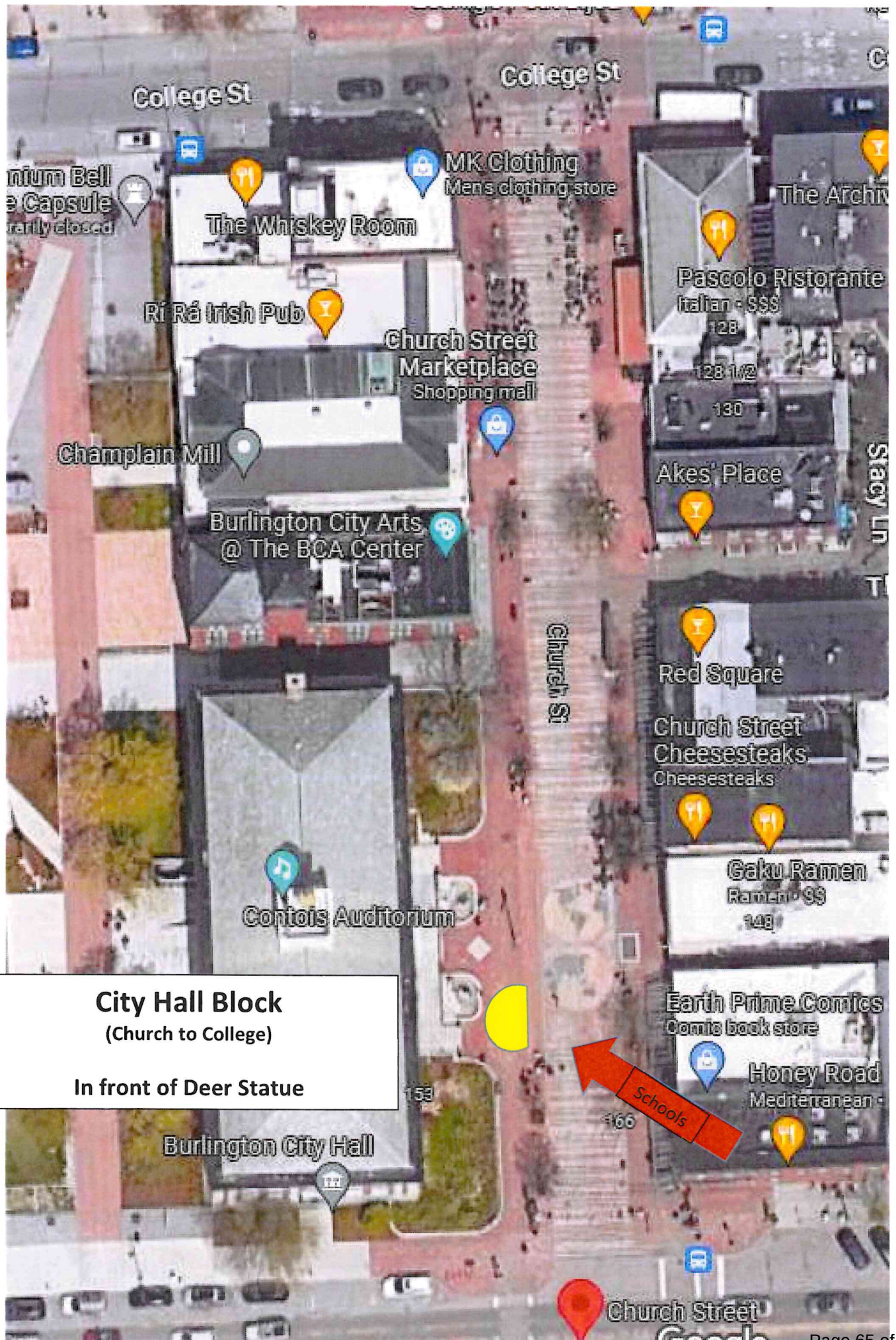
- No stages
- No tents
- Amplification: Students will bring their own guitar, bass, and keyboard amps as needed.
- Flynn will provide folding chairs
- Flynn will roll out amphitheater set ups for each location (poles with flags)

Staffing

- The Flynn will provide staff to meet the students and make sure the performances stay on time
- Marketplace staff will assist with power, chairs, etc. as needed.

Participating Schools

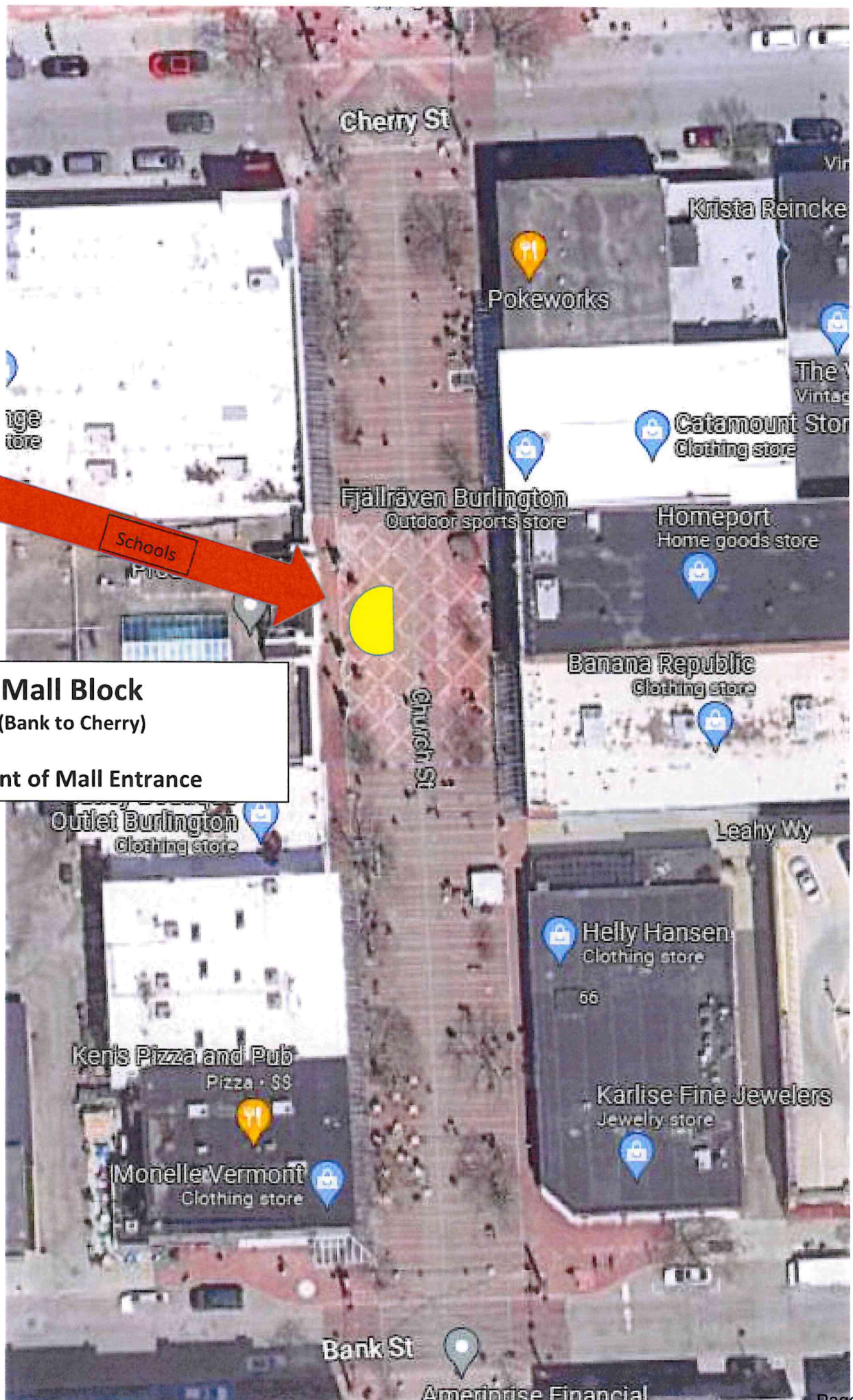
	Wednesday 6/4	Thursday 6/5	Friday 6/6
Schools Bottom Of Church Street	11 - 11:10 Sustainability 11:20 - 11:45 Champlain El. 11:55 - 12:15 Edmunds El. 12:35 - 1:05 Edmunds Mid. 1:25 - 1:55 Hunt Middle 2:15 - 2:45 BHS 3:25 - 4:05 Commodore	11 - 11:40 St. J School 12:20 - 1:00 VT Commons 1:40 - 2:20 ADL 2:40 - 3:20 Essex MS 3:40 - 4:20 Essex HS	11 - 11:40 Leland & Gray HS 12:20 - 1:00 NE Clinton HS 3:20 - 4:00 Colchester MS 4:20 - 5:00 Colchester HS
Schools Mall Block	11:40 - 12:20 Fairfax Chorus 11:50 - 12:20 Fairfax Jazz Band 1:00 - 1:40 U-32 2:20 - 3:00 Rutland HS	11:40 - 12:20 CCS 1:00 - 1:40 AMHS 3:00 - 3:40 BFA St. Albans	11:40 - 12:20 LUHS 1:00 - 1:40 Mill River 2:20 - 3:00 Kenmore 3:40 - 4:20 Bellows Falls
Schools Top of the Block	11 - 11:40 Shelburne 12:20 - 1:00p Lyndon 1:40 - 2:20 Browns River MS 3:00 - 3:40 WMHS 4:00 - 4:40 WMHS Chorus	11 - 11:40 Westside 12:20 - 1:00 CBMS 1:40 - 2:20 Middlebury 2:20 - 3:00 Middlebury 3:40 - 4:30 Harwood 4:20 - 5:00 Harwood	11 - 11:40 HCS 12:20 - 1:00 Rutland Town MS 1:40 - 2:20 SBHS 3:00 - 3:40 MVU 4:20 - 5:00 Sentinel Big Band



City Hall Block

(Church to College)

In front of Deer Statue



Mall Block

(Bank to Cherry)

In front of Mall Entrance



Schools

Top of the Block
(Cherry to Pearl)

Center of Church Street, facing south

Kru Coffee Collective

Danform Shoes
Burlington
Shoe store

Crow Bookshop
- Crow Books
Book store

E B Strong's
Steak

Vermont Psychic
Vermont Psychic.com
- \$20 Off one hour ...

Underground Closet
Shoe store

Halvorson's
Grill - \$\$

Earthbound Trading Co
Clothing store

The Vermont Flannel Co
Clothing store

Posh Nails

Ben & Jerry's
Ice Cream - \$\$

Burlington, Designated
Downtown District
Shopping mall

CVS
Drug store

emon
T store

Cherry St

**Burlington Jazz Festival
Waterfront
Friday, June 6 & Saturday, June 7, 2025**

Overview:

The Flynn Center will produce a concert as part of Burlington Discover Jazz Fest that is free to the public. The concert venue will be at the Waterfront Park –greater park area. Alcohol will be sold. A stage will be set up. Audiences will be welcome to dance is the music moves them. The Flynn is working with Richard Bailey on details.

Tickets – Free, no reservation

Time

- June 5
 - o Stage Load in
 - o Vendors Load in
- June 6
 - o Audio Load in / sound checks
 - o Evening Performances (hard stop at 11p with amplified sound)
- June 7
 - o Sound Checks
 - o Evening Performances
 - o 10:45p Load Out begins
- June 8
 - o Load out may run into the early morning hours
 - o Vendors Load out complete

Parking

- Parking on street via meters

Bike Parking

- Valet parking for bikes will be set up and staffed by Local Motion.

Food Trucks

- Food trucks will participate

Audience

- Capacity of approx. 3,000 – 4,000 people each day
- No seating provided

Bathrooms

- Portopotties will be rented and set up
- 25 standard and 4 ADA and 5 handwashing stations
- ADA accessible bathroom

Trash

- 1 10-yard trash dumpster with locks, 2 10-yard recycle dumpster with locks
- Compost totes
- 20 racks of each trash / recycling / compost

Alcohol - Yes

- Alcohol will be served by Higher Ground
- Security by Chocolate Thunder and GMCS
- Entire venue is double fenced
- Security will ID and wrist band 21+ people at the line for the bar

Security

- Security will be on site at all times starting overnight on June 5 and through the load-out on June 8
- Flynn is working with BPD on staffing as well

EMS

- Flynn is working with BFD on EMS services and evacuation plans.

Equipment Setup

- Large stage will be set up by Atomic
- Tents: Yes, tents are being provided by VT Tent.
- Amplification: Yes, Backline and PA system will be rented through Atomic

Staffing

- The Flynn will provide staff to work this event including a site manager, stage manager, an artist manager, security manager, staff to help load-in and out, and volunteers
- City staff will be on site to assist in the placement of equipment, tents, egress areas, etc.
- Atomic staff will be on site to manage the stage and audio equipment
- Chocolate Thunder and Green Mountain Concert Services will provide the security staffing.

Waterfront Park | Friday June 6th

Roy Hargrove Legacy



Big Band

Kat Wright



Okan



A Celebration of The Meters: Dumpstaphunk w/George Porter Jr.



Waterfront Park | Saturday June 7th

Sabouyouma



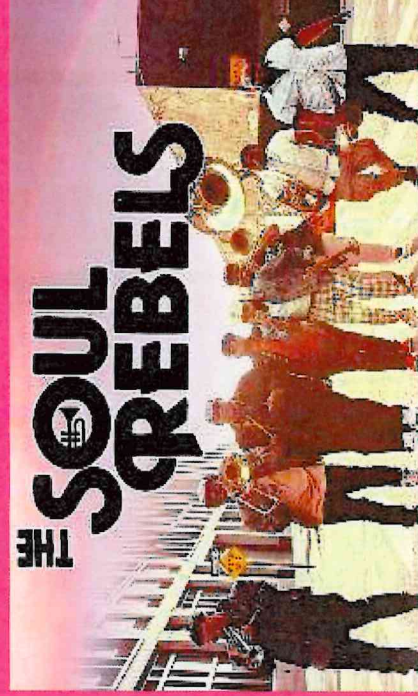
Quite Sane



Butcher Brown



Soul Rebels w/ Rakim & Talib Kweli



Burlington Discover Jazz Festival
Waterfront June 6 & 7, 2025
Frequently Asked Questions

Is it free?

Yes! All events at the waterfront are free of charge. No reservations or tickets required.

Am I guaranteed admittance?

The events are first come, first serve.

Where are the entrances?

There are 2 public entrances. One on the south side and one on the north side of the park.

What time are the performances each day?

Friday, June 6: Performances from 4:30p – 10:45p

Saturday, June 7: Performances from 4:00p – 10:30p

What time do the gates open each day?

Friday, June 6 – Gates open at 4:30p

Saturday, June 7 – Gates open at 4:00p

Is there re-entry?

Yes, however you will have to get back in line and wait to re-enter if the park is at capacity.

Can I bring a blanket or chair?

Yes! Blankets and chairs are encouraged and welcomed.

Can I bring a bag?

Yes, there will be a security check point which includes a bag check.

Where do I get my ID checked?

You will show your ID if you are 21+ and want to drink alcohol when you get in line at the bar. Security will put a wristband on you at this time as well.

Will there be food?

Yes, we will have a variety of food trucks at the event.

Will there be alcohol?

Yes, with Credit Card Only (no cash).

Can I bring outside food in?

Yes.

Can I bring outside beverages?

Each person is allowed one sealed bottle of water. No other drinks and no alcohol is allowed to be brought inside.

Water Refilling Station

Yes, there will be a place to refill your water.

Are there ATM's inside the gate?

No ATM's

What is your Covid Policy?

These events are outside. No masks or proof of vaccination required.

Where can I park?

We highly recommend car-pooling and parking away from the festival to walk to the event.

What if it rains?

The concert will go on rain or shine. If it is forecasted to pour all day, the event might be moved into the Flynn. Watch social media for updates.

What Can I bring?

- 1) Chairs
- 2) Sunscreen
- 3) Small bag
- 4) Personal umbrella
- 5) Point-and-shoot cameras
- 6) Food
- 7) One bottle of sealed water
- 8) Medications and prescriptions
 - a. Please bring a valid photo ID that matches the name printed on your prescription

What Can't I bring?

- 1) Bags larger than 20"x20"x10"
- 2) Glass containers
- 3) Coolers
- 4) Beach Umbrella
- 5) Lasers
- 6) Un-sealed beverages
- 7) Alcoholic beverages
- 8) Firearms
- 9) Tools including knives
- 10) Professional audio, photography and video equipment
- 11) Pets
- 12) Pop-up tents
- 13) Drones

To: Board of Finance & City Council

From: Nicolas Longo C.M.
Director of Aviation

Date: May 19, 2025

Subject: Request to Purchase Two Pieces of Multi-Tasking of Equipment (MTE) for Snow Removal through Passenger Facility Charge (PFC) Funds

REQUEST:

The Patrick Leahy Burlington International Airport (the Airport or Leahy BTV) seeks approval and authorization to purchase two pieces of Multi-Tasking Equipment (MTE)s from M-B Companies in the total amount of \$2,649,627.

EXECUTIVE SUMMARY:

Background:

The Airport uses various heavy machinery in its snow removal processes on the airfield, including pieces of Multi-Tasking Equipment (MTE). These are essential pieces of equipment per Federal Aviation Administration (FAA) requirements MTEs can plow, broom, and air blast snow; all three parts work together to clear snow off the runway. The current MTEs owned by the Airport are older than the FAA recommended lifespan, and they are a less environmentally friendly machine as rated by the FAA than the new models, so it is an appropriate time to purchase new equipment. While there are no electronic options for MTEs on the market, the new machines are rated with lower carbon emissions and consume less fuel than the models currently owned by the Airport. Additionally, the purchase of this equipment is mapped out in the Airport's Snow Removal Equipment Replacement Plan. The Airport contracts with Passero Associates, a consultant in the aviation industry, helps the Airport to make selections on equipment, such as MTEs. Passero wrote the specs in the RFPQ for Leahy BTV's specific needs.

SOURCING:

Leahy BTV worked with Passero Associates to assist and provide guidance on the bid process to attain competitive pricing of equipment that meets FAA snow removal guidelines. The following is a summary of the bid results:

Bid Open Date: Monday, December 16, 2024 at 10:30 am, Virtual
Funding Source: PFC

SUMMARY OF BID RESULTS

Bidder	Amount		Addendum 1 Acknowledged		Addendum 2 Acknowledged		Delivery Date	Warranty
			Y	N	Y	N		
Boschung America	\$1,986,107		✓			✓	365 days	5
MB Companies, Inc	\$2,649,627		✓		✓		500 days	5
Fortbrand Services	\$2,660,242		✓		✓		30 days 1 st unit 100 days 2 nd unit	5

Leahy BTV Staff and Passero Associates received proposals from Boschung America, MB Companies, and Fortbrand Services. Boschung America was the lowest bidder but did not meet all the required parts of the application, as they did not acknowledge Addendum 2. The MTE in Boschung America's proposal also did not meet the specs of the MTE detailed in the proposal. Both Fortbrand and M-B Companies proposed MTEs with similar capabilities. After Boschung America, the lowest cost bid was from M-B Companies, so the bid was awarded to M-B Companies for the purchase of two (2) MTE at a total cost of \$2,649,627.

FUNDING:

This equipment is eligible for funding under the Airport's Passenger Facility Charges (PFC) program. The PFC program allows funds generated by the Passenger Facility Charge to purchase snow removal equipment. This equipment is being included in the City of Burlington's upcoming Fiscal Year 2026 Master Lease. The Clerk Treasurer's office is coordinating the lease RFP process on behalf of all City Departments. The PFC program will cover the principal and interest cost under the master lease. These annual lease payments shall be budgeted in each fiscal year, starting with Fiscal Year 2026 budget.

PROPOSED MOTIONS:

The Airport respectfully requests the following motions:

Board of Finance

To approve and recommend the City Council to authorize the Director of Aviation to execute an agreement to purchase two pieces of Multi-Tasking Equipment from M-B Companies in the amount of \$2,649,627, subject to the review and approval of the City Attorney, and to authorize the Director of Aviation or designee to take such further actions and to execute such further instruments approved as to form by the City Attorney as may be necessary or convenient to effectuate the purchase.”

City Council:

“To authorize the Director of Aviation to purchase two pieces of Multi-Tasking Equipment from M-B Companies in the amount of \$2,649,627, subject to the review and approval of the City Attorney, and to authorize the Director of Aviation or designee to take such further actions and to execute such further instruments approved as to form by the City Attorney as may be necessary or convenient to effectuate the purchase.”

Board of Finance and City Council Submission Checklist

Version: April 2025

Department: Airport Submitter: Nicolas Longo

Request to Purchase Two Pieces of Multi-Tasking of Equipment (MTE) for Snow

Title/Subject: Removal through Passenger Facility Charge (PFC) Funds

Approval Requested:

☐ Board of Finance

☐ City Council

☒ Both BOF and Council

Meeting Date:

Click or tap to enter a date.

Click or tap to enter a date.

5/19/2025

Instructions

1. This form must be completed by the person submitting the materials.
2. This form must be sent with the final submission of materials in advance of the meeting.
3. Do not indicate that a sign-off was received until it has actually been obtained.
4. Commission reports and presentations do not need to be reviewed by the CAO or Attorneys.
5. Name the reviewing Attorney or HR Manager in the Note column.

Signoff Needed	Received?	Approval Date	Note
Department Head	Yes	4/25/2025	Nicolas Longo
Mayor's Office	Yes	5/7/2025	Erin Jacobsen
Board/Commission	Yes	4/30/2025	Airport Commission
City Attorney's Office for memo and contracts or legal documents	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and motion(s) or resolution(s)	Yes	4/27/2025	Erik Ramakrishnan
CAO for budget, financing, and memo	Yes	5/7/2025	Katherine Schad
Human Resources, if personnel action or policy	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if IT-related	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

FOR INFORMATION ONLY

Lori Olberg

From: The Vermont Department of Housing and Community Development
<accd.dhcd@vermont.gov>
Sent: Thursday, May 8, 2025 3:14 PM
To: Lori Olberg
Subject: Village Meet-Up, Tax Credits Available, Historic Sites Opening

[WARNING]: This email was sent from someone outside of the City of Burlington.

*For emergency information /
political work, please
contact the City Clerk's Office*

AGENCY OF COMMERCE AND COMMUNITY DEVELOPMENT

[View this email in your browser](#)

Department of Housing and Community Development

MAY 2025



COMMENTS FROM THE COMMISSIONER

Greetings,

May is an exciting time for Housing in Vermont. With the warm weather comes many groundbreaking and ribbon cuttings for housing projects across our state. These events give us the opportunity to see the results of our work and advocacy in support of housing. When I attend these events, not only do they provide me with a much-needed boost of positivity, they also provide an opportunity for me to ask the developer: "what could have made this easier and faster to build?". This is a question we should all be asking so as not to forget that we still have a lot of work to do.

May also represents the end of most of the legislative discourse under Vermont's golden dome. Being that 2025 is the first half of the 2025/2026 legislative biennium, the summer and fall present us with opportunities to collaborate with partners, legislators, and various stakeholders to tee up important conversations for the second half of the biennium. That's all to say that just because the legislative session is wrapping up, that does not mean that we stop crafting solutions and engaging on the issues. Please engage with us and help us find the right solutions for Vermont!

Lori Olberg

FOR INFORMATION ONLY

From: ANR - ENB Administrator <ANR.ENBAdministrator@vermont.gov>
Sent: Friday, May 9, 2025 5:26 PM
To: burlingtontownclerk
Subject: Vermont Environmental Notice Bulletin Stakeholder Update by Location

[WARNING]: This email was sent from someone outside of the City of Burlington.

OF VERMONT
ADMINISTRATOR
CONTACT THE
CONTACT THE

You are receiving this message because you have been signed up to receive email notifications via the Vermont Agency of Natural Resources' Environmental Notice Bulletin (ENB). These notifications are intended to inform you of environmental activities relevant to your town or organization based on location or activity type.

Below are current activities for which you have been signed up to receive notifications. To view the details of these activities please [visit the ENB](#). When one or more activities that match your specific criteria is posted to ENB, you will receive a single email notification compiling the information. If you have been signed up to receive updates step-by-step throughout the review process for these activities the updates will appear in the second half of the email.

To modify the subscription, please contact the staff person listed on the individual activity page or the ENB Administrator at anr.enbadministrator@vermont.gov.

Regards,
ENB Support
Vermont Agency of Natural Resources

New Activities

Activity Type	Activity/Project Name	Permit # / ID	Applicant	Town	Status
Stormwater Runoff from Construction Sites General Permit 3-9020 (CGP)	Stormwater Construction General Permit 3-9020 (CGP) (2025)	Stormwater Construction General Permit 3-9020 (CGP) (2025)		Statewide	Draft Decision - Public Comment Period

Changes to Activities I'm Following

Activity Type	Activity/Project Name	Permit # / ID	Applicant	Town	Most Recent Update	Date	Status
Stormwater Runoff from Construction Sites General Permit 3-9020 (CGP)	Stormwater Construction General Permit 3-9020 (CGP) (2025)	Stormwater Construction General Permit 3-9020 (CGP) (2025)		Statewide	A draft decision for this activity has been reached and may be reviewed by visiting the ENB. Comments may be submitted through the ENB when the public comment period is open.	2025-05-09	Draft Decision - Public Comment Period

Lori Olberg

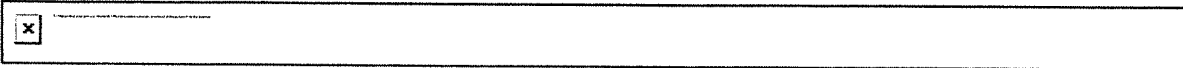
FOR INFORMATION ONLY

FOR INFORMATION ONLY
NOT FOR ACTION
Contact the City of Burlington

From: VLCT Weekly Legislative Report <info@vlct.org>
Sent: Monday, May 12, 2025 2:32 PM
To: Lori Olberg
Subject: May 12, 2025

[WARNING]: This email was sent from someone outside of the City of Burlington.

[Click here to view this email as a web page.](#)



With the budget, capital, and transportation bills all approved in committees of conference last week, could the legislature finish its work by Memorial Day? Normally, the resolution of these bills is a sign that the session is nearing its close, but work continues on a massive education overhaul in H.480, this year's Flood Bill, H.397, and two housing bills. In this *Weekly Legislative Report*, we provide you with the details on this year's transportation bill compromise, the capital budget bill summary, the latest debate on housing, and more.

As always, please stay in touch. We want to hear your ideas, feedback, and concerns.

Read the Weekly Legislative Report

This week at VLCT
>>>

Add or Expand Your
Dental Benefit

PACIF Board Vacancy

Local Officials Golf
Outing June 13



Manage Your Preferences

Email mailings@vlct.org to subscribe or unsubscribe from the *Weekly Legislative Report*.

Vt. League of Cities & Towns | 89 Main St. Suite 4 | Montpelier, VT 05602 US

[Unsubscribe](#) | [Update Profile](#) | [Constant Contact Data Notice](#)



Lori Olberg

From: VLCT News <info@vlct.org>
Sent: Tuesday, May 13, 2025 4:08 PM
To: Lori Olberg
Subject: PACIF Board Vacancy, WC Audits and UI Wage Reports Due, Animal Control Officer Training, and more

[WARNING]: This email was sent from someone outside of the City of Burlington.

[News](#)

[Resources](#)

[Events](#)

[Advocacy](#)

[Jobs](#)



If you know of – or are – someone who's qualified to serve on the VLCT Property and Casualty Intermunicipal Fund (PACIF) board of directors, you have until Fri 5/23 to submit a nomination. The current vacancy is for Alternate Director.

Announcements & Updates

PACIF Contacts: Last Call for Your 2024 Workers' Comp Audit!

If you didn't respond yet, be sure to use the updated values collection link – sent in the 4/25 email from Notifications@OrigamiRisk.com – before 5/23. Members who don't submit their audited payroll information by the deadline are subject to an automatic 10% increase on their Workers' Compensation audited contribution.

2024 UI Trust Wage Reports are Overdue

Every VERB UI Trust member should have sent their completed 2024 UI Wage Report to Kelley Avery by 4/30. Has your organization's been submitted? If not, please do it today!

Having Trouble Getting Technical Assistance for Projects?

Funding is in place to help rural municipalities get technical assistance (TA) for community and economic development. If you are having trouble accessing this TA, please respond to this Vermont state survey to help form an integrated approach for delivering TA effectively.

Compensation and Benefits Survey Is Now Open!

The link to this year's Vermont Municipal Compensation & Benefits survey was emailed today to one person at each city, town, and village government. Your participation shares municipally specific data among VLCT members to help with budgeting as well as hiring and maintaining employees.

If Mudslides or Debris Flows are Affecting Your Town Roads

Share your town road information with UVM and VTrans to help map risk areas and improve hazard planning in Vermont.

VT DOL is Modernizing Its Unemployment Insurance Software

Lori Olberg

From: Chittenden County Regional Planning Commission <connect-ccrpcvt.org@shared1.ccsend.com>
Sent: Wednesday, May 14, 2025 12:07 PM
To: Lori Olberg
Subject: Comment on Future Land Use Map and Housing Targets by May 19

[WARNING]: This email was sent from someone outside of the City of Burlington.



Good afternoon,

For the past couple months, CCRPC has been gathering input on a new draft Future Land Use Map and draft Housing Targets for Chittenden County. We've received many comments so far, and with the comment deadline of **Monday, May 19** quickly approaching, we wanted to reach out once more to remind everyone of this feedback opportunity.

In addition, our Regional Safety Action Plan is underway, with a virtual public meeting scheduled for **Tuesday, May 20**, and a survey out through June 6.

If you have not already done so, please consider taking some time to review the regional projects below and provide your input. Your feedback is valuable and greatly appreciated as we collectively plan for the future!

DRAFT CHITTENDEN COUNTY FUTURE LAND USE MAP

Comments due Monday, May 19

As a result of the passage of Act 181 to encourage new housing and direct state funds to areas that are planned for growth, CCRPC is working with Chittenden County cities and towns to create a Future Land Use Map.

This map, once adopted, will guide how land in the region will be used in the future. In addition to the draft map, which is available in an interactive online format and as individual PDFs by city/town, we have created a series of resources to be used while reviewing and commenting. Comments will be summarized and shared on the CCRPC website shortly after the deadline of May 19. All information, including the draft map and instructions for commenting, is accessible on our website at: ccrpcvt.org/ecos-engagement

Review + Comment on the Draft Future Land Use Map

CITY OF BURLINGTON

ORDINANCE _____

Sponsor: Office of City Planning,
Planning Commission

Public Hearing Dates: _____

First reading: _____

Referred to: _____

Rules suspended and placed in all
stages of passage: _____

Second reading: _____

Action: _____

Date: _____

Signed by Mayor: _____

Published: _____

Effective: _____

In the Year Two Thousand Twenty-Five

An Ordinance in Relation to

COMPREHENSIVE DEVELOPMENT ORDINANCE
SEID Stormwater Standards
ZA-25-03

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

That Appendix A-Burlington Comprehensive Development Ordinance of the Code of Ordinances of the City of Burlington be and hereby amends Section 4.5.6, South End Innovation District Overlay; Table 4.5.6-1, SEID Dimensional Standards & Density; and Section 4.5.6(C)1, Dimensions Standards & Density; thereof to read as follows:

Sec. 4.5.6 South End Innovation District Overlay

(a) Purpose:

The South End Innovation District Overlay (SEID) is intended to provide for a dense, vibrant and dynamic mixed-use district. The overlay is unique in its allowance for residential uses in an in that it limits the most intensive manufacturing and industrial uses allowed elsewhere in the district. The overlay permits arts, employment, and other non-residential uses intrinsic to an amenity-rich, convenient urban neighborhood.

Development is intended to be dense and highly sustainable. Lot coverage standards permit significant development but ~~require~~ a high degree of permeable surfaces achieved through green stormwater infrastructure is encouraged. Buildings should range in height from one to eight stories, and should be constructed of materials and in manners that limit embodied carbon and achieve the highest possible energy performance permitted by the Vermont Building Code. Sites should incorporate ample public and private open spaces and include extensive networks of accessible paths that are free of cars. Streets should be constructed in a manner that allocates the majority of their space to pedestrians and cyclists. Buildings should be oriented to the public realm – streets, paths and open spaces, in a manner that creates a safe and inviting district. Site and building design should support public and ecological health to the highest possible degree.

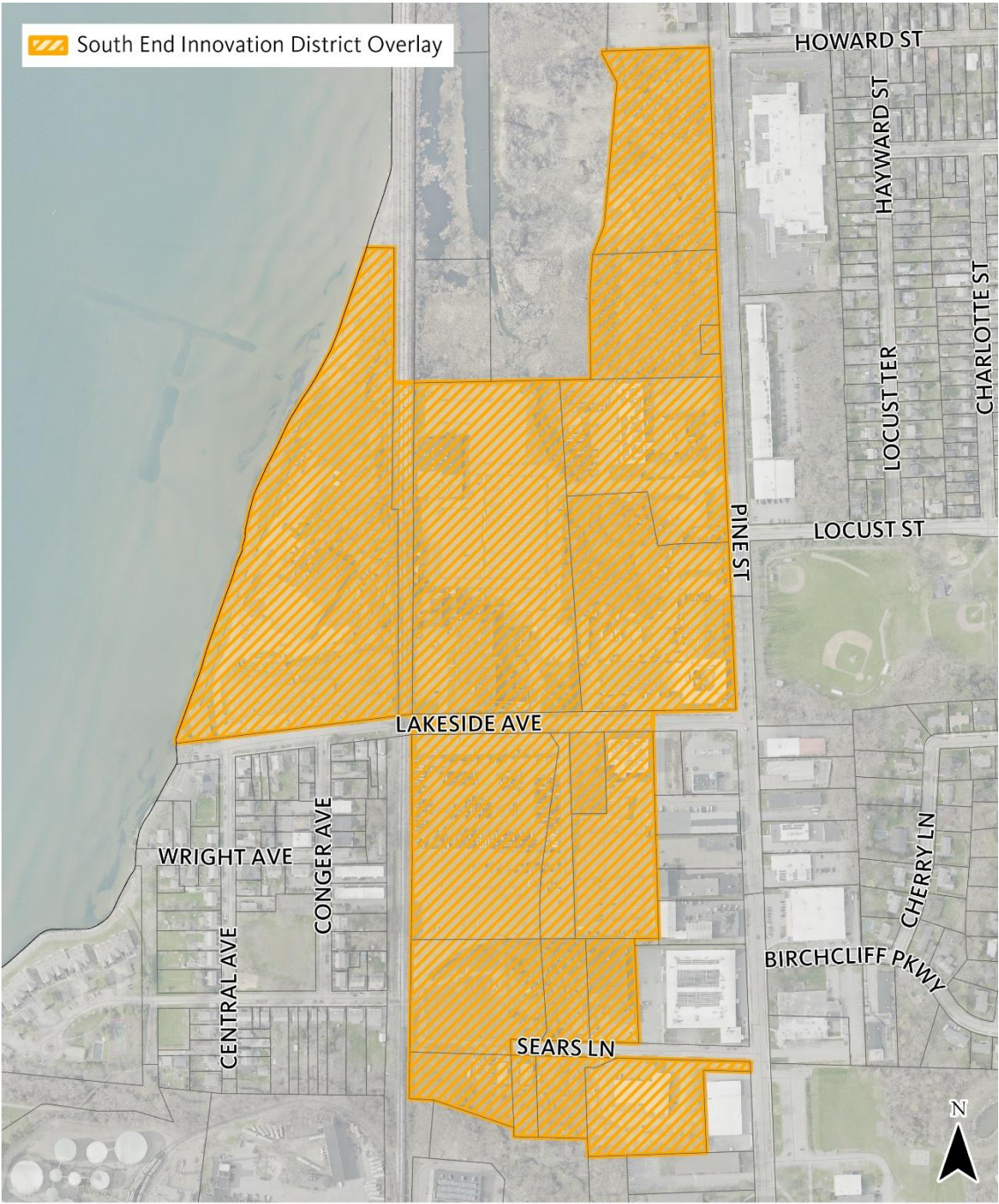
Parking should be hidden behind structures, including perimeter buildings or screening devices. Where possible, parking structures should be located along the most heavily trafficked roads to encourage residents, employees and visitors who arrive by car to park at the district's edge and travel on foot, by bike, or other mode of transportation that is compatible with Burlington's climate objectives. Special consideration should be given to the design and construction of parking structures to allow for their renovation to other uses in coming decades as Burlington evolves from car dependence.

(b) Areas Covered:

The South End Innovation District includes those portions of the E-LM Zoning District as delineated on Map 4.5.6-1.

25

Map 4.5.6-1 SEID Overlay



Map 4.5.6-1 South End Innovation District (E-SEID) Overlay
Overlay District Effective 08/23/23 (ZA-23-01)

26
27

28

(c) District Specific Regulations**Table 4.5.6-1: SEID Dimensional Standards & Density**

Block Perimeter ¹	Max. Intensity (floor area ratio ^{2,3})	Max Building Size per Floorplate ^{4,5}	Max. Lot Coverage & Pervious Surface Required ⁶	Minimum Building Setbacks ⁷			Max. Height ⁸
				Front	Side	Rear	
1,600' max	2.5 FAR	Floors 1-6: 15,000 sq. ft. Floors 7-8: 10,000 sq. ft. <i>Except as permitted by Sec.4.5.6 (c) 1</i>	80% max impervious 25% min of pervious area must utilize GSI	0' min 20' max ⁵	0' min 20' max ⁵	0' min 20' max ⁶	85'

1. Blocks may be enclosed by any combination of streets within public Rights-of-Way or Public Paths. Where a property abuts a railroad or area identified as Wetland, Conservation or Natural Area on Map 4.5.3-1 Natural Resource Protection Overlay District, such boundaries may serve as enclosing block boundaries.
2. Floor area ratio is described in Sec 5.2.7.
3. Bonuses for additional FAR for inclusionary housing projects are described in Sec. 9.1.12.
4. Maximum square footage applies to each floorplate.
5. One parking structure per lot established as of January 1, 2023 may exceed the 15,000 sq. ft. floorplate maximum standard according to the following:
 - a. When the structure contains a transit use, the maximum floorplate is 60,500 sq. ft., or
 - b. When the structure does not contain a transit use, the maximum floor plate is 30,000 sq. ft.
- ~~6. At least 25% of the pervious area on a lot must include one or more of the following Green Stormwater Management (GSI) techniques: constructed wetland, suspended pavement planted with shade trees, or pervious pavement. No more than 50% of the required GSI area may utilize pervious pavement.~~
- ~~7.6.~~ Setbacks are measured from the property line; however, buildings must be at least 15' from the curb or edge of a public Right of Way if no curb exists.
- ~~8.7.~~ Maximum building height in the E-SEID shall be further limited by Map 4.5.6-2: SEID Specific Height Area Map.

1. Dimensional Standards & Density

Within the SEID the standards set forth in *Table 4.5.6-1* shall apply to new development and redevelopment, except:

Floors 7-8 may increase maximum size to 15,000 sq.ft. per floorplate for buildings constructed of Mass Timber consistent with currently adopted Building Code as contained under Chapter 8 of the City Code of Ordinances.

The maximum lot coverage may be increased by 10%, to a maximum of 90%, if the site is certified as Gold or Platinum under the SITES system, as administered by Green Business Certification, Inc. (GBCI). ~~or if all of the pervious area on the lot is constructed from one or more of the following Green Stormwater Management (GSI) techniques: constructed wetland, suspended pavement planted with one shade tree per 250 square feet of area, or pervious pavement. No more than 50% of the GSI area may utilize pervious pavement.~~

57 *Map 4.5.6-2 SEID Specific Height Area Map -- As written.*

58 **Table 4.5.6-2: Frontage and Activation Standards** -- *As written.*

59 **2. Frontage and Ground Floor Activation Standards** -- *As written.*

60 **3. Parking** -- *As written.*

61 **4. Uses** -- *As written.*

62 Within the SEID, only the following uses shall be permitted.

63 **Table 4.5.6-3 Uses Permitted & Limited within the SEID** -- *As written.*

64

65

66 * Material stricken out deleted.

67 ** Material underlined added.

68

69 Ordinances 2025/ZA-25-03 SEID Stormwater Standards

70 CDO Sec. 4.5.6 (a), Table 4.5.6-1, Sec. 4.5.6(C)1

71 05/15/25

TO: Burlington City Council
FROM: Charles Dillard, AICP, Director, Office of City Planning
Sarah Morgan, AICP Senior Planner
DATE: May 12, 2025
RE: Proposed ZA-25-03 SEID Stormwater Standards

1. Overview & Background

In July 2023, Burlington adopted the South End Innovation District overlay (SEID), a district intended to provide for a dense, vibrant and highly sustainable mixed-use district. Among the sustainability goals of the SEID is a focus on innovative stormwater management. To support that goal, the overlay's standards include requirements for significant amounts of green stormwater infrastructure (GSI), including requirements for specific GSI practices. In the months following the adoption of SEID, several development proposals have been contemplated that have raised concerns among the City's Water Resources staff that the SEID GSI standards may not be feasible due to contaminated soil and high water table conditions. The three prescribed GSI practices are constructed wetlands, suspended pavement systems for shade trees, and pervious pavement. Given the constraints identified by Water Resources staff, the Office of City Planning proposes to address this issue in two phases:

1. This amendment proposes to eliminate the SEID GSI standards to facilitate development in the district in the near term.
2. Through an interdepartmental collaboration, and with consultant assistance as needed, the City should create a set of standards for ecological design in development projects. Such standards would address innovative, appropriate and feasible stormwater management strategies, in addition to strategies that address habitat, native and/or appropriate plant selection, building and site energy performance, and other topics as identified.

It is important to stress that the removal of the SEID GSI standards does not absolve development in the district from managing or proposing alternative stormwater management practices. Chapter 26 of the Burlington Code of Ordinances establishes standards for wastewater, stormwater and pollution control. This ordinance "establishes minimum stormwater management requirements and erosion controls to protect and safeguard the general health, safety, and welfare of the public, Lake Champlain, and its tributaries. Regarding alternative practices, Chapter 26, "encourages Green Infrastructure, Best Management Practices, Low Impact Design or other innovative practices that in the opinion of the Department of Public Works satisfies the requirement of (the Stormwater Management division of Article 3). Article 3 of Chapter 26, which addresses stormwater and erosion controls, is attached for reference.

Further, the intent statement of the SEID will continue to state that innovative green stormwater management practices are encouraged.

Planning Commission Ordinance Committee Discussion

At its March 10th meeting, the PC Ordinance Committee discussed the amendment with staff from the Office of City Planning, the Department of Permitting and Inspections, and the Water Resources division of the Department of Public Works. Water Resources staff provided context as to the specific soil and groundwater conditions in the SEID and why these conditions make green stormwater infrastructure implementation a complex undertaking. Additionally, staff described the rigorous standards established in Chapter 26 of the Code of Ordinances, which includes language encouraging the use of context-appropriate green stormwater infrastructure. Based on those discussions, the Committee voted to retain the proposed amendment's regulatory language, but to add language further encouraging and clarifying how stormwater should be managed in the SEID.

Planning Commission Deliberation and Communication

At its April 22nd public hearing, the Planning Commission referred the amendment to the City Council, with a recommendation to approve based on the merits of the amendment itself, but also given that the City has three opportunities in the coming months and years to strengthen its approach to ecological design in development projects generally, and in the South End Innovation District specifically. The Commission submits a memo outlining these opportunities.

Proposed Amendment: ZA-24-04

Amendment Type

Text Amendment	Map Amendment	Text & Map Amendment
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Purpose Statement

This amendment eliminates the GSI requirements in Table 4.5.6-1: SEID Dimensional Standards & Density, as well as the lot coverage bonus offered in exchange for very substantial provision of GSI practices. The lot coverage bonus remains in place when a site is certified as Gold or Platinum under the SITES system, as administered by Green Business Certification, Inc. (GBCI). Reflecting the elimination of these standards, the amendment also revises the SEID purpose statement to encourage, rather than require, a high degree of permeable surface achieved through GSI practices.

Proposed Amendments

The following amendments to the Burlington Comprehensive Development Ordinance are included in this proposal:

1. Amends Sec. 4.5.6(a) Purpose to state that GSI practices are encouraged, rather than required, in the SEID;
2. Amends Table 4.5.6-1 SEID Dimensional Standards & Density to strike the requirement that a minimum of 25% of a lot's pervious area must utilize GSI and deletes Footnote 6, which stipulates that GSI provided on lots be in the form of constructed wetlands, suspended pavement systems for shade trees, and pervious pavement;
3. Amends Sec. 4.5.6 (c) 1 – Dimensional Standards & Density to remove the GSI provisions that relative to the lot coverage bonus offered in this Section.

Relationship to *planBTV*

This following discussion of conformance with the goals and policies of planBTV is prepared in accordance with the provisions of 24 V.S.A. §4441(c).

Theme:	Dynamic	Distinctive	Inclusive	Connected
Land Use:	Conserve	Sustain	Grow	

Compatibility with Proposed Future Land Use & Density

The proposed amendment will help implement a key land use policy adopted in 2019 with planBTV: South End, and amended through the 2021 Housing Action Plan which directed the city to explore the inclusion of housing. Specifically, in removing constraints related to Green Stormwater Infrastructure feasibility, the amendment facilitates residential and non-residential development in the SEID.

Impact on Safe & Affordable Housing

The amendment eliminates an unintended barrier to developing housing in the SEID, thereby creating opportunities to expand housing options and produce affordable housing through the City's Inclusionary Zoning and the State's Priority Housing Project standards.

Planned Community Facilities

This amendment, in removing constraints to developing large surface parking lots and contaminated sites in the SEID, will support public and ecological health. Specifically, in replacing largely impervious surfaces with development sites that will be much more pervious, the amendment will help reduce surface runoff of stormwater into adjacent waterbodies, including Lake Champlain.

Process Overview

The following chart summarizes the current stage in the zoning amendment process, and identifies any recommended actions:

Planning Commission Process					
Draft Amendment prepared by: Staff 10/01/24	Presentation to & discussion by Commission 10/8/2024	PC Ordinance Comm. 3/10/2025	Approve for Public Hearing	Public Hearing 4/22/2025	Approved & forwarded to Council 4/22/2025
City Council Process					
First Read & Referral to Ordinance Cmte 5/12/2025	Ordinance Cmte discussion	Ordinance Cmte recommend	Second Read & Public Hearing	Council Approval & Adoption	

TO: Burlington City Council
FROM: Andy Montroll, Chair, Burlington Planning Commission
DATE: May 7, 2025
RE: Commissioner Comments on proposed ZA-25-03: South End Innovation District GSI

I am submitting this communication on behalf of Burlington Planning Commission with the intent to provide pertinent context and rationale behind the Commission's referral of ZA-25-03 to City Council. After several discussions regarding the rationale and context of this amendment, the Planning Commission voted to refer the proposed amendment to the City Council following a public hearing on April 22nd.

1. Amendment Background

Section 4.5.6-1 of the Comprehensive Development Ordinance currently notes that at least 25% of the pervious area on a lot must include Green Stormwater Infrastructure (GSI). The specific GSI practice must be one of the following three if a project intends to meet the maximum lot coverage limit in the South End Innovation District: 1) constructed wetland, 2) suspended pavement planted with one shade tree per 250 square foot area (Silva Cells), or 3) pervious pavement. However, it was brought to the Planning Commission's attention that, the amount of GSI needed on a lot should be linked to the amount of stormwater treatment needed rather than the pervious area on the site. Additionally in some cases, it is not feasible to implement any of the three specified GSI techniques due to varying site conditions across the district and other stormwater treatment practices would be better suited.

Prescribing three specific GSI management practices does not take into account the site-specific variables and conditions that must be considered when determining appropriate stormwater management techniques. Permitting a more diverse application of practices allows site conditions and performance standards to dictate the most appropriate method or methods for developments subject to Chapter 26 standards.

2. Assurances of Existing Protections

Planning Commissioners have been assured by city staff within the Water Resources Division, the Department of City Planning, and the Department of Permitting and Inspections that this amendment is not a softening of standards as it relates to Stormwater Treatment.

Chapter 26 of the Burlington Code of Ordinances establishes comprehensive standards for wastewater, stormwater, and pollution control. This ordinance, which is overseen by City Council and administered by Burlington's Water Resources division, establishes minimum stormwater management requirements and erosion controls to protect and safeguard the general health, safety, and welfare of the public, Lake Champlain, and its tributaries. This ordinance encourages Green Infrastructure, Best Management Practices, Low Impact Design, and other innovative practices. Article 3 of Chapter 26, Stormwater and Erosion Control, is applicable to all developments and projects, including all projects and construction activities subject to zoning review, regardless or independent of the Comprehensive Development Ordinance. Chapter 26

already contains stringent requirements for erosion prevention and sediment control, as well as post construction stormwater management, more so than neighboring and similar municipalities. For example, while an earth disturbance of 400 sq ft triggers Erosion Control Plan requirements for Burlington, Portland, ME does not require any Erosion Plan for any single-family or duplex properties, and its trigger for other properties is 1 acre. Additionally, the Chapter 26 is designed so that any redevelopment of any existing large impervious surface necessitates a level of stormwater treatment of areas that were not previously subject to treatment. Lastly, Article 3.a.3 of Chapter 26 denotes that any property with hydrological conditions that would lead to offsite sediment runoff or pollutant load to a natural outlet is subject to the ordinance, regardless of impervious area or disturbed area proposed. As it relates to current state regulations, Chapter 26 requires design to be compliant with the Vermont Stormwater Manual.

The Commission's recommendation was made with the understanding that, in addition to these existing regulatory standards, there are additional upcoming opportunities to enhance coordination among departments concerning Burlington's stormwater and wastewater management practices outside of the Comprehensive Development Ordinance.

3. Upcoming Opportunities for Strengthening Stormwater & Wastewater Standards

After several discussions regarding the rationale and context of this amendment, the Planning Commission voted to refer the proposed amendment to the City Council following a public hearing on April 22nd. This recommendation was made with the understanding that, in addition to the existing regulatory standards at both the municipal and state levels, there are several upcoming opportunities to enhance coordination among departments concerning Burlington's stormwater and wastewater management practices outside of the Comprehensive Development Ordinance. Over the next three years, the following efforts will be made to continue to support the health, safety, and welfare of the public, as well as the well-being of Lake Champlain and its tributaries.

Chapter 26 – Existing Standards and Future Updates: As the amendment was developed over the course of several Planning Commission meetings, staff from the Water Resources Division assured Commissioners that Burlington's stormwater management practices were highly rigorous, exceeding requirements set by both the EPA as well as existing state requirements. Water Resource Staff also informed attendees that there are also efforts underway within the Water Resources division to propose amendments to the Ordinance in the coming year.

The Planning Commission recommends that instead of establishing Green Stormwater Infrastructure standards within the Comprehensive Development Ordinance, the City Council Ordinance Committee collaborate closely with the Water Resources Division on the proposed amendments to Chapter 26. Commissioners view this upcoming process as an opportunity to enhance the language regarding best practices for stormwater management, particularly in relation to green stormwater infrastructure.

SECORD Development Agreement: Commissioners acknowledge the importance of incorporating Green Stormwater Infrastructure in major redevelopment projects, specifically as part of the South End Coordinated Redevelopment project (SECORD). The City, as owner of approximately three acres at 68 Sears Lane, is party to a pre-development agreement with Champlain College and Ride Your Bike, LLC, to develop collaboratively more than 13 acres that will become a new dense neighborhood in the South End. The pre-development agreement

includes a commitment to “demonstrate the ecological sustainability of potential development concepts.” It also commits the parties to developing the framework plan in accordance with the City’s engineering standards. As part of the work carried out in the pre-development agreement, conceptual designs for streetscapes have been created and include on-street bioswales, a green stormwater management practice. Additionally, the parties have identified generalized open space locations, one goal of which is to accommodate GSI practices. Ultimately, the goal of the parties is to establish a development agreement that will guide this multi-year construction project. The development agreement should generally guide the project’s stormwater management strategy, and specifically, establish minimum commitments for green stormwater infrastructure where feasible. The City should authorize the Water Resources division of DPW to play a lead role in establishing these commitments.

Creation of Ecological Design Standards: A long-term opportunity identified by staff is the development of ecological design standards to guide future projects in or near Burlington's ecologically sensitive areas.

The establishment of these standards was initially recommended as a strategy in the Nature-Based Climate Solutions Addendum of the 2020 Open Space Plan. This recommendation is currently being discussed in the ongoing Citywide Open Space Plan. Additionally, this recommendation should be further explored in the Citywide Comprehensive Plan and should involve community engagement with stakeholders and experts.

Board of Finance and City Council Submission Checklist

Department: City Planning Submitter: Charles Dillard

Title/Subject: ZA-25-03 SEID Stormwater Standards

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☒	City Council	5/12/2025
☐	Concurrent	Click or tap to enter a date.

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	5/5/2025	Charles Dillard
Mayor's Office informed and approved memo	Choose an item.	5/5/2025	Erin Jacobsen
Board/Commission, if required	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	Choose an item.	5/5/2025	Kim Sturtevant
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CAO has reviewed budget, financing, and memo	Yes	5/5/2025	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	Choose an item.	Click or tap here to enter text.
Additional Materials, if necessary	No	Memo from Planning Commission (in process)
Draft Resolution or Motion?	Yes	Kim Sturtevant to provide ZA
If for submission to Council, are sponsors identified?	Choose an item.	Click or tap here to enter text.

CITY OF BURLINGTON

ORDINANCE _____

Sponsor: Office of City Planning,
Planning Commission

Public Hearing Dates: _____

First reading: _____

Referred to: _____

Rules suspended and placed in all
stages of passage: _____

Second reading: _____

Action: _____

Date: _____

Signed by Mayor: _____

Published: _____

Effective: _____

In the Year Two Thousand Twenty-Five

An Ordinance in Relation to

COMPREHENSIVE DEVELOPMENT ORDINANCE
PlanBTV Downtown Code Parking Setbacks
ZA-25-06

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

That Appendix A-Burlington Comprehensive Development Ordinance of the Code of Ordinances of the City of Burlington be and hereby amends Article 14, PlanBTV Downtown Code, Sec. 14.6.7, Parking and Circulation, subsection (f), Parking Lots and Parking Areas, thereof to read as follows:

Article 14: PlanBTV Downtown Code

Sec. 14.6.7 Parking and Circulation

a) – e) *As Written*

f) Parking Lots and Parking Areas

- i. All parked vehicles, vehicle headlights, and interior lighting shall be screened from view from the street and ~~adjacent properties~~ any lot in a residential district or Civic Spaces by a Building or a landscaped area as follows:
 - a. A minimum 10-foot wide landscaped area, or a 36-inch high wall within a minimum 5-foot wide landscaped area, with a continuous row of trees and/or shrubs must be provided between the street and ~~the parking lot~~ within the First or Second Lot Layer, or at the perimeter of the parking in the case of the adjacency to a Civic Space or a residential district.
 - b. Plantings must be a minimum of 18-inches in height when planted and must reach a minimum size of 36 inches in height within 3-years of planting.
 - c. Breaks for pedestrian and vehicle access are allowed.
- ii. All Parking Lots and Parking Areas shall be setback a minimum of 5-feet from any side or rear property line that abuts any lot in a residential district or Civic Space.
- iii. Openings shall be combined for ingress/egress and shall not exceed 24-feet in width at the Frontage. Only one such opening per street Frontage may be permitted. Openings may be separated for ingress/egress where they access different Frontages.

g) – j) *As Written.*

* Material stricken out deleted.

** Material underlined added.

Ordinances 2025/ZA-25-06 PlanBTV Downtown Code Parking Setbacks
CDO Sec. 14.6.7(f)
05/14/25

TO: Burlington City Council
FROM: Charles Dillard, AICP, Director, Office of City Planning
Sarah Morgan, AICP, Planner
DATE: May 12, 2025
RE: Proposed ZA-25-06 Downtown Code Parking Setbacks

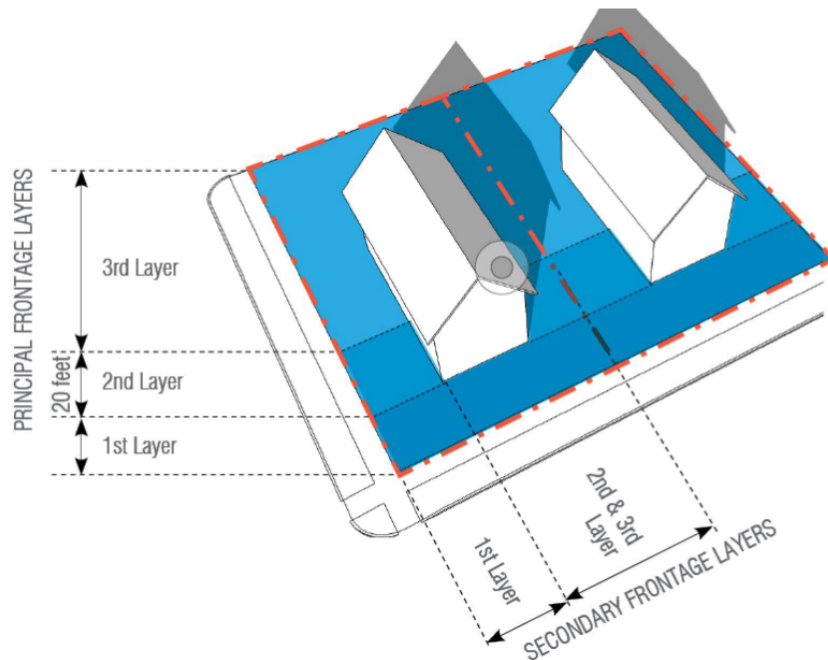
1. Overview & Background

The PlanBTV Downtown Code, Article 14 of the CDO (or, the Form Code), establishes parking and circulation standards that are intended to balance parking needs with the form-based code's objective of facilitating a walkable downtown. The Form Code's standards regulate all facets of parking, including driveways, loading, structures, parking lots and parking areas. Of those final two, the Form Code differentiates between a Parking Lot, defined as "an off-street, ground level, open area within a Lot for parking vehicles as an independent commercial Principal Use." A Parking Area is defined as, "an off-street, ground-level open area within a Lot for parking vehicles as an Accessory Use incidental to a Principal Use of the Lot." The Form Code makes clear that Parking Lot and Parking Area are not synonymous.

For both Parking Lots and Parking Areas, the Form Code establishes standards aimed at mediating the relationship of Parking Lots and Areas and adjacent properties and the street. Regarding the former, the Form Code currently requires a minimum 10-foot wide landscaped area or a five foot landscaped area accompanied by a 36-inch wall, all with a continuous row of trees and/or shrubs between the street and the parking. The Form Code also requires a minimum five foot setback between any Parking Lot or Parking Area and the side and rear property lines. Both standards are critical to maintaining a safe, comfortable and pleasant pedestrian experience. However, the standards have consequences for portions of the lot that are at a significant distance from the street, even in places that would have little impact on the pedestrian experience. In particular, setback standards within the Third Lot Layer have proven challenging for property owners seeking to provide parking for building users. The Form Code's Lot Layer definitions are described in the excerpt below:

Lot Layers. Lots are composed of three Lot Layers as shown in [Illustration 14.6.3-A \(Lot Layers\)](#).

- i. First Lot Layer: that portion of a Lot between the Frontage Line and the Façade of a Principal Building.
- ii. Second Lot Layer: that portion of a Lot extending 20 feet back from and parallel to the Façade of a Principal Building.
- iii. Third Lot Layer: that portion of a Lot bounded by (a) the Second Lot Layer and (b) the Rear Lot Line.



Given these challenges, this amendment seeks to provide some flexibility while retaining the overall mission of the Form Code to promote a highly walkable and attractive Downtown.

Proposed Amendment: ZA-24-06

Amendment Type

Text Amendment	Map Amendment	Text & Map Amendment
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Purpose Statement

This amendment amends parking setback standards in Article 14 that provide needed flexibility to owners and operators of constrained Downtown properties. These limited amendments will improve the feasibility of managing Downtown properties while respecting the Form Code's and Downtown Plan's vision of a walkable Downtown.

1. Amendment to Article 14: PlanBTV Downtown Code

- Amends Sec. 14.6.7.i Parking and Circulation in the following ways:
 - Clarifies that parked vehicles, vehicle headlights and interior lighting shall be screened from view from the street and residential districts and Civic Spaces and removes this protection from adjacent properties. In reality, screening all vehicles, headlights and interior lighting from structures from adjacent properties is not practical.
 - Amends 14.6.7.f.i.a to only require a landscaped buffer or combination buffer and wall in the First and Second Lot Layers of a property. Importantly, the amendment retains the buffer protection to all portions of a lot adjacent to a Civic Space.

- o Amends 14.6.7.f.ii to require the established five foot setback at side and rear property lines only when abutting adjacent properties in a Residential district or a Civic Space.

Relationship to *planBTV*

This following discussion of conformance with the goals and policies of *planBTV* is prepared in accordance with the provisions of 24 V.S.A. §4441(c).

Theme:	Dynamic	Distinctive	Inclusive	Connected
Land Use:	Conserve	Sustain		Grow

Compatibility with Proposed Future Land Use & Density

The proposed amendment is consistent in many respects with the Land Use and Density-related policies of *planBTV*. Generally, the amendment provides some needed flexibility and balance between the vision of a walkable downtown with remaining imperatives to accommodate cars and parking. Providing for reasonable modifications to parking setback will make use of constrained Downtown sites more feasible.

Impact on Safe & Affordable Housing

The amendment has no impact on Safe & Affordable Housing

Planned Community Facilities

This amendment has no direct impact on planned community facilities, aside from potentially facilitating some facilities parking needs in the Downtown area.

Process Overview

The following chart summarizes the current stage in the zoning amendment process, and identifies any recommended actions:

Planning Commission Process					
Draft Amendment prepared by: Staff 2/7/25	Presentation to & discussion by Commission: 2/11/25	Approve for Public Hearing:	Public Hearing	Approved & forwarded to Council:	
City Council Process					
First Read & Referral to Ordinance Cmte 25/15/2025	Referred back to Planning Commission:	Ordinance Cmte discussion	Ordinance Cmte recommend	Second Read & Public Hearing	Council Approval & Adoption

Board of Finance and City Council Submission Checklist

Department: City Planning Submitter: Charles Dillard

Title/Subject: ZA-25-06 Downtown Form Based Code Parking Setbacks

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☒	City Council	5/12/2025
☐	Concurrent	Click or tap to enter a date.

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	5/5/2025	Charles Dillard
Mayor's Office informed and approved memo	Choose an item.	5/6/2025	Erin Jacobsen
Board/Commission, if required	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	Choose an item.	5/6/2025	Kim Sturtevant
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CAO has reviewed budget, financing, and memo	Yes	5/6/2025	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	Choose an item.	Click or tap here to enter text.
Additional Materials, if necessary	Choose an item.	Click or tap here to enter text.
Draft Resolution or Motion?	Yes	Kim Sturtevant to provide ZA
If for submission to Council, are sponsors identified?	Choose an item.	Click or tap here to enter text.

CITY OF BURLINGTON

In the Year Two Thousand Twenty-Five

An Ordinance in Relation to

COMPREHENSIVE DEVELOPMENT ORDINANCE

Impact Fees

ZA-25-08

ORDINANCE _____

Sponsors: Planning, Planning

Commission

Public Hearing Dates: _____

First reading: _____

Referred to: _____

Rules suspended and placed in all
stages of passage: _____

Second reading: _____

Action: _____

Date: _____

Signed by Mayor: _____

Published: _____

Effective: _____

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

That Appendix A-Burlington Comprehensive Development Ordinance of the Code of Ordinances of the City of Burlington be and hereby amends Article 3, Applications, Permits, and Project Review, Part 3, Impact Fees, by amending Sec. 3.3.1, Purpose, and deleting Sections 3.3.2 - 3.3.11, thereof to read as follows:

Part 3: Impact Fees

Sec. 3.3.1 Applicability Purpose

~~These regulations are enacted to enable the city to require the beneficiaries of new development to pay their proportionate share of the cost of municipal and school capital projects which benefit them, and to require them to pay for or mitigate the negative effects of development in the community. Impact Fees shall be pursuant to the Administrative Regulations adopted under Burlington's Code of Ordinance Section 21-41.~~

Sec. 3.3.2 Applicability

~~Any new development or additions to existing buildings which result in new dwelling units or in new nonresidential buildings square footage are subject to impact fees as is any change of use which results in an added impact according to Sec. 3.3.4.~~

Sec. 3.3.3 Exemptions and Waivers

~~(a) Exemptions:~~

~~— The following types of development are exempt from this Part:~~

~~— 1. additions to existing dwelling units, provided such additions are for residential purposes;~~

~~— 2. alterations to an existing use provided that such alteration occurs entirely within an existing building and within the same square footage;~~

~~— 3. land development which does not result in new building square footage (e.g. parking lots, facade renovations, signs, etc.);~~

~~— 4. additions to existing buildings for which the sole purpose is to provide additional means of egress (e.g. stair towers, elevators, etc).~~

~~— (b) School Impact Fee Exemption:~~

~~That portion of impact fees attributable to school impacts shall not be required for senior citizen housing projects or for that portion of a project where certain units are reserved specifically for the elderly. Any project, or portion thereof, which meets either state or federal guidelines for elderly housing, shall be deemed a senior citizen housing project and eligible for a full or partial waiver of school impact fees.~~

~~(c) Inclusionary Housing Exemption:~~

~~Inclusionary housing units per Article 9: Part 1 shall be exempt from this Part.~~

~~(d) Affordable Housing Waivers:~~

~~Any residential project containing newly constructed units or substantially rehabilitated housing units that are affordable for households as described in subsections (1), (2) or (3) below qualifies for a waiver of impact fees for that portion of the project containing affordable housing units in excess of the minimum inclusionary housing requirements of Article 9. The terms, rules, and regulations used herein shall be the same as those defined and specified in this Ordinance pertaining to Inclusionary Zoning (Article 9). For purposes of determining area median income (AMI), the income levels specified in Article 9 of this Ordinance shall be applicable.~~

~~1. 25% Waiver of Fees: Twenty-five percent (25%) of the fees will be waived for qualifying units in a project that initially sells for a price that is affordable for households below 90% of AMI or that initially rents for a three year period for a price (including utilities) that is affordable for households below 75% of AMI.~~

~~2. 50% Waiver of Fees: Fifty percent (50%) of the fees will be waived for qualifying units in a project that meets the dual test of initial affordability and continuing affordability. For the purposes of this section, "initial affordability" would be defined as a unit that sells for a price that is affordable for households earning less than 75% of AMI or that rents for a price (including utilities) that is affordable for households earning below 65% of median. "Continuing affordability" would be defined as affordability that lasts for a period of 99 years.~~

~~3. 100% Waiver of Fees: One hundred percent (100%) of the fees will be waived for qualifying units in a project that initially sells or rents for a price that is affordable for households earning less than 50% of AMI and that remains continually affordable as defined above.~~

~~(e) Community Garden Waivers:~~

~~A development that creates new community gardens as defined in Article 13 of this ordinance shall be provided a waiver of the parks impact fee in an amount equivalent to the actual cost of installation of the community garden created. The value of the garden shall be supported by a tabulation of the actual cost of installing the community garden and shall be subject to review and approval by the Department of Parks & Recreation. The waiver of parks impact fees shall not exceed 100% of the parks impact fee that would otherwise be paid.~~

~~To be eligible for the waiver, the community garden shall meet the following standards:~~

~~1. The community garden shall be made available to residents of the property and of the surrounding area.~~

~~2. It shall be located onsite in consultation with the Department of Parks & Recreation to ensure adequate solar access, visibility, and accessibility.~~

~~3. It shall contain an area of at least 360 square feet (i.e. such as 18 ft X 20 ft) with at least six (6) 4 ft X 8 ft plots and 2 ft wide aisles between plots. Soil testing to determine the safety of the soil for food gardening purposes shall be the responsibility of the applicant (or property owner if different). Where soils are found to be unsafe for food gardening purposes, the community garden plots shall be in the form of raised beds with imported soil safe for food gardening use. Results of soil testing shall be subject to review by the Department of Parks & Recreation.~~

~~4. It shall either be managed as a neighborhood garden by the Burlington Area Community Gardens program operated by the Department of Parks & Recreation or privately managed to the same operating standards as a neighborhood garden. If privately managed, all maintenance and repair costs shall be the responsibility of the applicant (or property owner if different). The community garden shall be managed as such for the duration of the approved development.~~

~~5. It shall be created within an area of the city consistent with the express goals and strategic plans of the Department of Parks & Recreation. The Department of Parks & Recreation may reject creation of a new community garden and require payment of the full impact fee if the development is located in an area of the city that is already adequately served by community gardens.~~

~~6. The completed community gardens shall be guaranteed for a period of five (5) years following their completion. All repairs and maintenance of the community gardens within this period shall be at the cost of the applicant (or property owner if different).~~

Sec. 3.3.4 Offsite Improvements

~~In categories for which impact fees have been charged, no exactions for construction of offsite public facilities will be required as a condition for a zoning permit except for water distribution lines, sewer connection lines and stormwater improvements, and street and sidewalk infrastructure that are essential to the development of the project.~~

~~For the purposes of this section, "offsite" public facilities are defined as those facilities which are not on or immediately adjacent to the private land proposed for development.~~

Sec. 3.3.5 Calculation of Impact Fee

~~The amount of impacts fees shall be as set forth in the Impact Fee Administrative Regulations as established by resolution of the city council. There shall be an automatic annual increase to the impact fee schedule reflected in the Impact Fee Administrative Regulations every July 1 equivalent to 100% of the annual change in the Consumer Price Index (CPI).~~

~~Impact fees are calculated on the total gross square footage of the principal use of a building, including accessory uses. In the event there is more than one principal use within a building, impact fees will be calculated separately for each principal use and associated accessory uses, with common space computed on a pro-rata basis.~~

Sec. 3.3.6 Effect of Project Change on Impact Fees

~~If a proposed development is substantially modified in terms of square footage, a request for an adjustment to the impact fee may be made by filing a zoning permit application subject to the applicable filing fees. Any adjustment, if approved, is subject to the Impact Fee Administrative Regulations in effect at time of the subsequent approval. Any change which increases a project size or impact shall require a new zoning permit and an accompanying adjustment to the impact fee amount.~~

~~For a change of use where there is an increased impact, the impact fee will be the difference in the amount for the specific uses as listed in the Impact Fee Administrative Regulations. If there is no change in use and no increase in square footage for that use, the impact fee would be \$0.~~

Sec. 3.3.7 Demolition or Change to Existing Building

~~No impact fee rebates shall be assessed for the demolition of an existing building, a reduction in size of an existing building, or a change in the use of an existing building. There are no rebates if one decides to reduce the use of (or is unable to use) one's property for any reason.~~

Sec. 3.3.8 Time and Place of Payment

~~Impact fees must be paid to the city's chief administrative officer/ city treasurer according to the following schedule:~~

~~(a) New Buildings: Impact fees must be paid at least seven (7) days prior to occupancy of a new building or any portion thereof;~~

~~(b) Existing Buildings: Impact fees must be paid prior to issuance of a zoning permit, or if a building permit is required, within thirty (30) days of issuance of the building permit.~~

Sec. 3.3.9 Penalties for Nonpayment

~~If an impact fee is not paid, a certificate of occupancy shall be denied, a lien may be placed upon the property, and a fine of \$200 a day shall be assessed along with other court imposed penalties.~~

Sec. 3.3.10 Expenditure and Distribution of Impact Fees

~~Impact fees must be used for capital improvements to accommodate the demands created by new growth. The city's chief administrative officer/ city treasurer shall maintain records of all impact fee receipts and disbursements by category, and include a summary of same in each city Annual Report. Any expenditure of impact fees must be authorized by the city's chief administrative officer/ city treasurer.~~

~~Impact fees received will be distributed to city departments, upon authorization by the city's chief administrative officer/ city treasurer, solely for the purpose of capital projects, according to the Impact Fee Administrative Regulations.~~

~~If an impact fee is not expended on eligible capital improvements by the city within six (6) years of payment, it must be refunded to the property owner by the city's chief administrative officer/ city treasurer along with any accrued interest.~~

Sec. 3.3.11 Relationship to Other Fees

~~Impact fees do not replace other fees pertaining to development projects. All applicable permit fees, including, but not limited to, development review fees and building permit fees, must be paid prior to occupancy.~~

* Material stricken out deleted.

** Material underlined added.

Ordinances 2025/ZA-25-08 Impact Fees

Secs. 3.3.1 – 3.3.11

5-14-25

TO: Burlington City Council
FROM: Charles Dillard, AICP, Director, Office of City Planning
Sarah Morgan, AICP, Principal Planner
DATE: May 14, 2025
RE: Proposed ZA-25-08 Impact Fees

Planning Commission Recommendation

Following discussions regarding the proposed amendment and a public hearing held during its regular meeting on May 13, the Planning Commission voted unanimously to refer this amendment to the City Council.

The Planning Commissioners support the amendment's goal of clarifying impact fees by removing the regulations related to impact fees from the Comprehensive Development Ordinance. However, while the Overview and Background section of this memo outlines the rationale for changes concerning which municipal services are recommended to receive impact fees, the Commissioners have emphasized that they wish to remain neutral regarding which services should receive impact fees as part of any changes to the Administrative Regulations.

City Council Ordinance Committee

On May 14, the City Council Ordinance Committee reviewed this proposed amendment and voted unanimously to request that the City Council suspend the rules and not refer this amendment to the Ordinance Committee. The City Council Ordinance Committee further recommended the City Council warn the proposal for a Public Hearing after the first read.

Overview & Background

The City currently collects Impact Fees, which are charges on new development collected to defray capital costs directly related to new development. Specifically, impact fees are spent for the following purposes:

- To make improvements needed to serve growth;
- To maintain level of service as the city grows; and,
- To complete projects with community-wide benefit (not just one development)

Impact fees cannot be spent on maintenance, operations, or existing deficiencies; project-specific impacts; or paying for the same improvement twice. Burlington's first fees were adopted in the early 1990s. Finally, impact fees supplement the City's other capital revenues. Fees are currently collected for the following municipal services:

- | | |
|--|-----------|
| • Traffic (intersection improvements only) | • Parks |
| • Fire | • Library |
| • Police | • Schools |

Of note, affordable and senior housing are exempt from impact fees, which are charged per 1,000 square feet of proposed development. The following table describes the current fee schedule:

Department	Residential	Industrial	Offices & Other	Retail
\$ per 1,000 sq. ft. - in 2023 dollars				
Traffic (DPW)	\$224	\$299	\$771	\$839
Fire	253	224	227	227
Police	51	400	400	400
Parks	848	481	478	478
Library	525	0	0	0
Schools	1,095	0	0	0
Total	\$2,996	\$1,404	\$1,876	\$1,944

The 10-year average for impact fee revenue is approximately \$350,000 per year, with individual fee categories ranging from \$30,000 to \$80,000. In the determination of City staff and the project consultants, this revenue is not enough to fund significant capital projects. The following table documents the last ten years of impact fee collection and revenue:

Fee Category	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2014-2024	
												Total	Ann. Avg.
Traffic	\$15,956	\$108,317	\$35,287	\$75,599	\$156,560	\$148,181	\$165,906	\$69,141	\$4,395	\$48,086	\$26,121	\$853,549	\$77,595
Fire	\$10,149	\$47,704	\$17,378	\$43,529	\$55,319	\$63,569	\$79,193	\$10,136	\$1,226	\$17,234	\$27,520	\$372,957	\$33,905
Police	\$6,208	\$51,538	\$20,587	\$70,348	\$37,936	\$59,331	\$96,775	\$16,245	\$2,247	\$24,085	\$7,002	\$392,301	\$35,664
Parks	\$31,089	\$124,353	\$48,848	\$124,957	\$137,357	\$168,670	\$190,026	\$20,941	\$3,087	\$42,564	\$92,582	\$984,474	\$89,498
Library	\$19,536	\$42,080	\$15,947	\$31,978	\$69,664	\$68,156	\$72,544	\$5,832	\$3,038	\$13,968	\$57,502	\$400,245	\$36,386
School	\$40,778	\$87,838	\$42,990	\$156,750	\$69,358	\$122,835	\$201,786	\$17,685	\$6,343	\$24,792	\$118,119	\$889,275	\$80,843
Total	\$123,716	\$461,830	\$181,037	\$503,161	\$526,195	\$630,742	\$806,231	\$139,979	\$20,336	\$170,728	\$328,846	\$3,892,800	\$353,891

Burlington's Impact Fees, administered through both the Comprehensive Development Ordinance and *Impact Fee Administrative Regulations*, have not been comprehensively evaluated since 1992. As such, the Office of City Planning commenced a study in 2023, the goal of which was to assess and updated the overall structure, growth and infrastructure capacity assumptions, costs, and associated fees and regulations for the municipal services for which impact fees are currently collected.

At a high level, the Impact Fee Study recommendations are as follows:

1. The City should eliminate several fee categories, particularly where there is a weak nexus with growth. These eliminated categories include Parks and Recreation, Schools, Libraries, Police, Fire, General Facilities and General Fleet.
2. Create a new fee category framework in which fees are collected for Transportation and Multimodal Projects, Water and Sewer.
3. Increase the impact fees by a rate of \$1,000 to \$3,000 per residential unit.

Additional detail on the study recommendations is included in the attached presentation that was provided to City Council on March 24th. In summary, the Study's and staff's recommendations include the following:

- Update the Administrative Regulations to include the complete set of impact fee regulations and the newly adopted fee amounts.
- Repeal the Ordinance Code reference and amend the Comprehensive Development Ordinance to reference the Administrative Regulations.
- Determine what role the Department of Permitting & Inspections will play in fee collection.

- May need to include impact fee legislation in either or both the Comprehensive Development Ordinance and Ordinance Code, with appropriate cross references.
- Update regulations to clarify which inflation measure to apply.
- Review existing waivers and consider eliminating some.
- Consider fee credits for offsite construction other than streets/sidewalks and water infrastructure essential to the development of the project.
- Consider Inclusionary Zoning changes alongside proposed Impact Fee Changes.

Proposed Amendment: ZA-24-08

Amendment Type

Text Amendment	Map Amendment	Text & Map Amendment
-----------------------	---------------	----------------------

Purpose Statement

This amendment removes the Impact Fee regulations from the Comprehensive Development Ordinance but retains a reference to the Administrative Regulations, which are proposed to include the complete set of impact fee regulations and the newly adopted fees. The purpose of the amendment is to provide clarity and avoid potentially conflicting regulations.

1. Amendment to *Article 3: Applications, Permits and Project Reviews*

- Amends Part 3: Impact Fees in the following ways:
 - Renames Sec. 3.3.1 Purpose and deletes the existing language in this section and replaces it with a new title - Sec. 3.3.1 Applicability, and language, which creates a new reference to the Burlington Code of Ordinance Section 21-41 and the Administrative Regulations
 - Deletes Sections 3.3.2-3.3.11

Relationship to *planBTV*

This following discussion of conformance with the goals and policies of *planBTV* is prepared in accordance with the provisions of 24 V.S.A. §4441(c).

Theme:	Dynamic	Distinctive	Inclusive	Connected
Land Use:	Conserve	Sustain	Grow	

Compatibility with Proposed Future Land Use & Density

The proposed amendment is consistent in many respects with the Land Use and Density-related policies of *planBTV*. The amendment's proposed changes to impact fee administration and rates will create opportunities for larger capital projects that have significant impact, allow for essential infrastructure to support the density and land uses envisioned in the Plan, and create a greater nexus with new development.

Impact on Safe & Affordable Housing

This amendment has no direct impact on safe and affordable housing.

Planned Community Facilities

This amendment has significant direct impact on planned community facilities, as impact fees will be streamlined to support facilities that will facilitate growth in the city.

Process Overview

The following chart summarizes the current stage in the zoning amendment process, and identifies any recommended actions:

Planning Commission Process					
Draft Amendment prepared by Staff: 4/3/24	Presentation to & discussion by Commission: 4/08		Approve for Public Hearing: 4/08	Public Hearing: 5/13	Approved & forwarded to Council: 5/13
City Council Process					
First Read & Referral to Ordinance Comm.	Referred back to Planning Commission:	Ordinance Comm. discussion	Ordinance Comm. recommend	Second Read & Public Hearing	Council Approval & Adoption

Board of Finance and City Council Submission Checklist

Department: City Planning Submitter: Charles Dillard

Title/Subject: ZA-25-08 Impact Fees

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☒	City Council	5/19/2025
☐	Concurrent	Click or tap to enter a date.

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	5/14/2025	Charles Dillard
Mayor's Office informed and approved memo	Choose an item.	Click or tap to enter a date.	Erin Jacobsen
Board/Commission, if required	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	Choose an item.	Click or tap to enter a date.	Kim Sturtevant
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CAO has reviewed budget, financing, and memo	Choose an item.	Click or tap to enter a date.	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	Choose an item.	Click or tap here to enter text.
Additional Materials, if necessary	Choose an item.	Click or tap here to enter text.
Draft Resolution or Motion?	Choose an item.	Kim Sturtevant to provide ZA
If for submission to Council, are sponsors identified?	Choose an item.	Click or tap here to enter text.

Resolution Relating to

ADOPTION OF UPDATED LOCAL EMERGENCY
MANAGEMENT PLAN

RESOLUTION _____
Sponsor(s): Councilor Barlow
Introduced: _____
Referred to: _____
Action: _____
Date: _____
Signed by Mayor: _____

CITY OF BURLINGTON

In the year Two Thousand Twenty-Five.....

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

That WHEREAS, Local Emergency Management Plans are required by the Vermont Department of
Emergency Management to be updated and submitted to Regional Planning Commissions after Town
Meeting Day on an annual basis; and
WHEREAS, the Local Emergency Management Plan is an important planning document that is used at
the Local and State level to contact and coordinate local resources to address a full spectrum of needs in an
emergency; and
WHEREAS, the City of Burlington Emergency Management Director Michael LaChance has worked
to ensure that the Local Emergency Management Plan contains up to date information; and
WHEREAS, this update is consistent with the format recommended by the Vermont Department of
Emergency Management;
NOW, THEREFORE, BE IT RESOLVED that the City of Burlington officially approves the 2025-
2026 City of Burlington Local Emergency Management Plan.

TM/ML/Resolutions 2025/*Adoption of Updated Local Emergency Management Plan*
05/19/2025



BURLINGTON FIRE DEPARTMENT

136 S. Winooski Avenue, Burlington, VT 05401

Phone: (802) 864-4554 Fax: (802) 865-5387

To: Burlington City Council

From: Michael LaChance – Fire Chief, Emergency Management Director

Date: May 19, 2025

Re: Local Emergency Management Plan Adoption

As the delegated City of Burlington emergency management coordinator, I must update the Local Emergency Management Plan (LEMP) annually and submit it to Vermont Emergency Management. This plan lists the points of contact for our city leadership team, identifies the locations of our emergency shelters, and assigns areas of responsibility depending on the event type.

The LEMP has been updated, and a resolution has been included, which Councilor Barlow is sponsoring. The document's format has changed due to state requirements, but the content is similar to previous submittals. We are requesting the Council's adoption of the plan. The plan contains personal information such as phone numbers, so it is not being published with this memo and resolution.

I am grateful for your anticipated approval of the Local Emergency Management Plan. Your support is instrumental in ensuring the safety and well-being of our community. Please feel free to reach out if you would like to review the plan or discuss any emergency management issues.

Motion: Waive the reading and adopt the resolution as presented.

Board of Finance and City Council Submission Checklist

Version: April 2025

Department: Fire Department Submitter: Michael LaChance – Fire Chief

Title/Subject: Adoption of the Local Emergency Management Plan

Approval Requested:

☐ Board of Finance

☒ City Council

☐ Both BOF and Council

Meeting Date:

[Click or tap to enter a date.](#)

5/19/2025

[Click or tap to enter a date.](#)

Instructions

1. This form must be completed by the person submitting the materials.
2. This form must be sent with the final submission of materials in advance of the meeting.
3. Do not indicate that a sign-off was received until it has actually been obtained.
4. Commission reports and presentations do not need to be reviewed by the CAO or Attorneys.
5. Name the reviewing Attorney or HR Manager in the Note column.

Signoff Needed	Received?	Approval Date	Note
Department Head	Yes	5/8/2025	M. LaChance
Mayor's Office	Yes	5/14/2025	E. Jacobsen
Board/Commission	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and contracts or legal documents	Yes	5/14/2025	H. McClenahan
City Attorney's Office for memo and motion(s) or resolution(s)	Yes	5/14/2025	H. McClenahan
CAO for budget, financing, and memo	N/A	5/13/2025	K. Schad
Human Resources, if personnel action or policy	N/A	5/13/2025	L. Reagan
CIO, if IT-related	N/A	5/13/2025	S. Barker

Resolution Relating to

ADOPTION OF UPDATED LOCAL EMERGENCY
MANAGEMENT PLAN

RESOLUTION 7.10

Sponsor(s): Councilor Barlow

Introduced: 05/19/25

Referred to: _____

Action: adopted

Date: 05/19/25

Signed by Mayor: 05/22/25

CITY OF BURLINGTON

In the year Two Thousand Twenty-Five.....

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

1 That WHEREAS, Local Emergency Management Plans are required by the Vermont Department of
2 Emergency Management to be updated and submitted to Regional Planning Commissions after Town
3 Meeting Day on an annual basis; and
4 WHEREAS, the Local Emergency Management Plan is an important planning document that is used at
5 the Local and State level to contact and coordinate local resources to address a full spectrum of needs in an
6 emergency; and
7 WHEREAS, the City of Burlington Emergency Management Director Michael LaChance has worked
8 to ensure that the Local Emergency Management Plan contains up to date information; and
9 WHEREAS, this update is consistent with the format recommended by the Vermont Department of
10 Emergency Management;
11 NOW, THEREFORE, BE IT RESOLVED that the City of Burlington officially approves the 2025-
12 2026 City of Burlington Local Emergency Management Plan.

13
14
15 TM/ML/Resolutions 2025/*Adoption of Updated Local Emergency Management Plan*
16 05/19/2025

* * * * *

DISTRIBUTION:

I hereby certify that this resolution
has been sent to the following
department(s) on

Fire Chief Lachance

* * * * *

ORIGINAL

RESOLUTION RELATING TO

Adoption..Of..Updated..Local..Emergency..Management Plan

.....
.....

Adopted by the City Council

May 19, 20 25, Clerk
[Signature]

Approved..... May 22, 20 25, Mayor
[Signature]

Vol. Page

Attest: *[Signature]*
Lori Olberg
Council and Licensing Coordinator

Resolution Relating to

APPROVING THE ISSUANCE OF A GRANT
ANTICIPATION NOTE FOR THE COSTS OF CERTAIN
CITY CAPITAL IMPROVEMENT PROJECTS

RESOLUTION_____

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

CITY OF BURLINGTON

In the year Two Thousand Twenty-Five.....

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

That WHEREAS, the City of Burlington (the “City”) anticipates the receipt of federal and state grants for certain capital improvement projects (the “Projects”), which, together with current federal and state grants awarded to the City, total at least \$10,000,000 (the “Grants”); and

WHEREAS, the City will implement the Projects pending the receipt of the Grants and will receive reimbursement from federal and state authorities pursuant to the Grants; and

WHEREAS, the City Council, pursuant to 24 V.S.A. § 1773(c), may undertake temporary loans in anticipation of the receipt of grants-in aid from any source, for a period of not more than one year, and may refund and renew outstanding temporary loans by the issuance of a new note or notes dated before the date the total grant-in-aid is received;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Burlington, Vermont, that the City shall issue one or more grant anticipation notes, secured by the Grants, in an aggregate principal amount not to exceed \$10,000,000 (together, the “Note”), for the object and purpose of financing the costs of the Projects that are the subject of the Grants. The Note shall be secured by a pledge of the proceeds of the Grants as payment therefore and shall mature less than one year from the date of issuance thereof. To the extent legally permissible and as may be requested by the financial institution purchasing the Note, the City may transfer the proceeds of such Grants, when received, to a separate account designated by such purchaser in order to perfect such purchaser’s security interest in such proceeds. The Note may be issued on a draw-down line of credit basis; and

BE IT FURTHER RESOLVED that the Mayor, the Chief Administrative Officer, the Director of Finance, and the Assistant Director of Finance are, and each one of them is, hereby authorized and empowered to execute and deliver, subject to the review and approval of the City Attorney, (i) the Note on behalf of the City, in such form and with such terms as they deem necessary and in the City’s best interest, (ii) one or more security, pledge and loan agreements as may be requested by the financial institution purchasing the Note, and (iii) all other documents and instruments necessary or convenient in connection with the issuance of the Note and/or the receipt of the Grants.

TM/Resolutions 2025/Approving the Issuance of A Grant Anticipation Note for the Costs of Certain City Capital Improvement Projects
5/14/25



OFFICE OF THE CLERK/TREASURER City of Burlington

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

To: Board of Finance & City Council
From: Brad Kukenberger, Director of Finance/Darlene Bayko, Asst Director of Finance

Date: May 19, 2025 Board of Finance/City Council
Action: Action
RE: \$10,000,000 General Fund Grant Anticipation Note (GAN)

Executive Summary

The General Fund (GF) needs temporary financing in anticipation of funding that is obligated under several Federal/State Grants. These grants cover certain capital improvement projects including Champlain Parkway, design & construction to rebuild Bank Street, Cherry Street, and sections of Pine Street & St. Paul Street, including workforce development, and construction of a Shared Use path along Queen City Park Road, between Austin Dr. and Central Ave.

The proposed Grant Anticipation Note is secured by a pledge of the Grants, and not the Full Faith and Credit of the City, and will have a maturity of less than one year from the date of issuance.

Logistics

The City of Burlington (the "City") is planning to finance a Grant Anticipation Note (the "Note") for the City of Burlington General Fund. Under 24 V.S.A. § 1773(c), a municipal corporation may undertake temporary loans in anticipation of the receipt of grants-in aid from any source upon resolution of its legislative branch. The proceeds from such Grant Anticipation Notes must be used for the purpose and projects contemplated by the grants. The Grant Anticipation Notes cannot mature more than one year from the date of the note, but State law allows such Grant Anticipation Notes to be refunded and renewed from time to time prior to receipt of the underlying grant.

Issuing the Grant Anticipation Note

The accompanying Resolution provides for the issuance of the Note in an amount up to \$10,000,000. This will be used for financing temporary loans in anticipation of current Federal/State Grants.

The Resolution authorizes the Mayor, the City's Chief Administrative Officer, and the Director of Financial, and Assistant Director of Finance to execute and deliver the Note, any security, pledge and loan agreements that may be required by the financial institution purchasing the Note, and any other agreements related to the Note or the Grants that may be necessary.

Board of Finance Motion: To approve, and recommend that Council waive the reading and approve, the attached resolution.

City Council Motion: To waive the reading and approve the attached resolution.

Board of Finance and City Council Submission ChecklistDepartment: Clerk Treasurer Office Submitter: Darlene BaykoTitle/Subject: Approval to execute a Grant Anticipation Note for the General Fund

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	
☒	Concurrent	5/19/2025

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	05/14/2025	Katherine Schad
Mayor's Office informed and approved memo	Yes	05/14/2025	Erin Jacobsen
Board/Commission, if required	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	05/13/2025	Erik Ramakrishnan
CAO has reviewed budget, financing, and memo	Yes	05/14/2025	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	Choose an item.	Click or tap here to enter text.
Additional Materials, if necessary	N/A	
Draft Resolution or Motion?	Yes	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	N/A	

Resolution Relating to

APPROVING THE ISSUANCE OF A GRANT
ANTICIPATION NOTE FOR THE COSTS OF CERTAIN
CITY CAPITAL IMPROVEMENT PROJECTS

RESOLUTION 7.11

Sponsor(s): Bd. of Finance

Introduced: 05/19/25

Referred to: _____

Action: adopted

Date: 05/19/25

Signed by Mayor: 05/22/25

CITY OF BURLINGTON

In the year Two Thousand Twenty-Five.....

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

1 That WHEREAS, the City of Burlington (the "City") anticipates the receipt of federal and state grants for
2 certain capital improvement projects (the "Projects"), which, together with current federal and state grants
3 awarded to the City, total at least \$10,000,000 (the "Grants"); and

4 WHEREAS, the City will implement the Projects pending the receipt of the Grants and will receive
5 reimbursement from federal and state authorities pursuant to the Grants; and

6 WHEREAS, the City Council, pursuant to 24 V.S.A. § 1773(c), may undertake temporary loans in
7 anticipation of the receipt of grants-in aid from any source, for a period of not more than one year, and may
8 refund and renew outstanding temporary loans by the issuance of a new note or notes dated before the date the
9 total grant-in-aid is received;

10 NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Burlington, Vermont,
11 that the City shall issue one or more grant anticipation notes, secured by the Grants, in an aggregate principal
12 amount not to exceed \$10,000,000 (together, the "Note"), for the object and purpose of financing the costs of
13 the Projects that are the subject of the Grants. The Note shall be secured by a pledge of the proceeds of the
14 Grants as payment therefore and shall mature less than one year from the date of issuance thereof. To the
15 extent legally permissible and as may be requested by the financial institution purchasing the Note, the City
16 may transfer the proceeds of such Grants, when received, to a separate account designated by such purchaser
17 in order to perfect such purchaser's security interest in such proceeds. The Note may be issued on a draw-
18 down line of credit basis; and

19 BE IT FURTHER RESOLVED that the Mayor, the Chief Administrative Officer, the Director of
20 Finance, and the Assistant Director of Finance are, and each one of them is, hereby authorized and empowered
21 to execute and deliver, subject to the review and approval of the City Attorney, (i) the Note on behalf of the
22 City, in such form and with such terms as they deem necessary and in the City's best interest, (ii) one or more
23 security, pledge and loan agreements as may be requested by the financial institution purchasing the Note, and
24 (iii) all other documents and instruments necessary or convenient in connection with the issuance of the Note
25 and/or the receipt of the Grants.

26 TM/Resolutions 2025/Approving the Issuance of A Grant Anticipation Note for the Costs of Certain City Capital Improvement Projects
27 5/14/25

* * * * *

DISTRIBUTION:

I hereby certify that this resolution
has been sent to the following
department(s) on

C/T, Brad Kukenberger
C/T, Darlene Bayko

* * * * *

ORIGINAL

RESOLUTION RELATING TO

Approving The Issuance Of A Grant Anticipation Note For The Costs Of Certain City
Capital Improvement Projects.....

Adopted by the City Council

May 19....., 20 25.....
Clerk

Approved..... May 22....., 20 25.....
Mayor

Vol. Page

Attest:
Lori Olberg
Council and Licensing Coordinator

TO: CSWD Member Towns and Cities
FROM: Sarah Reeves, Executive Director, CSWD
DATE: April 24, 2025
RE: CSWD FY2026 Budget Approval Request

Governance

The Chittenden Solid Waste District is a municipality created (at the request of the towns and cities in Chittenden County) by the Vermont Legislature in 1987 to implement solid waste management mandates legislated by the State of Vermont. The District is governed by a volunteer Board of Commissioners representing each community in Chittenden County, whose Commissioners are appointed by their Town Selectboard or City Council. As members of the District, the legislative bodies of the member municipalities have a specific responsibility described in the charter, pursuant to CSWD's annual budget adoption. The Chittenden Solid Waste District Charter, *Article IV ANNUAL BUSINESS AND ASSESSMENTS, Section 4. ADOPTION*, reads in part:

(a) Following the public hearing provided for in the preceding section, the Board of Commissioners shall review the proposed budget in light of comments received at the hearing, and shall thereupon approve the budget for adoption pursuant to subsection (b), with or without changes.

(b) Within 45 days of the approval of the budget by the Board of Commissioners, the legislative body of each member municipality shall act to approve or disapprove the budget. The budget shall be approved if approved by the legislative bodies of a majority of the member municipalities. (For such purposes, each municipality shall be entitled to one vote.) A legislative body that disapproves the budget must file with the Board of Commissioners a written statement of objections to the budget identifying those specific items to be changed, and failure to file such statement of objections within the forty-five (45) day period shall constitute approval by such municipality. A legislative body that fails to act to approve or disapprove the budget within the forty-five (45) day period shall likewise be deemed to have approved the budget.

FY2026 Budget

The FY2026 draft budget was presented to the CSWD Board on November 26, 2025, and a public hearing was held on January 22, 2025, in accordance with charter requirements. The CSWD Finance Committee reviewed the draft budget on February 19 and April 8, 2025, and the draft budget was received by the Board on April 16, 2025, and approved for transmittal to the District's member municipalities.

The budget anticipates revenue in the amount of \$17,528,150, of which \$16,249,150 will be directed to operational and administrative functions and \$1,279,000 directed to the Materials Recycling Facility (MRF) Capital Project reserve fund. The budget anticipates expenses in the amount of \$15,964,814. Revenue in excess of expenses will also be directed to the MRF project fund. A detailed description of budget activities is attached for review. **There are no special assessments, no per capita fees, and no local taxes requested in this budget.**

Requested Motion for Consideration

MOTION to approve the Chittenden Solid Waste District's FY2026 budget as presented by District staff.

April 24, 2025

FISCAL YEAR 2026 BUDGET

Dear Citizens of Chittenden County,

I present to you Chittenden Solid Waste District's Fiscal Year 2026 Budget proposal. It provides necessary funding for facilities, operations, public programs, and capital programs to meet the Board of Commissioners' strategic goals over the coming year. It also lays the foundation to continue to advance those goals into the future. The FY2026 daily operations budget is level-funded compared to FY2025. **This budget does not propose municipal assessments or per capita fees**, but it does propose a significant shift in how CSWD funds its capital reserves.

SOLID WASTE MANAGEMENT FEE:

This is the fee CSWD charges licensed haulers for each ton of Chittenden County trash they collect destined for landfill disposal. On April 16, 2025, the CSWD Board approved changes to the District's local ordinance that increased the fee by \$10 per ton, **setting the Solid Waste Management Fee at \$40 per ton of trash disposed for Fiscal Year 2026, and implemented a process to adjust the fee on a regular schedule via small adjustments**. This is not a new fee. A solid waste management fee was implemented in 1993 to help fund the District's mandated activities and supplement funding for solid waste infrastructure projects, and has only been adjusted three times in 32 years (FY2026 will be the fourth adjustment). The fee was last increased in FY2025 after a gap of over twelve years and has sharply lagged the cost of doing business in the solid waste industry, as indicated in the Garbage and Trash Consumer Price Index determined by the U.S. Department of Labor Statistics. Simply put, the fee has not kept pace with inflation, and in order to adequately fund the District's capital infrastructure needs beyond the new Materials Recycling Facility project we must implement a regular, reliable mechanism to ensure the reserve is adequate to the needs, instead of using infrequent large jumps as has been the practice. The fee is a fair way to spread the burden of helping to pay for necessary infrastructure as it's paid by all generators of trash in Chittenden County according to the amount of trash they produce. The less waste we produce that needs disposal, the less exposure we'll have to the fee.

FACILITIES AND OPERATIONS:

Materials Recycling Facility:

Current MRF processing costs are \$74.10/ton per the operating contract with the MRF operator, Casella Waste Systems and will increase by at least 3% on January 1, 2026. CSWD pays Casella a per-ton fee to operate the MRF and to market the sorted materials. **The MRF tip fee is budgeted to remain at \$90/ton, however market conditions may dictate an increase mid-year.**

Average commodity pricing has been strong in FY 2025; however the current global economic instability makes it difficult to confidently forecast much beyond one month at a time. This budget proposes a conservative commodity revenue estimate of \$97/ton.

New MRF Project

In November 2022 Chittenden County voters voiced overwhelming support for the construction of a new Materials Recovery Facility on Redmond Road in Williston. Of the 33,000 votes cast on the bond request, 83% were votes in favor. The project was slated to break ground in June 2024; however we were unable to proceed with a wetlands permit after the site was determined to be in the process of becoming a mosaic wetland. CSWD immediately pivoted and began the search for a new site. On March 31, 2025, we purchased a new site on Redmond Road and are preparing for the permitting process. The plan is to break ground in September 2025. The delay in breaking ground has led to significant cost escalation and is the main driver for bringing the Solid Waste Management Fee up to current solid waste industry cost per ton standards. When this facility is commissioned, it will have capacity to manage 1.5 times the current volume processed at the existing facility, providing significant flexibility for the future and ensuring that Chittenden County's needs for local recycling processing are met for the next 25 years.

Organics Recycling Facility:

Organics Recycling Facility tip fees are remaining at \$70/ton. We've increased our pricing for our wholesale material to meet cost increases, including those related to tariffs. To take advantage of excess yard waste material, we are exploring a yard waste-only compost product as a new offering.

Drop Off Centers:

Most prices at the Drop Off Centers will not increase, with the exception of **one bag size in FY26, the small bag, and mattresses**. A small bag will be priced at \$4.00, up one dollar from FY25. We will also be increasing the amount of trash allowed as a small bag, up to 18 gallons from 13 gallons. Mattress prices are increasing due to a new contract with our recycler.

Even though the DOCs are District facilities, they are very much viewed as "local". Our six DOCs serve 28% of Chittenden County as a primary source of waste disposal, recycling, and management of special materials not accepted elsewhere. More than 75% of Chittenden County residents use the DOCs each year, such as for electronics recycling, bulky waste disposal, or leaf and yard waste drop off. We recognize that we perform a vital function in the community, and our mission is to do so safely, efficiently, economically, and in an environmentally responsible manner.

Environmental Depot:

There are **no increases to the fees** charged to commercial generators of household hazardous waste, and HHW disposal will continue to be available to households at no charge. The Depot is open year-round, Tuesday – Saturday, with same-day appointments available.

EMPLOYEE COMPENSATION:

This budget proposes a 3.06% COLA for July 1, based on the US Bureau of Labor Statistics' consumer price index for the Northeast (Urban B/C class). The overall increase to employee Total Compensation was 3.2% over FY25. Our budgeted staffing level is just over 56 full-time equivalent employees.

CAPITAL INVESTMENT:

The near-sole focus for FY2026 and FY2027 will be the new Materials Recycling Facility. Long-awaited improvements to the DOC in Milton have been postponed so that we can direct all capital funds to the new MRF project. The capital reserve will need time to replenish, and when they do the DOC in Milton will take top priority.

OUR COMMITMENT:

As the economy becomes increasingly volatile, waste reduction education will be even more important to help Chittenden County citizens manage their costs related to solid waste. Our team of solid waste professionals is dedicated to ensuring our members' solid waste is managed in an environmentally sound, efficient, effective and economical manner. I continue to work with our team and Board of Commissioners to make sure CSWD remains a stable and predictable service provider to the citizens of Chittenden County.

Sincerely,



Sarah Reeves, Executive Director

FY 2026 BUDGET PROPOSAL

TO VIEW BUDGET DETAIL GO TO

[Financial Information - CSWD](#)



Chittenden Solid Waste District

19 GREGORY DRIVE, SUITE 204
SOUTH BURLINGTON, VT 05403
802-872-8100



Printed on recycled paper

To: CSWD Member Towns and Cities
From: Sarah Reeves, Executive Director
John Balparda, Director of Finance
Date: April 24, 2025
RE: Fiscal Year 2026 Budget Proposal

Fiscal Year 2026 brings many important changes to the future of CSWD. We will finally be breaking ground on the new Materials Recycling Facility in Williston – the largest and most complex infrastructure project CSWD has undertaken in our 38-year history. It is also the most expensive project by far, and CSWD needs to adjust how we fund our capital projects reserve fund now and for the future.

The proposed budget for Fiscal Year 2026 remains fiscally conservative, is level-funded compared to FY2025, acknowledges the increases we've experienced and those we anticipate. CSWD closely scrutinizes discretionary spending and keeps a tight hold on expenses, and given the current instability of the global economy, this approach is more warranted than ever.

CSWD SOURCES OF REVENUE

CSWD's revenue has three main components: Solid Waste Management Fees (SWMF), Tipping Fees (user fees), and Material Sales. The remaining revenue comes from grants, license fees, transportation charges, and Extended Producer Responsibility program reimbursements. **CSWD receives no municipal payments (assessments, per capita fees, tax payments, etc.) from our member communities.**

- **Solid Waste Management Fees:** Fees charged on each ton destined for disposal and which originated in Chittenden County. Four material types make up the tons subject to the SWMF- municipal solid waste, construction & demolition debris (C&D), construction & demolition debris fines, and material eligible to be used as alternate daily landfill cover (ADC). C&D fines and ADC are charged 25% of the SWMF. **In FY26, SWMF are 23.7% of the revenue budget.**
- **Tipping/User Fees:** Fees charged for material disposal at Drop-Off Centers (DOCs), the Materials Recycling Facility (MRF), the Organics Recycling Facility (ORF), and the Environmental Depot. **In FY26, Tip/User Fees are 41.5% of the revenue budget.**
- **Material Sales:** Revenue generated from the sale of products we make—compost products, Local Color paint, baled recyclables—or products we purchase on behalf of the public and then resell, like compost bins. **In FY26, Materials Sales are 18.3% of the revenue budget.**

Solid Waste Management Fee:

Solid Waste Management Fees are charged to haulers when they dispose Chittenden County trash destined for the landfill in Coventry. This revenue is projected to be 1.8% higher than FY25 budget at the \$30/ton rate. The SWMF supports several departments in CSWD – Administration, Finance, Outreach & Communication, Compliance, Household Hazardous Waste, and Maintenance & Roll-Off, and funds the Community Clean Up Fund. In FY25, we increased the fee for the first time in twelve years to bolster the Closed Landfill reserve, as the fund was at risk of running low on funds needed to perform the final work necessary to move the closed landfill to its final phase, Custodial Care.

This year we have budgeted an increase to support the construction of the new Materials Recycling Facility. The budgeted **increase to the solid waste management fee is \$10/ton, bringing the new fee to \$40/ton, effective July 1.** A standalone MRF Project Capital Fund has been created as part of the reserves, and excess Solid Waste Management Fee revenue that is not assigned to support budgeted department expenses will be directed to the MRF Project fund. The amount projected to be generated from the increase is \$1.3M, which when combined with unused or unassigned fee revenue at the end of the year will create a balance of \$1.8M in the project fund by the close of FY26.

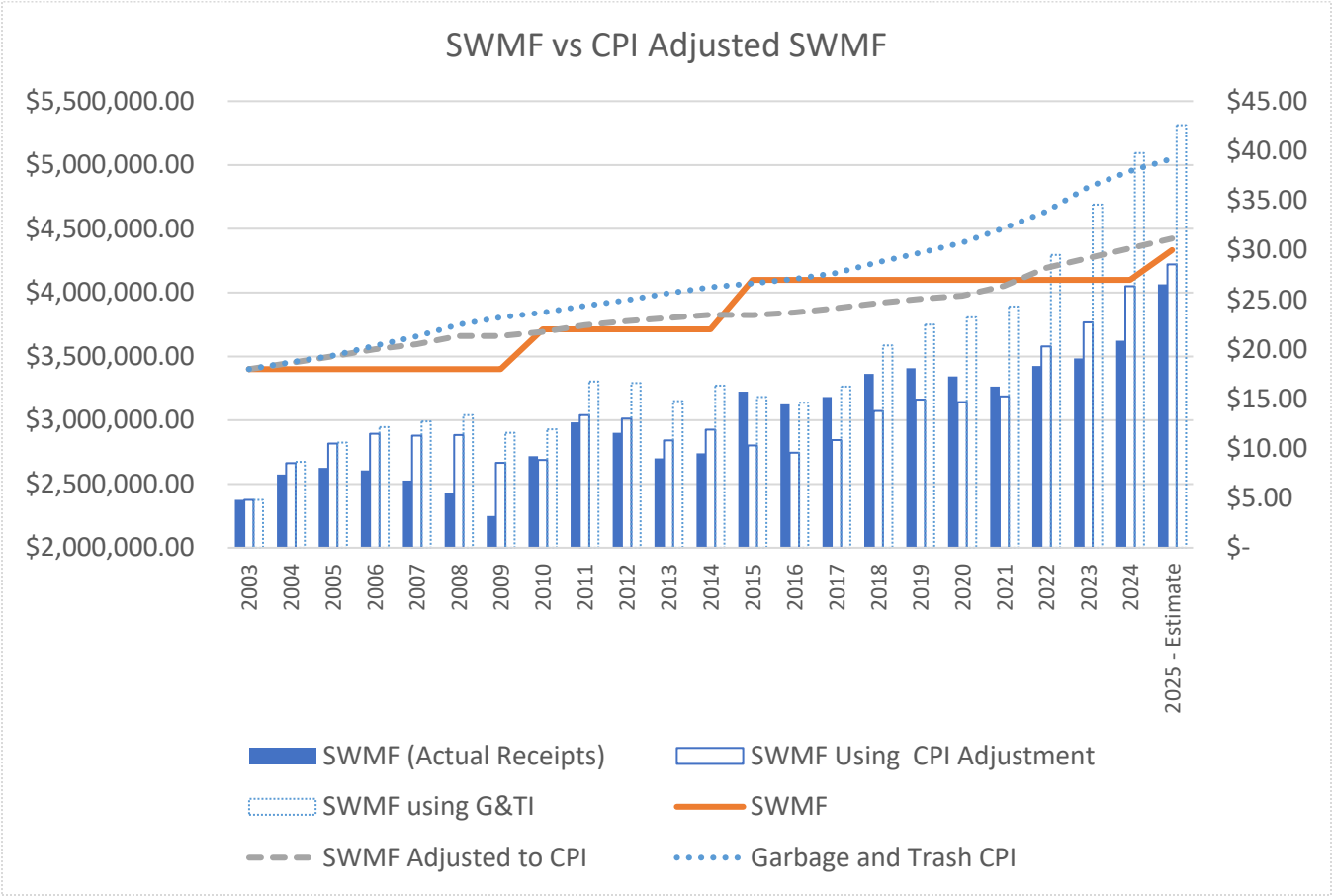
Ordinance Changes:

Also being introduced in FY26, through an amendment to the District's local ordinance, is a mechanism by which CSWD can adjust the Solid Waste Management Fee on an annual basis if needed. The ordinance change describes amending the fee through the District's annual budget process and using a Consumer Price Index as the percentage change to the new baseline amount of \$40/ton. The ordinance references two indices produced by the U.S. Bureau of Labor Statistics, the Northeast Urban Class B/C Index, and the Garbage and Trash Index, as the reference points that the Board shall utilize when considering whether an adjustment to the fee is warranted. The Board, through the annual budget process, is also required to consider the purpose and uses of the fee which will also be specified in the ordinance. This new process will provide the public with multiple opportunities for comment and input, as the draft fiscal year budget must be proposed to the Board not later than November 30 of the year prior to the next fiscal year. This date is critical to our member towns and cities so that CSWD can provide adequate notice of any per capita fee or municipal assessment ahead of Town Meeting Day.

Under the new process, the public has the opportunity to comment on changes to the Solid Waste Management Fee at the November Board meeting, to participate in a public hearing each January on the District's proposed budget, may attend the Finance Committee budget review, and may attend the Board of Commissioners meeting where the budget is accepted prior to transmittal to the District's member towns and cities.

This process will replace the infrequent large jumps in the Solid Waste Management Fee, and replace it with small, index-related adjustments per the District's needs for the following fiscal year. Because the adjustments to the fees will be smaller and more gradual and will be known a minimum of four months in advance of the effective date, haulers will have time to make any adjustments they need to make to their cost structures to provide ample notice to any affects the changes may have to their billing.

Simply put, this fee has not kept pace with inflation over the last 22 years, and in order to adequately fund the District’s capital infrastructure needs beyond the new Materials Recycling Facility project we must implement a regular, reliable mechanism by which to ensure the reserve is adequate to the needs. **Had CSWD utilized this method of slow, steady adjustments over the years, the Solid Waste Management Fee today would be \$39.21/ton**, using the Garbage and Trash Index (GTI). The chart below shows how CSWD has occasionally met the CPI/GTI, but often over the past 32 years, we’ve lagged. The increase to \$40/ton brings the District up to date with current costs in the industry. In the chart below, the orange line labeled SWMF shows the actual price per ton, and the corresponding large occasional jumps in the fee. The dashed gray line shows what the fee would have been had it been adjusted by the Northeast CPI, and the dotted blue line shows what the fee would have been had it been adjusted by the Garbage and Trash Index.



The increase is needed now to fill a funding gap for the new Materials Recycling Facility project and to ensure adequate infrastructure funding going forward.

Costs have risen sharply since the project bond was approved overwhelmingly by Chittenden County voters in 2022. In addition to inflation-related increases, CSWD was forced to seek a new location to build the MRF when the original site was deemed by ANR to be a rapidly emerging wetland. This resulted in purchasing new property at an unanticipated cost of \$3,000,000. To maintain the current level of project indebtedness and not ask the voters to approve more long-term debt, the best path forward is to raise the fee charged on all trash disposed. The Solid Waste Management Fee is spread across all trash generators in Chittenden County according to the tons disposed; Those who generate more trash, pay more and pay more of the associated fee. No one sector will bear the full brunt, rather all trash generators bear the responsibility equally. Haulers will be charged the fee at the point of disposal and may elect to pass the increase on to customers. Each hauler will decide the best way to address the increase. CSWD pays this fee as part of our hauling contract with Casella when our Drop Off Center trash is delivered to their Transfer Station. We pass along increases in our trash hauling bill through our per-bag charge at the DOCs.

BUDGET DETAILS

REVENUE SNAPSHOT

Revenue (in thousands)	FY24 Actual	FY25 Budget	FY26 Proposed Budget	Change from FY25BUD	Change from FY24ACT	% Revenue
Tip Fees	6,572	7,000	6,739	-3.7%	2.5%	41.5%
Material Sales	2,920	2,612	2,969	13.6%	1.7%	18.3%
SWMF	3,632	3,781	3,850	1.8%	6.0%	23.7%
All Other	2,329	2,570	2,692	4.7%	15.6%	16.6%
Total	15,453	15,963	16,249	1.8%	5.2%	100.0%
Cost of Goods Sold	101	162	214	31.7%	111.9%	
Gross Profit	15,352	15,800	16,035	1.5%	4.5%	

Tip Fees, User Fees, and Material Sales Assumptions:

- Materials Recycling Facility (current facility) processing costs are increasing in FY 2026 per the operating contract with MRF operator, Casella Waste Systems. CSWD pays Casella a per-ton fee to operate the MRF and to market the sorted materials. Per the contract, the operating fee increased on January 1, 2025 to \$74.10/ton and will increase again on January 1, 2026, using the Northeast Urban B/C class CPI. **The MRF tip fee is budgeted to remain at \$90/ton, however market conditions may dictate an increase mid-year.** The budgeted tip fee remains close to the regional market rate, as fees in the region range between \$90-\$110/ton as of the date of this memo. The budget assumes 44,060 tons of inbound recycling, and marketing 35,248 of those tons.

- Average MRF commodity revenue through Q3 of FY25 was strong hovering around \$125/ton. The forecast for the remainder of FY25 and for Q1 FY26 is in flux, as global trade is currently in turmoil. The demand remains suppressed for plastics heading into FY 2026, however demand is beginning to stabilize for fiber products. This budget assumes a conservative average commodity revenue of \$97/ton.
- Consumer demand for goods will, as it always does, dictate the price of recycled content supplied to manufacturers. Much of what is processed by the MRF can be considered “household staples”, meaning the containers, boxes, and cardboard are all part of everyday living and regular weekly household spending, as opposed to discretionary spending on things like furniture, electronics, or appliances. MRF tons are fairly inelastic through recessions, however a Depression would likely cause constriction in this area, affecting both inbound and outbound revenue.
- Organics Recycling Facility will continue to focus on identifying sources of contamination in inbound food scraps and have implemented a Contamination Policy to facilitate greater quality control, reduced materials management costs, and improved customer education opportunities. CSWD has invested in equipment and people to manage the contaminants once onsite, but the goal is to incentivize cleaner inbound streams of material. The ORF Team has been working with haulers and the CSWD Outreach Team to inform and educate food scrap generators of the effects of contamination on the process and to alert them to the policy.
 - Staff are mindful of the Board’s desire that the ORF be self-supporting and are also mindful that food scrap collection is an additional burden of cost to generators. In this budget, we are striving to balance these two factors and proposing **Organics Recycling Facility tip fees remain at \$70/ton for FY 2026**. ORF staff are actively seeking additional high-quality tons to help improve **tip fee revenue, projected to be down 2.6%** from the FY 2025 budget. This budget shows a decrease in budgeted inbound food scraps to 4,407 tons. **Budgeted sales revenue is up 13.9%** due to increasing wholesale pricing, but this will not be enough to avoid needing to draw \$138,933 from the Operating Reserve. We are exploring a new yard waste-only based compost product to augment sales.
- Drop Off Centers: **We are raising the price of one bag size in FY26, the small bag.** A small bag will be priced at \$4.00, up one dollar from FY25. We will also be increasing the amount of trash allowed as a small bag, up to 18 gallons from 13 gallons. A medium bag is \$8.00 (18-35 gallons), a large bag is \$11.00 (36-45 gallons), and an extra-large bag (holding 46-65 gallons) is priced at \$15.00. Mattress prices will also increase, due to increased costs associated with a new contract with our mattress recycler.

EXPENSES SNAPSHOT

<u>(in thousands)</u>	<u>FY24 Actual</u>	<u>FY25 Budget</u>	<u>FY26 Proposed Budget</u>	<u>\$ Change from FY25BUD</u>	<u>% Change from FY25BUD</u>
Salaries & Wages	3,584	4,201	4,334	133	3.2%
Benefits	1,537	1,898	1,961	63	3.3%
Payroll Expenses	5,121	6,099	6,294	196	3.2%
Travel & Training	67	127	130	3	2.3%
Administrative Costs	91	153	166	13	8.7%
Professional Fees	101	346	345	(1)	-0.2%
Equipment & Fleet	869	1,285	1,321	36	2.8%
Supplies	88	132	138	6	4.4%
Materials Management	6,525	6,999	6,687	(312)	-4.5%
Property Management	642	687	651	(35)	-5.2%
Promotion & Education	57	150	129	(21)	-13.9%
Maintenance Distribution	565	-	-	-	N/A
Community Support	35	106	103	(3)	-3.0%
Total Expense	14,161	16,083	15,965	(118)	-0.7%

Key Points:

- This budget proposes a 3.06% COLA for July 1, based on the 2024 twelve-month average Consumer Price Index of the Northeast Urban Class B/C. In FY26 we are anticipating using slightly fewer full-time hours, bringing our staffing down to 56.23 Full Time Equivalents. Increased costs for healthcare benefits and annual merit increases results in a Wages and Benefits increase of 3.2%; Total Compensation expense per Full-Time Equivalent change over FY25 is +4.2%.

	FY25 BUD	FY26 BUD	% Change
Payroll Expense	6,098,650	6,294,309	3.2%
Full Time Equivalents	56.8	56.2	0.01%
Expense per FTE	107,371	111,998	4.2%

- Historically, the Maintenance & Roll-off program has not been a revenue-generating program but in FY25 we began a pilot program hauling source-separated organics from select generators to secure much-needed clean food scraps for the Organics Recycling Facility. Under this year-long pilot program, the ORF receives the material tip fee and the Roll-off program receives a hauling fee. The successful growth of this pilot will help inform whether there is a possibility of a new revenue stream through very small-scale hauling operations.

- Promotion and Education program expenses are down (-13.9%) due to postponing a large project (a waste sort and composition analysis).
- Materials Management is down slightly (-4.5%) for the first time in several years, reflecting a modicum of pricing stabilization across key inputs. Materials Management is how we refer to hauling services we use to move materials we produce (compost, recyclables) to market, and move materials we collect (MSW from Drop-Off Centers, trash we generate, etc.) to disposal.

BOTTOM LINE

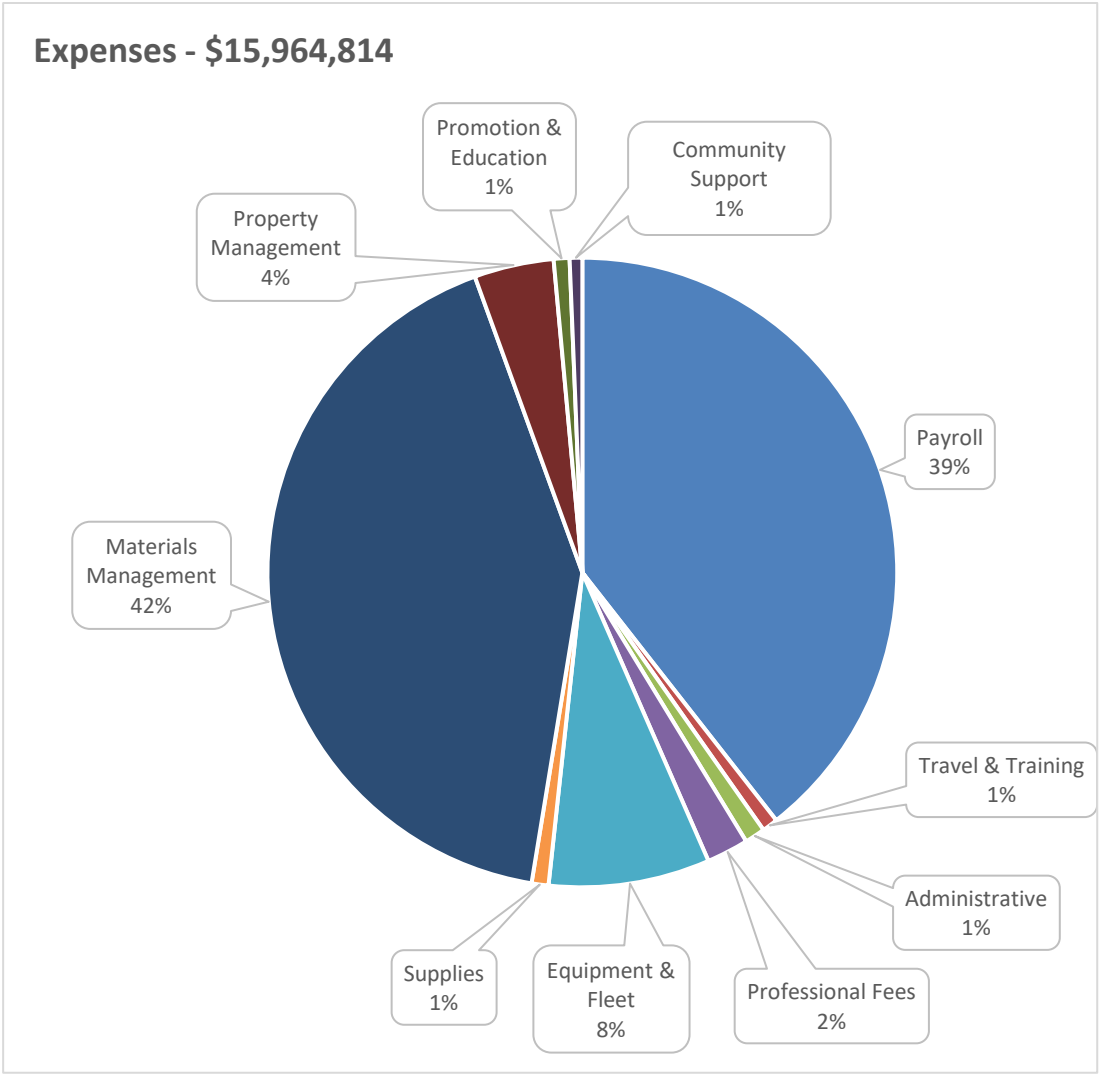
Each year we need to “get to zero.” In FY26, we are projecting a surplus of \$70,389. We are budgeting conservatively in several areas, such as Sale of Materials, healthcare utilization, and tipping fee revenue from the DOCs and ORF, in part due to general economic uncertainty related to global politics.

The chart below represents the budget for the daily operational needs of the District. The additional \$10/ton of Solid Waste Management Fee will be specifically directed to the MRF Capital Project Fund and will not be used to pay for day-to-day operations or administrative needs.

Revenue	16,249,150	
Cost of Goods Sold	213,947	
Gross Profit		16,035,203
Expenses		15,964,814
Income from Operations		70,389
Transfer from (to) Capital Reserve		(20,000)
Transfer from (to) Solid Waste Management Reserve		(499,999)
Transfer from (to) Biosolids Reserve		(3,600)
Transfer from (to) Operating Reserve		375,056
Transfer from (to) Community Clean Up Reserve		95,000
Transfer from (to) Facility Closure Reserve		(50,000)
Transfer from (to) Landfill Post Closure Reserve		33,154
Total Transfers		(70,389)
Net		-

FY 2026 Operational Expenses Separate from Capital Projects

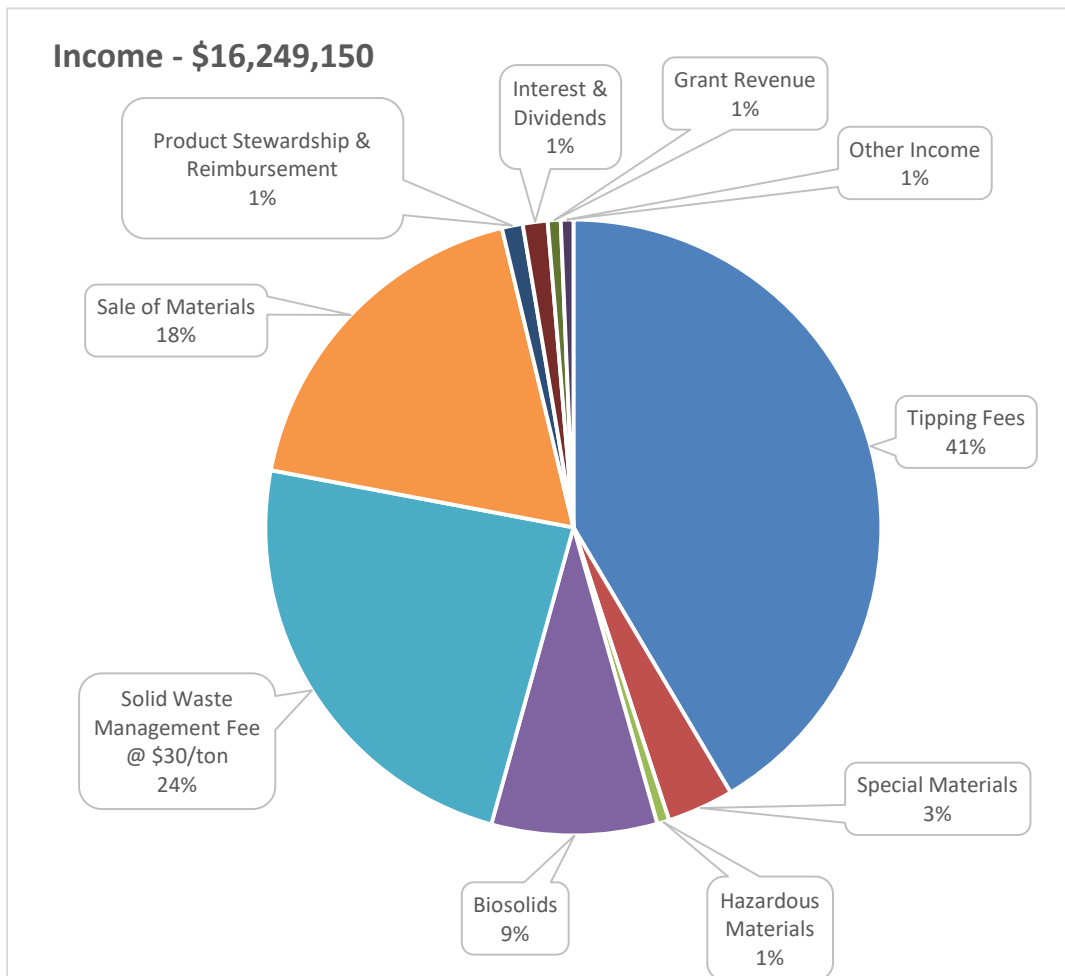
Expenses		
Payroll	\$ 6,294,309	39.4%
Travel & Training	\$ 130,350	0.8%
Administrative	\$ 166,097	1.0%
Professional Fees	\$ 345,007	2.2%
Equipment & Fleet	\$ 1,320,761	8.3%
Supplies	\$ 137,617	0.9%
Materials Management	\$ 6,686,752	41.9%
Property Management	\$ 651,271	4.1%
Promotion & Education	\$ 129,450	0.8%
Community Support	\$ 103,200	0.6%
Total Expense	\$ 15,964,814	100.0%



FY 2026 Income Showing SWMF at \$30/ton Before Transfers to Reserves

Income

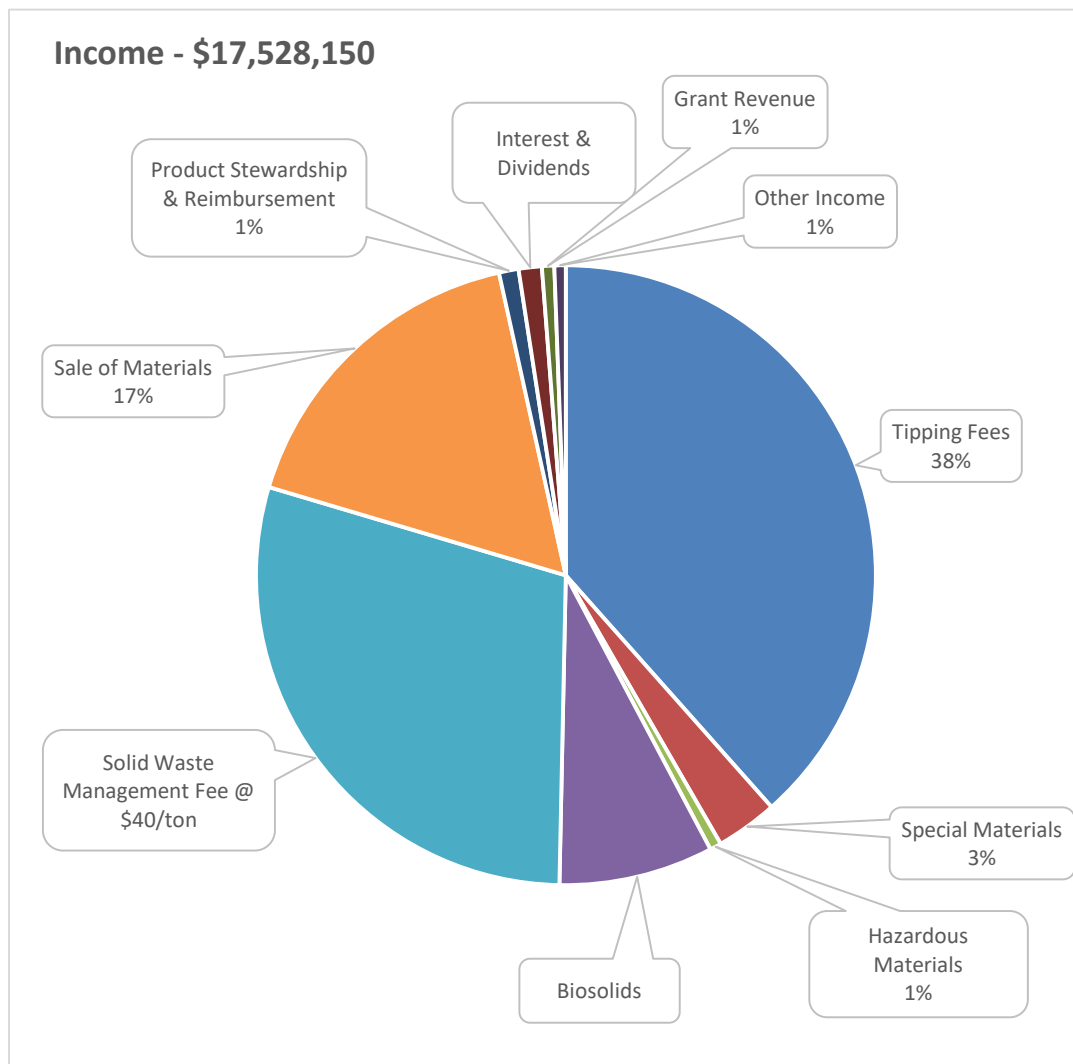
Tipping Fees	\$ 6,738,910	41.47%
Special Materials	\$ 567,000	3.49%
Hazardous Materials	\$ 104,000	0.64%
Biosolids	\$ 1,413,000	8.70%
Solid Waste Management Fee @ \$30/ton	\$ 3,850,000	23.69%
Sale of Materials	\$ 2,968,667	18.27%
Product Stewardship & Reimbursement	\$ 179,250	1.10%
Interest & Dividends	\$ 211,000	1.30%
Grant Revenue	\$ 111,323	0.69%
Other Income	\$ 106,000	0.65%
Total Income	\$ 16,249,150	100.00%



FY 2026 Income Showing SWMF at \$40/ton Before Transfers to Reserves

Income

Tipping Fees	\$ 6,738,910	38.45%
Special Materials	\$ 567,000	3.23%
Hazardous Materials	\$ 104,000	0.59%
Biosolids	\$ 1,413,000	8.06%
Solid Waste Management Fee @ \$40/ton	\$ 5,129,000	29.26%
Sale of Materials	\$ 2,968,667	16.94%
Product Stewardship & Reimbursement	\$ 179,250	1.02%
Interest & Dividends	\$ 211,000	1.20%
Grant Revenue	\$ 111,323	0.64%
Other Income	\$ 106,000	0.60%
Total Income	\$ 17,528,150	100.00%



who we are

We are a municipal district created in 1987 to oversee and manage solid waste in Chittenden County.

CSWD serves about a quarter of the population of Vermont (169,481 residents and 8,939 businesses)* with facilities, programs, and expertise developed over our 35-year history.

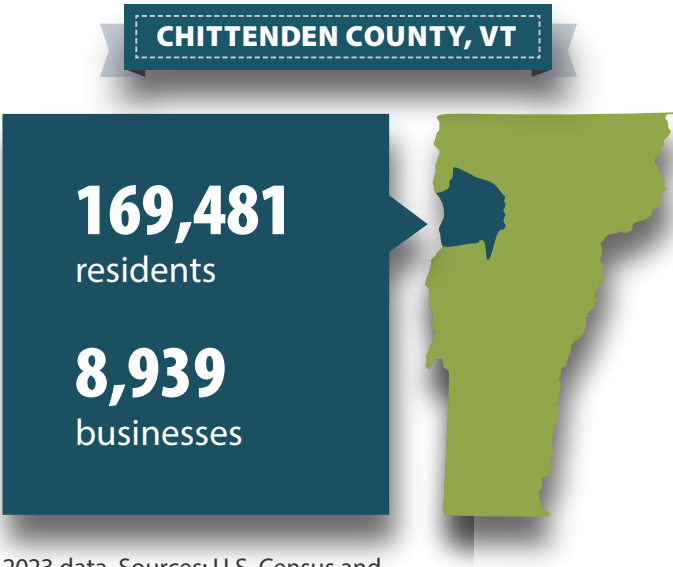
**2023 data. Sources: U.S. Census and VT Dept. Of Labor*

OUR MISSION

The Chittenden Solid Waste District’s mission is to reduce and manage the solid waste generated within Chittenden County in an environmentally sound, efficient, effective and economical manner.

OUR VISION

Products are designed to be reused or recycled and our community fully participates in minimizing disposal and maximizing reuse and recycling.



2023 data. Sources: U.S. Census and VT Dept. of Labor

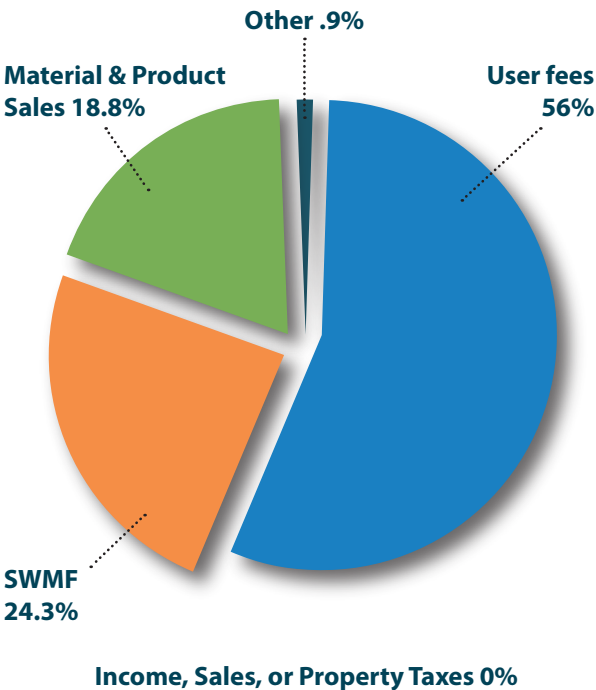
HOW WE’RE FUNDED

Our revenue comes from three primary sources:

- **User fees** on incoming material at our facilities;
- **The Solid Waste Management Fee (SWMF)**, a per-ton fee on material sent to the landfill;
- **Material and product sales** from material we collect and process at our facilities and sell;
- A small, variable percentage of our funding comes from **State grants for hazardous waste and other materials management**.

We are not funded by Income, Sales, or Property tax dollars.

FY24 REVENUE \$14.9M (unaudited)



what we do

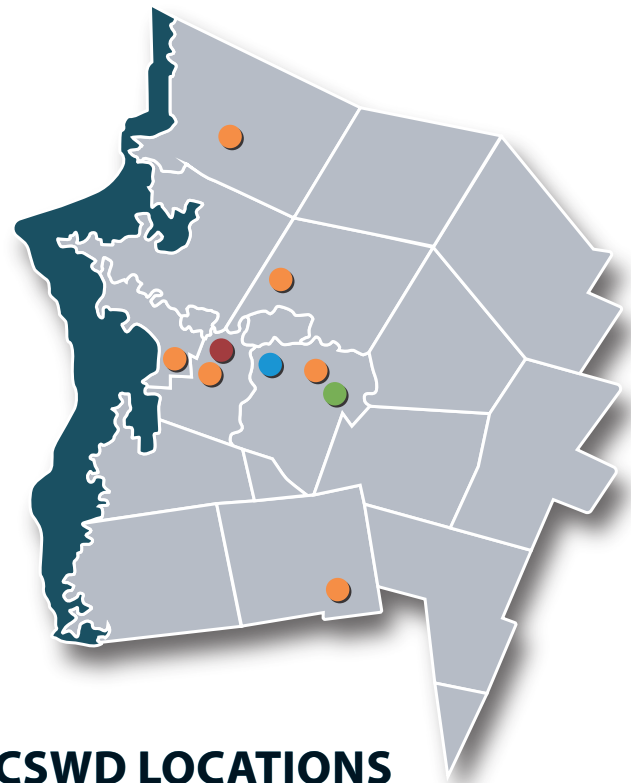
REDUCE WASTE

- › **Educate residents, businesses, schools, and event leaders** on waste prevention and diversion
- › **Promote community reuse options**
- › **Process leftover paint** from residents and businesses into Local Color Paint
- › **Maintain and enforce our Ordinance**, which includes waste prevention and diversion requirements
- › **Help our members** comply with federal and state solid waste laws
- › **Provide facilities and tools** to help members prevent waste and maximize diversion from the landfill to recycling, composting, and other resource recovery
- › **Advocate for state-wide policies** that will reduce waste

MANAGE MATERIALS

Our facilities:

- › **The only municipally owned Materials Recycling Facility** (blue-bin recyclables sorting center) in Vermont
- › **Six regional Drop-Off Centers** for household trash, recycling, organics, and special materials
- › **A comprehensive hazardous waste program for households and small businesses** that includes a permanent year-round collection facility *and* a seasonal mobile collection unit
- › **The state's largest Organics Diversion Facility** (home of Green Mountain Compost) turning food scraps and yard trimmings into compost and soil blends supporting local soils



CSWD LOCATIONS

- **Drop-Off Centers**
- **Environmental Depot**
- **Materials Recycling Facility**
- **Organics Recycling Facility** (Green Mountain Compost)

SUPPORT OUR MEMBERS

- › **Technical expertise and support** for waste-related RFPs and studies
- › **Grant funding**
 - › Community Cleanup Fund for all member towns
 - › Waste Reduction Container and Project Grants
- › **Brokering and investigation** of beneficial use options for biosolids
- › **Green Up Vermont donation** on behalf of all member towns;
- › **Outreach and education**

how we're doing

This graphic shows three key measurements of all the materials that individuals and businesses in Chittenden County, VT generated in Calendar Year 2023:

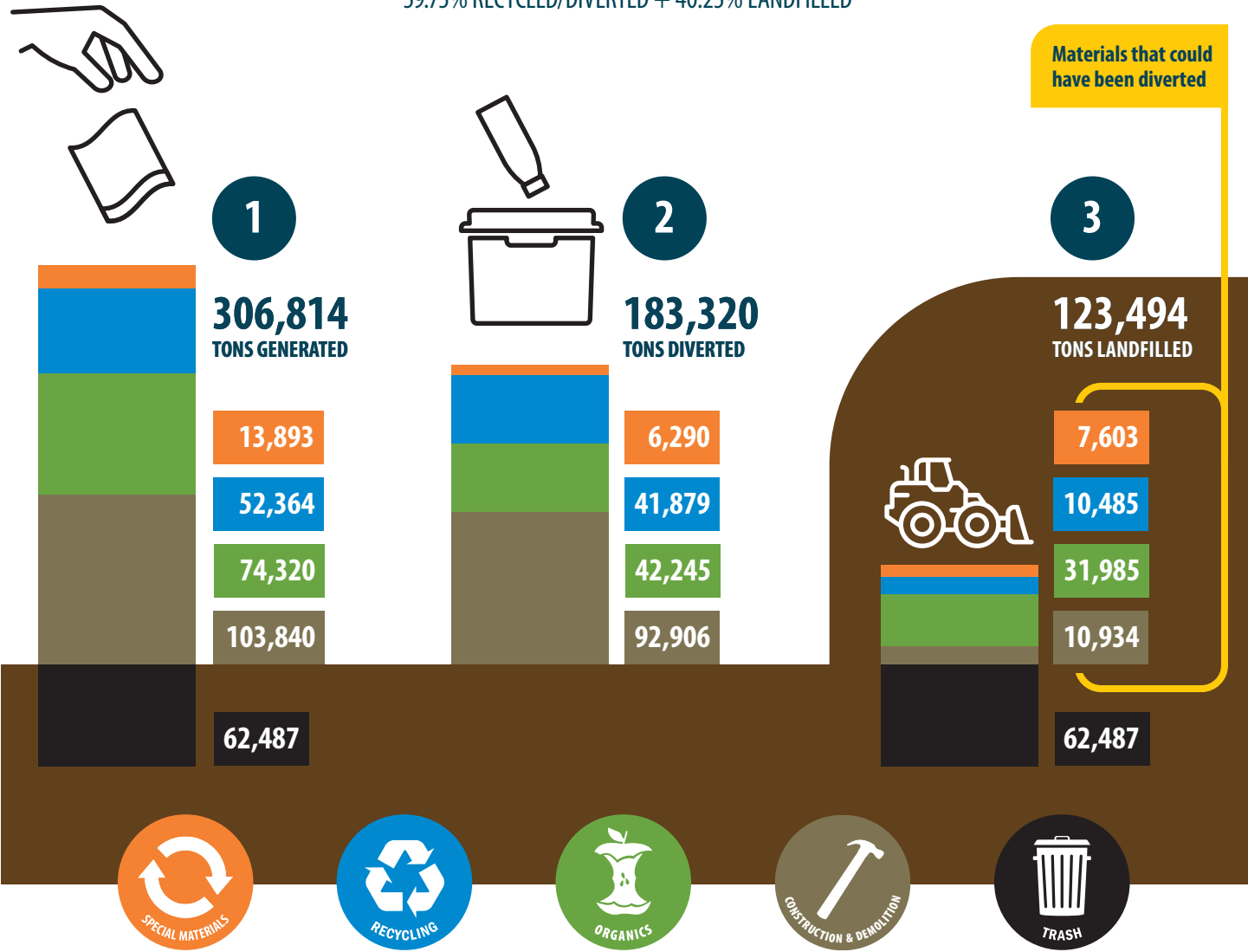
- 1. Total waste and recyclable/compostable materials generated in Chittenden County in 2023.
- 2. Total materials kept out of the landfill and recycled or composted in 2023.
- 3. Total materials (including recyclables and compostable materials) landfilled in 2023.

Note: "Trash" is made up of materials that can't be recycled or composted.

Full details are available in the 2023 [CSWD Diversion Report](#).

100% MATERIALS GENERATED (306,814 tons)

59.75% RECYCLED/DIVERTED + 40.25% LANDFILLED



Chittenden Solid Waste District
FY26 Proposed Budget Summary SWMF @ \$40 / ton
All Departments

		Actual FY24	Budget FY25	Proposed Budget FY26	Change from to FY26 \$	FY25 %
1	Income					
2	Tipping Fees	\$ 6,571,627	\$ 6,999,853	\$ 6,738,910	260,943	3.7%
3	Special Materials	105,862	575,000	567,000	8,000	1.4%
4	Hazardous Materials	104,808	92,500	104,000	(11,500)	-12.4%
5	Biosolids	1,514,357	1,405,000	1,413,000	(8,000)	-0.6%
6	Solid Maste Management Fee	3,632,243	3,780,540	5,129,000	(1,348,460)	-35.7%
7	Sale of Materials	2,919,611	2,612,482	2,968,667	(356,185)	-13.6%
8	License Fees & Penalties	15,544	14,000	19,000	(5,000)	-35.7%
9	Rental Income	26,450	12,000	-	12,000	100.0%
10	Produce Stewardship & Reimbursement	194,458	167,500	179,250	(11,750)	-7.0%
11	Interest & Dividends	305,616	182,000	211,000	(29,000)	-15.9%
12	Other Income	11,306	10,524	23,000	(12,476)	-118.5%
13	Grant Revenue	194,350	111,323	111,323	-	0.0%
14	Equipment Disposal Gain (Loss)	(143,637)	-	-	-	N/A
15	Hauling	-	-	64,000	(64,000)	N/A
16	Total Income	\$ 15,452,595	\$ 15,962,722	\$ 17,528,150	(1,565,428)	-9.8%
17						
18	Cost of Goods Sold					
19	Bins & Containers	\$ 3,938	\$ -	\$ -	-	N/A
20	Paint	19,645	19,000	15,000	4,000	21.1%
21	Compost	(12,656)	40,103	54,687	(14,584)	-36.4%
22	Topsoil	30,757	44,662	48,272	(3,610)	-8.1%
23	Garden Mix	59,293	58,646	95,988	(37,342)	-63.7%
24	Cost of Sales	\$ 100,977	\$ 162,411	\$ 213,947	(51,536)	-31.7%
25	Gross Profit	\$ 15,351,618	\$ 15,800,311	\$ 17,314,203	(1,513,892)	-9.6%
26						
27	Expenses					
28	Salaries & Wages	\$ 3,583,880	\$ 4,200,899	\$ 4,333,755	(132,856)	-3.2%
29	Benefits	1,537,432	1,897,751	1,960,554	(62,803)	-3.3%
30	Payroll Expenses	5,121,312	6,098,650	6,294,309	(195,659)	-3.2%
31	Travel & Training	66,618	127,432	130,350	(2,918)	-2.3%
32	Administrative Costs	90,625	152,753	166,097	(13,344)	-8.7%
33	Professional Fees	101,440	345,691	345,007	684	0.2%
34	Equipment & Fleet	868,520	1,284,628	1,320,761	(36,133)	-2.8%
35	Supplies	88,178	131,813	137,617	(5,804)	-4.4%
36	Materials Management	6,524,751	6,998,897	6,686,752	312,145	4.5%
37	Property Management	642,431	686,715	651,271	35,444	5.2%
38	Promotion & Education	57,455	150,317	129,450	20,867	13.9%
39	Maintenance Distribution	565,078	-	-	-	N/A
40	Community Support	34,505	106,400	103,200	3,200	3.0%
41	Total Expense	\$ 14,160,913	\$ 16,083,296	\$ 15,964,814	118,482	0.7%
42	Net Ordinary Income	\$ 1,190,705	\$ (282,985)	\$ 1,349,389	(1,632,374)	576.8%
43						

Chittenden Solid Waste District
FY26 Proposed Budget Summary SWMF @ \$40 / ton
All Departments

		Actual FY24	Budget FY25	Proposed Budget FY26	Change from to FY26	FY25
					\$	%
44	Other Income - Subsidies & Transfers					
45	Solid Waste Management Fee Subsidy	\$ 2,727,113	\$ 3,398,839	\$ 3,350,001	48,838	1.4%
46	Landfill Post Closure Transfer	76,913	159,125	134,154	24,971	15.7%
47	CCUF Transfer	31,834	-	-	-	N/A
48	Operating Reserve Subsidy	1,025,260	2,619,394	2,429,487	189,907	7.3%
49	Depreciation	-	-	-	-	N/A
50	Maintenance Allocation	565,078	-	-	-	N/A
51	Total Other Income	\$ 4,426,198	\$ 6,177,358	\$ 5,913,642	263,716	4.3%
52						
53	Other Expense - Reserve Transfers					
54	Transfer to Capital Reserve	\$ (96,714)	\$ -	\$ 20,000	(20,000)	N/A
55	Transfer Solid Waste Management Reserve	3,640,469	3,780,540	5,129,000	(1,348,460)	-35.7%
56	Transfer Biosolids Reserve	45,500	47,000	3,600	43,400	92.3%
57	Transfer Operating Reserve	1,856,943	2,041,833	2,054,431	(12,598)	-0.6%
58	Transfer Community Clean Up Reserve	-	(95,000)	(95,000)	-	0.0%
59	Transfer Facility Closure Reserve	170,705	-	50,000	(50,000)	N/A
60	Transfer Landfill Post Closure Reserve	-	120,000	101,000	19,000	15.8%
61	Other Expense	\$ 5,616,903	\$ 5,894,373	\$ 7,263,031	(1,368,658)	-23.2%
62						
63	Reserves (increased) decreased	\$ (1,190,705)	\$ 282,985	\$ (1,349,389)	1,632,374	576.8%
64						
65	Net Income	\$ -	\$ -	\$ -		

Chittenden Solid Waste District Administrative Descriptions

Administration Program

The Administrative program encompasses the expenses of human resources, the Executive Director, risk management, information and technology, infrastructure and general support services.

Compliance Program

The Compliance program oversees the Solid Waste Management Ordinance and ensures the regulated community maintains compliance. Additionally, the Compliance program oversees the District Safety program.

Finance Program

The Finance program provides management, oversight, and control of CSWD financial assets, as well as accurate and timely financial information to facilitate sound management decisions.

Outreach and Communications (O&C)

The Outreach and Communications program manages statutory mandates for raising awareness of CSWD services and educating residents, businesses, and institutions in reducing and properly managing the waste they generate.

Chittenden Solid Waste District
FY26 Proposed Budget Summary
Administrating Departments

		Administration	Compliance	Finance	Outreach & Communication	Solid Waste Management	Total
1	Income						
2	Tipping Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	Special Materials	-	-	-	-	-	-
4	Hazardous Materials	-	-	-	-	-	-
5	Biosolids	-	-	-	-	-	-
6	Solid Waste Management Fee	-	-	-	-	5,129,000	5,129,000
7	Sale of Materials	-	-	-	-	-	-
8	License Fees & Penalties	-	19,000	-	-	-	19,000
9	Rental Income	-	-	-	-	-	-
10	Produce Stewardship & Reimbursement	-	-	-	-	-	-
11	Interest & Dividends	-	-	171,000	-	-	171,000
12	Other Income	-	-	-	-	-	-
13	Grant Revenue	-	-	-	-	-	-
14	Equipment Disposal Gain (Loss)	-	-	-	-	-	-
15	Hauling	-	-	-	-	-	-
16	Total Income	\$ -	\$ 19,000	\$ 171,000	\$ -	\$ 5,129,000	\$ 5,319,000
17	Cost of Sales	-	-	-	-	-	-
18	Gross Profit	\$ -	\$ 19,000	\$ 171,000	\$ -	\$ 5,129,000	\$ 5,319,000
19							
20	Expenses						
21	Salaries & Wages	\$ 634,333	\$ 161,416	\$ 350,182	\$ 580,374	\$ -	\$ 1,726,305
22	Benefits	229,815	77,655	141,823	224,998	-	674,291
23	Payroll Expenses	864,148	239,071	492,005	805,372	-	2,400,596
24	Travel & Training	59,450	10,000	1,450	24,912	-	95,812
25	Administrative Costs	35,200	9,900	2,400	33,072	-	80,572
26	Professional Fees	51,232	6,500	30,000	150,075	-	237,807
27	Equipment & Fleet	187,139	5,920	51,500	3,960	-	248,519
28	Supplies	5,442	2,100	3,900	23,600	-	35,042
29	Materials Management	2,000	-	-	-	-	2,000
30	Property Management	142,589	-	3,465	-	-	146,054
31	Promotion & Education	-	-	-	122,600	-	122,600
32	Maintenance Distribution	-	-	-	-	-	-
33	Community Support	-	-	95,000	-	-	95,000
34	Total Expense	\$ 1,347,200	\$ 273,491	\$ 679,720	\$ 1,163,591	\$ -	\$ 3,464,002
35	Net Ordinary Income	\$ (1,347,200)	\$ (254,491)	\$ (508,720)	\$ (1,163,591)	\$ 5,129,000	\$ 1,854,998
36							
37	Transfers From Operating Reserve	\$ 1,347,200	\$ 254,491	\$ 584,720	\$ 1,163,591	\$ -	\$ 3,350,002
38	Transfers To Operating Reserve	-	-	76,000	-	5,129,000	5,205,000
39	Reserves (increased) decreased	\$ 1,347,200	\$ 254,491	\$ 508,720	\$ 1,163,591	\$ (5,129,000)	\$ (1,854,998)
40							
41	Net Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Chittenden Solid Waste District Operating Descriptions

Operating Administration

The Operating Administration program (formerly Engineering) provides resources for compliance, design, project management, and applicable permitting. Additionally, this program oversees capital projects through the lifecycle of feasibility, design, and construction management.

Drop Off Centers (DOCs)

CSWD Drop Off Centers provide residents and small businesses with economical options for the management of their trash, recycling, food scraps, compostable yard debris, and certain special recyclables.

Hazardous Waste

The Hazardous Waste program includes both the Environmental Depot and Paint Depot. The Environmental Depot manages the hazardous waste of the residents and small businesses of Chittenden County. The Paint Depot manages discarded paint and produces recycled paint for the CSWD Local Color Program.

Materials Recovery Facility (MRF)

The Materials Recovery Facility manages single stream recycling from Chittenden County and Northern Vermont through sorting and preparing recyclables for domestic commodity sales.

Organics Diversion Facility (ODF)

The Organics Diversion Facility manages the acceptance, processing, and transfer of organics for use in compost and anaerobic digestion.

Property Management

The Property Management department maintains and protects CSWD's investment in residential and business tenant property.

Maintenance & Roll-off

The Maintenance department provides material hauling and supports facility operations through ongoing maintenance of CSWD assets.

Chittenden Solid Waste District

FY26 Proposed Budget Summary

Operating Departments

	Operating Administration	Materials Recovery Facility	Drop Off Centers	Hazardous Waste	Property Management	Organics Recycling Facility	Maintenance	Total
1 Income								
2 Tipping Fees	\$ -	\$ 3,965,400	\$ 2,465,000	\$ -	\$ -	\$ 308,510	\$ -	\$ 6,738,910
3 Special Materials	-	-	567,000	-	-	-	-	567,000
4 Hazardous Materials	-	-	16,000	88,000	-	-	-	104,000
5 Biosolids	-	-	-	-	-	-	-	-
6 Solid Waste Management Fee	-	-	-	-	-	-	-	-
7 Sale of Materials	-	1,709,528	227,500	33,250	-	998,389	-	2,968,667
8 License Fees & Penalties	-	-	-	-	-	-	-	-
9 Rental Income	-	-	-	-	-	-	-	-
10 Produce Stewardship & Reimbursement	-	-	25,000	154,250	-	-	-	179,250
11 Interest & Dividends	-	-	-	-	-	-	-	-
12 Other Income	-	-	23,000	-	-	-	-	23,000
13 Grant Revenue	-	-	-	111,323	-	-	-	111,323
14 Equipment Disposal Gain (Loss)	-	-	-	-	-	-	-	-
15 Hauling	-	-	-	-	-	-	64,000	64,000
16 Total Income	\$ -	\$ 5,674,928	\$ 3,323,500	\$ 386,823	\$ -	\$ 1,306,899	\$ 64,000	\$ 10,756,150
17 Cost of Sales	-	-	-	15,000	-	198,947	-	213,947
18 Gross Profit	\$ -	\$ 5,674,928	\$ 3,323,500	\$ 371,823	\$ -	\$ 1,107,952	\$ 64,000	\$ 10,542,203
19								
20 Expenses								
21 Salaries & Wages	\$ 367,476	\$ -	\$ 964,990	\$ 357,562	\$ -	\$ 520,433	\$ 357,863	\$ 2,568,324
22 Benefits	117,599	-	549,885	194,312	-	250,285	171,103	1,283,184
23 Payroll Expenses	485,075	-	1,514,875	551,874	-	770,718	528,966	3,851,508
24 Travel & Training	2,100	6,265	3,750	6,350	-	11,223	2,850	32,538
25 Administrative Costs	2,500	3,000	63,550	4,250	-	8,475	2,550	84,325
26 Professional Fees	-	2,000	7,650	2,750	28,000	4,300	5,000	49,700
27 Equipment & Fleet	2,640	518,400	144,355	18,100	-	238,066	150,681	1,072,242
28 Supplies	3,000	1,150	28,050	23,650	-	23,475	22,750	102,075
29 Materials Management	-	3,484,506	1,281,000	359,200	-	86,116	25,250	5,236,072
30 Property Management	-	151,729	94,188	67,413	22,464	99,162	38,791	473,747
31 Promotion & Education	-	-	1,500	-	-	5,350	-	6,850
32 Maintenance Distribution	-	-	-	-	-	-	-	-
33 Community Support	-	-	8,000	-	-	-	200	8,200
34 Total Expense	\$ 495,315	\$ 4,167,050	\$ 3,146,918	\$ 1,033,587	\$ 50,464	\$ 1,246,885	\$ 777,038	\$ 10,917,257
35 Net Ordinary Income	\$ (495,315)	\$ 1,507,878	\$ 176,582	\$ (661,764)	\$ (50,464)	\$ (138,933)	\$ (713,038)	\$ (375,054)
36								
37 Transfers From Operating Reserve	\$ 495,315	\$ -	\$ -	\$ 1,031,737	\$ 50,464	\$ 138,933	\$ 713,038	\$ 2,429,487
38 Transfers To Operating Reserve	-	1,507,878	176,582	369,973	-	-	-	2,054,433
39 Reserves (increased) decreased	\$ 495,315	\$ (1,507,878)	\$ (176,582)	\$ 661,764	\$ 50,464	\$ 138,933	\$ 713,038	\$ 375,054
40								
41 Net Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Chittenden Solid Waste District Self-Funded Descriptions

Biosolids Program

The Biosolids program provides efficient and effective residuals management for participating community members. This program is developed to be self-funding.

Closed Landfill Program

The Closed Landfill program oversees the 30-year post closure period through responsible maintenance, reporting and monitoring according to the safety standards of applicable governing bodies. This program is funded through monies reserved at the launch of the closing project.

Chittenden Solid Waste District
FY26 Proposed Budget Summary

Biosolids

1	Income		
2	Tipping Fees	\$	-
3	Special Materials		-
4	Hazardous Materials		-
5	Biosolids		1,413,000
6	Solid Maste Management Fee		-
7	Sale of Materials		-
8	License Fees & Penalties		-
9	Rental Income		-
10	Produce Stewardship & Reimbursement		-
11	Interest & Dividends		3,600
12	Other Income		-
13	Grant Revenue		-
14	Equipment Disposal Gain (Loss)		-
15	Hauling		-
16	Total Income	\$	1,416,600
17	Cost of Sales		-
18	Gross Profit	\$	1,416,600
19			
20	Expenses		
21	Salaries & Wages	\$	-
22	Benefits		-
23	Payroll Expenses		-
24	Travel & Training		2,000
25	Administrative Costs		1,000
26	Professional Fees		5,000
27	Equipment & Fleet		-
28	Supplies		-
29	Materials Management		1,405,000
30	Property Management		-
31	Promotion & Education		-
32	Maintenance Distribution		-
33	Community Support		-
34	Total Expense	\$	1,413,000
35	Net Ordinary Income	\$	3,600
36			
37	Transfers From Operating Reserve	\$	-
38	Transfers To Operating Reserve		3,600
39	Reserves (increased) decreased	\$	(3,600)
40			
41	Net Income	<u><u>\$</u></u>	<u><u>-</u></u>

Chittenden Solid Waste District
FY26 Proposed Budget Summary

Closed Landfill

1	Income		
2	Tipping Fees	\$	-
3	Special Materials		-
4	Hazardous Materials		-
5	Biosolids		-
6	Solid Waste Management Fee		-
7	Sale of Materials		-
8	License Fees & Penalties		-
9	Rental Income		-
10	Produce Stewardship & Reimbursement		-
11	Interest & Dividends		36,400
12	Other Income		-
13	Grant Revenue		-
14	Equipment Disposal Gain (Loss)		-
15	Hauling		-
16	Total Income	\$	36,400
17	Cost of Sales		-
18	Gross Profit	\$	36,400
19			
20	Expenses		
21	Salaries & Wages	\$	39,126
22	Benefits		3,079
23	Payroll Expenses		42,205
24	Travel & Training		-
25	Administrative Costs		200
26	Professional Fees		52,500
27	Equipment & Fleet		-
28	Supplies		500
29	Materials Management		43,680
30	Property Management		31,470
31	Promotion & Education		-
32	Maintenance Distribution		-
33	Community Support		-
34	Total Expense	\$	170,555
35	Net Ordinary Income	\$	(134,155)
36			
37	Transfers From Operating Reserve	\$	134,155
38	Transfers To Operating Reserve		-
39	Reserves (increased) decreased	\$	134,155
40			
41	Net Income	\$	-

To: CSWD Board of Commissioners
From: Josh Estey, Director of Operations
Date: April 9, 2025
RE: Fiscal Year 2026 Capital Budget

Operating Capital

Presented in this enclosure is a capital budget and timeline for FY26, FY27, and FY28 as well as an overview of previously approved capital projects that are in progress and are yet to be completed. This memo highlights the projects and procurements planned for FY26.

This capital plan continues our recent trend of reducing anticipated capital costs in response to the increasing costs of the new Materials Recycling Facility (MRF) build. It is also reflective of the capital-intensive expenditures of the last 5-7 years most notable at the Organics Recycling Facility (ORF). Staff continues to work together to verify previously identified capital needs as listed in the works in progress column of the capital outlook and removing projects when applicable. When the need remains, staff have prioritized those projects in an effort to clean up and reduce the number of projects in this bucket of earmarked capital projects.

Highlights of the FY26 projected capital projects list include:

- ORF: concrete work needed at the ORF for the food waste receiving bay, a section of concrete that sees daily abuse not from just the physical scraping from our bucket loader but also from the chemical exposure to the leachate from food waste;
- ORF: The primary front-end loader at the ORF is overdue for replacement. ORF staff were able to push out this replacement by a full year but the time has come for replacement particularly due to the number of hours put on this specific machine on a weekly basis.
- Closed Landfill: Staff plans on proactively addressing minor surface water concerns on the east side of the landfill – note that these funds will be taken out of the closed landfill reserve and not the capital reserve.
- Environmental Depot: the Environmental Depot needs a replacement (likely used) forklift – repairs and maintenance are starting to stack up on the current unit that is used daily.

Please note that this is a description of intended projects and procurements and is inclusive of all potential capital expenses for FY26. Approval of the budget does not mean work will proceed without a proper bidding process and associated Board approvals according to CSWD financial policies. All capital projects greater than \$50,000 will require approval from the Executive Board of Commissioners and all capital projects greater than \$100,000 will require approval from the Board of Commissioners. In addition to Board notice of projects exceeding \$100,000, Staff will regularly report updates of facility projects that are under the \$100,000 threshold.

CHITTENDEN SOLID WASTE DISTRICT
CAPITAL PROJECTS 3 YEAR PLAN

	Previously Budgeted Works in Progress	FY26	FY27	FY28
MATERIALS RECYCLING FACILITY				
Building & Building Repair				
Building Roof	\$ 150,000.00			
Sub Total	\$ 150,000.00	\$0	\$0	\$0
Capital Equipment				
Single Stream System				
Sub Total	\$ -	\$0	\$0	\$0
Rolling Stock				
Scissor Lift	\$ 35,000.00			
Sub Total	\$ 35,000.00	\$0	\$0	\$0
New MRF Project				
Site and Design Plan & Attorney	\$ 209,200.00			
Sub Total	\$ 209,200.00	\$0	\$0	\$0
Total MRF	\$ 394,200.00	\$0	\$0	\$0
ORGANICS RECYCLIING FACILITY				
Site Work				
Concrete Patching (water abatement) - FY2207 and FY 2303	\$ 78,000.00			
ASP Water System - FY2404	\$ 35,000.00			
Expansion Phase III Site Grading - FY2408	\$ 150,000.00			
Sub Total	\$ 263,000.00	\$0	\$0	\$0
Building & Building Repair				
Concrete Pad Replacement (food receiving bay)		\$120,000		
Sub Total	\$ -	\$120,000	\$0	\$0
Capital Equipment				
Eggersmann Air Separator V 60			\$75,000	
Sub Total	\$ -	\$0	\$75,000	\$0
Rolling Stock				
644k Loader		\$350,000		
Sub Total	\$ -	\$350,000	\$0	\$0
Hauling				
Second Hauling Truck (non-CDL)				
Hauling Infrastructure (Heated Garage, Wash Pad, etc.)				
Sub Total	\$ -	\$0	\$0	\$0
ORF New Projects				
Compost pad expansion - lagoon pad, bunker for YW/FW expansion				
1042 Redmond Redesign				\$100,000
East-end redesign/repurposing (1042, greenhouse, bagging building, pole barn, fueling station, hill carve) - FY2504	\$ 50,000.00			

Sub Total	\$ 50,000.00	\$0	\$0	\$100,000
Total ORF	\$ 313,000.00	\$470,000	\$75,000	\$100,000

CLOSED LANDFILL

Site Work

East side base remediation - FY2505	\$ 15,000.00	\$50,000		
Total Closed LF	\$ 15,000.00	\$50,000	\$0	\$0

Biosolids

Total Biosolids		\$0	\$0	\$0
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ROLL-OFF AND MAINTENANCE

Building & Building Repair

Building Maintenance (Roof, Systems,...)				
Lean-to and building renovation - FY2507	\$ 115,000.00			
Sub Total	\$ 115,000.00	\$ -	\$ -	\$ -

Rolling Stock

2012 KENWORTH TRUCK T800 #31			\$ 275,000	
Service Truck Replacement				\$ 100,000
New Hook Truck - FY2508	\$ 175,000.00			
Sub Total	\$ 175,000.00	\$ -	\$ 275,000	\$ 100,000
Total Roll-Off and Maintenance	\$ 290,000.00	\$ -	\$ 275,000	\$ 100,000

DROP-OFF CENTERS

Site Work

BUR	Fast Trash - FY2509	\$ 90,000.00			
MIL	Design and Expansion - FY2310	\$ 705,000.00			
MIL	Special Waste Building - FY2220	\$ 45,000.00			
BUR	Sitework & Planning - FY2411	\$ 285,000.00			
Sub Total		\$ 1,125,000.00	\$ -	\$ -	\$ -

Building & Building Repair

Sub Total		\$ -	\$ -	\$ -

Capital Equipment

Compactors for Essex and South Burlington - FY2308 and FY2311	\$ 48,500.00			
Sub Total	\$ 48,500	\$ -	\$ -	\$ -
Total Drop-Off Centers	\$ 1,173,500.00	\$ -	\$ -	\$ -

HAZARDOUS WASTE AND LATEX PAINT

Sitework

Sub Total	\$ -	\$ -		

Building & Building Repair

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Sub Total	\$ -	\$ -	\$ -	\$ -
Rolling Stock				
Replacement Forklift		\$ 25,000		
Sub Total	\$ -	\$ 25,000	\$ -	\$ -
Total HAZARDOUS WASTE AND LATEX PAINT	\$ -	\$ 25,000	\$ -	\$ -

PROPERTY MANAGEMENT

Sub Total		\$ -		
Total Property Management		\$ -	\$0	\$0

ADMINISTRATION

Site Work

Building Site Design & Permitting FY2232	\$ 55,000.00			
Sub Total	\$ 55,000.00	\$ -	\$ -	\$ -

Intangible

Revenue Sufficiency Analysis FY2317	\$ 55,000.00			
Website Upgrades - FY2231	\$ 99,000.00			
Sub Total	\$ 154,000.00	\$ -	\$ -	\$ -
Total Administration	\$ 209,000.00	\$ -	\$ -	\$ -

Miscellaneous		\$ 50,000	\$ 50,000	\$ 50,000
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Total Cap Cost	\$ 2,394,700	\$ 595,000	\$ 400,000	\$ 250,000
Program Input				
General Fund Support		\$ 545,000	\$ 400,000	\$ 250,000
Closed Landill Reserve		\$ 50,000	\$ -	\$ -

Chittenden Solid Waste District
Fiscal Year 26 Proposed Budget
Reserve Funds

Excess income is allocated to specified reserve accounts based on their established priority and reserve type. (See Reserve Fund Waterfall below)

Reserve Types include:

Restricted Reserves: resources subject to constraints. Due to the nature of their restriction, expenses must be tracked to prove the funds are used as authorized.

Committed Reserves: include encumbrances not otherwise reflected in Restricted Reserves. Limitations on spending imposed by the annual operating budget naturally lapse with the passage of time and thus do not remain binding indefinitely. Committed Reserves allows for the inclusion of encumbrances committed to, but not yet obtained.

Assigned Reserves: may be established by the Board from time to time to meet the future needs of CSWD. These reserves are established and may be changed by resolution of the Board in accordance with the Open Meeting Law requirements.

Undesignated Funds: not considered special revenue fund and include the unrestricted surplus funds not accounted for and reported in another fund

In FY26, CSWD will manage the following Restricted Reserves:

Biosolids Reserve – established by the contract with the members of wastewater treatment plants for the disposal of sludge. Reserves are often designated to reduce the impact of market conditions on the fees assessed from biosolids or to collect funds for the purchase of capital equipment. Budget projections for FY26 indicate **an increase of \$3,600**.

Landfill Post Closure Reserve – designated to assure funding exists to meet the requirements of the 30-year process of closing the landfill that began in 1996. Members of the operations team perform an annual audit to review the current closing cost and adjust for inflation and alterations, as necessary. Excess funds will remain in this fund until CSWD reaches custodial care through resolution with the state. This determination is currently under review, and we expect a final decision by FY2027. A portion of the reserve earns interest through interest-bearing accounts. Both expected expenditures and expected interest earned are included in the annual budget. Budget projections for FY26 indicate **a reduction of \$83,154** (\$50K in capital expenditures and \$33K in “operational” expenditures).

Facilities Closure Reserve – mandated to safely remove solid waste from closed operating facilities as required by state law. Members of the operations team perform an annual review of the current termination cost adjusting for inflation and alterations, as necessary. Funds for this reserve reside in an interest-bearing account; revenue from the account is included in the Finance budget. Budget projections for FY26 indicate **an increase of \$50,000**.

In FY26, CSWD will manage the following Temporarily Restricted Reserves:

Debt Service Fund- developed to maintain a minimum fund balance per the bond resolution. The fund will be maintained at a balance equal to 100% of the following year’s debt service until the debt is retired. Budget projections for FY26 indicate consistent balance.

MRF Project Capital Fund- dependent upon approval of the increased SWMF (\$40/ton). Proposed reserve to fund projected MRF project shortfall. The Budget projections for FY26 indicate **an increase of \$1,778,999**.

Chittenden Solid Waste District
Fiscal Year 26 Proposed Budget
Reserve Funds

In FY26 CSWD will manage the following Assigned Reserves:

Solid Waste Management Reserve – designated to provide support to management services as described in the Charter through a management fee structure. Budget projections for FY26 indicate **no change**.

Operating Reserve – designated to provide funds to operating programs and reduce the reliance on the solid waste management subsidy. It is assumed contributions are made in years when operation allocations balances are in excess; withdrawals are made when operational allocations balances are insufficient. In the event operating reserves are depleted, funding will be withdrawn from the Solid Waste Management Reserve. Budget projections for FY26 indicate **a decrease of \$470,054**.

Capital Reserves – established to preserve funding for future capital projects, asset upgrades and replacement of disposed assets. In FY26 the capital budget projects **a net decrease of \$525,000** (\$545K in capital expenditures and an increase of \$20K of interest).

Community Clean Up Fund – designated to member communities for local permissible projects. Budget projections for FY26 indicate **a decrease of \$95,000**.

Reserve Fund Waterfall

In FY22, the District revised the Reserve Fund Guideline and structure. The new structure establishes a priority funding mechanism, minimum and maximum balances, and proposes to restrict certain funds (Closed Landfill, Facility Closure, and Biosolids). As each priority reserve reaches its maximum, remaining excess revenue flows (“waterfalls”) to the next priority reserve fund in order, as illustrated below:

Reserves Subject to Funding Priority Waterfall			
Assigned	Solids Waste Management Reserve (General Fund)	3 months of budgeted administrative expenses	\$1,000,000
Temporarily Restricted	MRF Project Capital Fund	No set minimum, intended to close the project MRF project shortfall of \$4.2M	No set maximum, intended to close the project MRF project shortfall of \$4.2M, subject to revision
Assigned	Operating Reserve	3 months of budgeted operating expenses	6 months of budgeted operating expenses, or highest past calculated cost
Assigned	Capital Reserve	Current value of fully depreciated assets	Current value of total asset depreciation
Unrestricted, Unassigned	Undesignated Fund	5% of budgeted revenue	10% of budgeted revenue

Chittenden Solid Waste District
Fiscal Year 26 Proposed Budget
Reserve Funds

Reserves Using a Set Calculation			
Reserve Type	Reserve Name	Minimum Carry Value	Maximum Carry Value
Assigned	Facilities Decommission Reserve	Calculated cost of facilities decommissions	Highest past calculated cost of facilities decommissions
Restricted	Facilities Closure Reserve	Calculated cost of facility solid waste termination	Highest past calculated cost of facility solid waste termination
Assigned	Community Clean Up Fund	Current balance due to communities	Current balance due to communities
Reserve Type	Reserve Name	Minimum Carry Value	Maximum Carry Value
Restricted	Biosolids Reserve	Current depreciation of Biosolids Trailers, as contracted	\$650,000 or cost of replacing Biosolids trailers
Restricted	Landfill Post Closure Reserve	Original cost of calculated closure less operating reduction	Original cost of calculated closure
Temporarily Restricted	Debt Service Reserve	100% of upcoming year's debt service	100% of upcoming year's debt service

RESTRICTED FUNDS

The Biosolids, Closed Landfill, and Facilities Closure reserve funds are considered Restricted Funds as a best practice. The Debt Service Reserve is required by Bond Resolution as part of the bonding agreement and the MRF Project Capital reserve is dependent upon approval of the new SMWF and is temporarily restricted. Restricting these reserves means that the funds attributed to these programs may be used only for the expenses of these programs. Excess funds, after their restricted use, may be redistributed as deemed appropriate by management or, in the case of the Biosolids Reserve, returned to the member cities/towns that contribute specifically to that reserve. Interest revenue resulting from the investment of monies from these funds are credited to these funds.

ASSIGNED FUNDS

The remaining reserve funds (except the Undesignated Reserve) are assigned but not restricted. This means that those funds have a specific intended use but are available to be reassigned to other reserves if needed. These funds are organized in priority order and are filled with revenue in excess of expenses at the end of the fiscal year. When the first priority fund is full, the remaining excess revenue is assigned (flows as a waterfall) to the next priority fund. Four reserves make up the "waterfall" reserves: Solid Waste Management Fee, MRF Project Capital reserve, Operating, Capital, and Undesignated reserves, in that order. When the Undesignated Reserve maximum is met, any remaining excess revenue will be assigned to the Capital Reserve. The Facilities Decommission and Facilities Solid Waste Termination Reserves were seeded with excess solid waste management fee revenue. The Community Clean Up Fund is also funded with solid waste management fees and is capped at \$95,000.

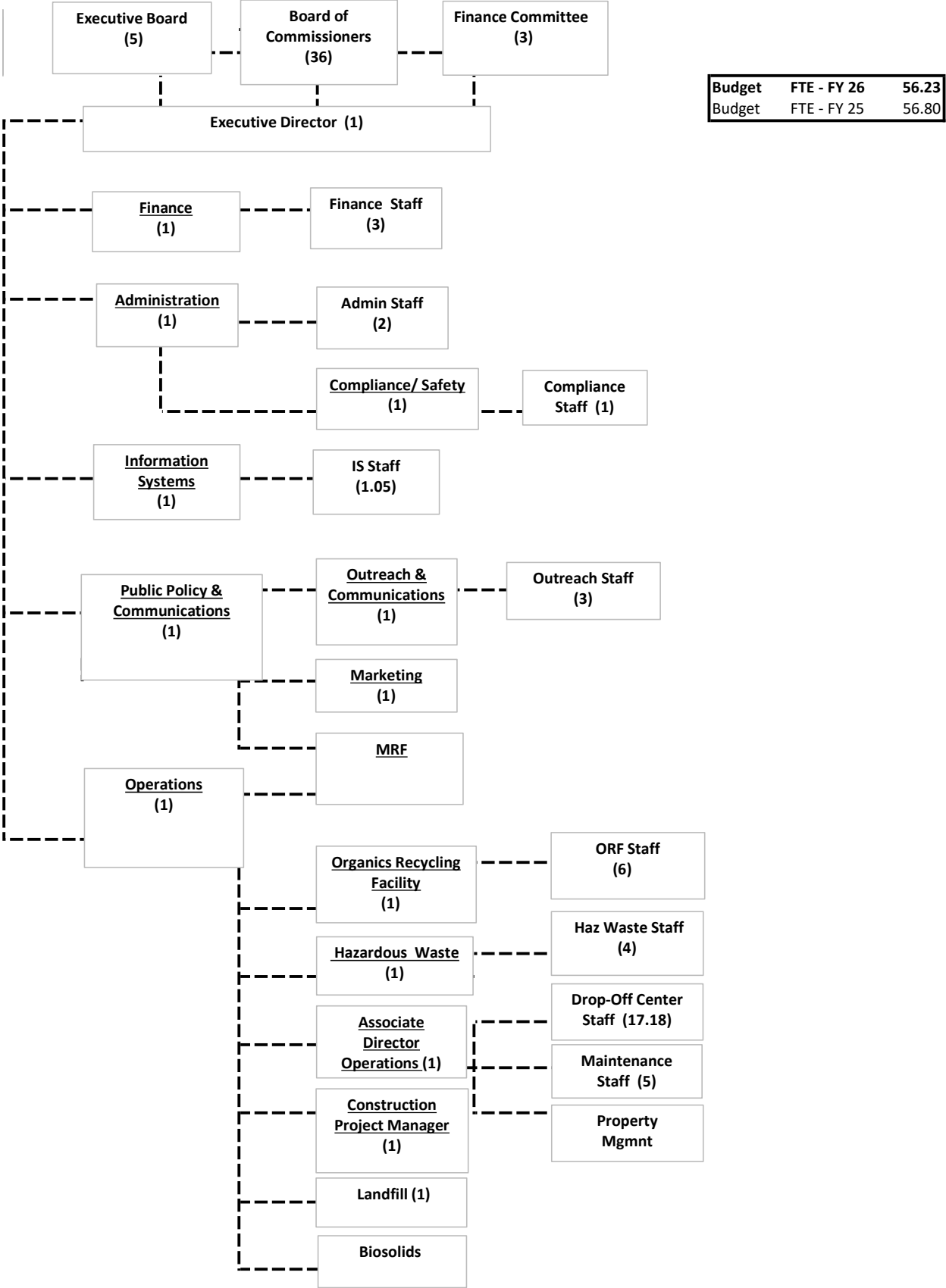
Chittenden Solid Waste District					
FY26 Proposed Budget Summary					
Reserve Balances					
	FY24	Expected FY25 *	BUD FY26 Transfers OpEx	BUD FY26 Transfers CapEx	BUDFY26
32101 - Facilities Closure Reserve	1,636,766	1,636,766	50,000	-	1,686,766
32103 - Solid Waste Management Reserve	1,913,358	1,000,000	-	-	1,000,000
32105 - Operating Reserve	2,581,686	1,409,100	(470,054)	-	939,046
32200 - DESIGNATED FOR CAPITAL	7,693,037	8,983,400	20,000	(545,000)	8,458,400
32102 - Landfill Post Closure Reserve	570,418	1,000,000	(33,154)	(50,000)	916,846
33200 - Biosolids Reserve	380,724	380,724	3,600	-	384,324
33100 - COMMUNITY CLEAN UP RESERVE	63,166	95,000	-	-	95,000
Debt Service Fund	-	340,900	-	-	340,900
MRF Project Capital Fund	-	-	1,778,999	-	1,778,999
	14,839,155	14,845,890	1,349,391	(595,000)	15,600,281
* - This represents a very rough estimate of the ending balance at 6/30/2025 and requires further development of a forecast model.					

SCHEDULE OF PROGRAM TIPPING FEES				FY24	FY25	Rate change FY26	increase from FY25 to FY26
1	MATERIALS RECYCLING FACILITY						
2	<i>Materials Sales fluctuate with market price.</i>						
3							
4	Budgeted Tipping Fees:						
5	In-District materials, per ton	\$	85.00	\$	90.00		
6	Out-of-District materials, per ton	\$	85.00	\$	90.00		
7							
8	DROP-OFF CENTERS						
9	<i>Items accepted vary by facility</i>						
10							
11	Household Trash						
12	Small - up to 13 gallons	\$	3.00	\$	3.00	\$ 4.00	\$ 1.00
13	Medium - 14 to 35 gallons	\$	8.00	\$	8.00	\$ -	\$ -
14	Large - 36 to 45 gallons	\$	11.00	\$	11.00	\$	-
15	per cubic yard	\$	48.00	\$	48.00	\$	-
16	at Drop-Off Center in Burlington, per pound		n/a		n/a		
17							
18	Recycling						
19	Blue-bin Recyclables, with paid trash items		No charge		No charge		
20	Blue-bin Recyclables ONLY	\$	2.00	\$	2.00	\$	-
21	More than 1 Cubic Yard				\$5.00/CY		
22	Organics						
23	Food Scraps, with paid trash items		No charge		No charge		
24	Food Scraps (per 5 gallons), without paid trash items	\$	1.00	\$	1.00	\$	-
25	Tree limbs, trunks, clean stumps, & brush (Williston no longer accept '24):						
26	Up to 1 cubic yard (Milton, SB & Essex) (up to 3 cy in '24)		No charge		No charge		
27	Up to 3 cubic yards (up to 2 cubic yards starting '24)		No charge		No charge		
28	Each cubic yard in excess of 3 cy (changed to 2 cy in 2024)	\$	5.00	\$	5.00	\$	-
29	Pallets & clean lumber:						
30	Up to 1 2 cubic yards (Milton, Williston, SB & Essex)		No charge		No charge		
31	Up to 3 cubic yards (Williston) (changed to 5 in '24)		No charge		No charge		
32	Each cubic yard in excess of 1 2 cy	\$	5.00	\$	5.00	\$	-
33	Per ton	\$	50.00	\$	50.00	\$	
34	Yard debris (including natural wood)		No Charge		No Charge		
35	Up to 1 2 cubic yards (Milton, Hinesburg (NO WOOD), SB & Essex)		No charge		No charge		
36	Each cubic yard in excess of 1 2 cy	\$	5.00	\$	5.00		
37	Special Materials						
38	Non-covered Electronics ~ per pound (by appt. only)	\$	0.18	\$	0.18	\$ 0.30	\$ 0.12
39	Gypsum wallboard (clean, new scrap):						

SCHEDULE OF PROGRAM TIPPING FEES				Rate change	increase from
		FY24	FY25	FY26	FY25 to FY26
40	Small loads (up to 2 cy), per cubic yard	\$ 22.50	\$ 28.00		
41	Large loads, per ton	\$ 90.00	\$ 100.00		
42	Tires ~ up to 16" (bike tires up to 20)	\$ 3.00	\$ 4.00		
43	Tires ~ 16.5" up to 19.5" 20" Passenger Vehicle	\$ 3.00	\$ 4.00		
44	Tires ~ per ton	\$ 225.00	\$ 250.00		
45	Propane cylinders over 20 lbs.	\$ 5.00	\$ 5.00	\$	-
46	Mercury-containing products*	No charge	No charge		
47	Propane cylinders 20 lbs. & under*	No charge	No charge		
48					
49	Construction & Demolition Materials				
50	up to 13-gallon bag/barrel	\$ 5.00	\$ 6.00	\$8.00	\$2
51	up to 33-gallon bag/barrel	\$ 10.00	\$ 16.00		
52	up to 45-gallon bag/barrel	\$ 15.00	\$ 22.00		
53	up to 64-gallon bag/barrel	n/a	\$ 30.00		
54	per cubic yard	\$ 82.00	\$ 96.00		
55					
56	Other Items				
57	Appliances without refrigerants	\$ 5.00	\$ 5.00	\$6.00	\$1
58	Appliances with refrigerants	\$ 15.00	\$ 15.00		
59	Batteries (household and lead acid)*	No charge	No charge		
60	Electronics -non-covered	\$ -	\$ 2.00	\$	-
61	Electronics - items covered by State program	No charge	No charge		
62	Fluorescent lamps*	No charge	No charge		
63	XS Furniture Item	n/a	\$ 3.00	\$ 4.00	\$1
64	Small furniture item	\$4-11	\$ 8.00		
65	Medium Furniture item	n/a	\$ 11.00		
66	Large furniture item	\$16- 22	\$ 15.00		
67	XL furniture item	n/a	\$ 24.00		
68	Twin box spring	\$ 20.00	\$ 20.00	\$ 27.00	\$ 7.00
69	Twin mattress	\$ 20.00	\$ 20.00	\$ 27.00	\$ 7.00
70	Full/double/queen mattress	\$ 25.00	\$ 25.00	\$ 32.00	\$ 7.00
71	Full/double/queen box spring	\$ 25.00	\$ 25.00	\$ 32.00	\$ 7.00
72	King mattress	\$ 30.00	\$ 30.00	\$ 37.00	\$ 7.00
73	King box spring	\$ 30.00	\$ 30.00	\$ 37.00	\$ 7.00
74	Crib mattress	\$ 6.00	\$ 8.00	\$ 10.00	\$ 2.00
75	Hard cover books*	\$ -	\$ -	\$	-
76	Scrap metal	No charge	No charge		
77	Textiles*	No charge	No charge		
78	Tires	\$ 3.00	\$ 4.00	\$	-
79	Tires ~ up to 16" (bike tires up to 20)	\$ 3.00	\$ 4.00	\$	-
80	Tires ~ 16.5" up to 19.5" 20" Passenger Vehicle	\$ 3.00	\$ 4.00	\$	-

SCHEDULE OF PROGRAM TIPPING FEES				Rate change	increase from
		FY24	FY25	FY26	FY25 to FY26
81	Tires ~ Up to 19.5"	\$ 3.00	\$ 4.00		\$ -
82	Tires ~ 20" to 24.5" Heavy Truck/Vehicle	\$ 15.00	\$ 15.00		\$ -
83	Tires ~ large equipment tires	\$ 56.00	\$ 56.00		\$ -
84	Tires ~ XL equipment tires	n/a	\$ 100.00		
85	Tires ~ per ton	\$ 225.00	\$ 250.00		\$ -
86	Used oil*	No charge	No charge		
87	Used oil filters*	No charge	No charge		
88	Ashes (accepted as trash)	\$2-8; \$42 (Cubic Yard)	\$3-15; \$48 (Cubic Yard)		
89					
90	Shredded Paper, with paid trash items	NA	No charge	No charge	
91	Shredded Paper ONLY	NA	\$ 2.00	\$ 2.00	\$ -
92	More than 1 Cubic Yard		\$5.00/CY	\$5.00/CY	
93					
94	HAZARDOUS WASTE - ENVIRONMENTAL DEPOT & ROVER				
95					
96	Environmental Depot				
97	Household hazardous waste	No Charge	No Charge		
98	Business hazardous waste ~ Conditionally Exempt Generators	Call For Pricing	Call For Pricing		
99					
100	Rover				
101	Household hazardous waste	No Charge	No Charge		
102					
103	Organics Diversion Facility				
104					
105	Food Waste				
106	Tip fee, per ton	\$ 70.00	\$ 70.00		
107					
108	Solid Waste Management				
109					
110	Budgeted Fee:				
111	Management Fee, per ton	\$ 27.00	\$ 30.00	\$ 40.00	\$ 10.00

FY 26 PROPOSED CSWD ORGANIZATIONAL CHART





ADMINISTRATIVE OFFICE

19 Gregory Drive, Suite 204
South Burlington, VT 05403

EMAIL info@cswd.net

TEL (802) 872-8100

www.cswd.net

April 28, 2025

Ben Traverse, City Council President
City of Burlington
City Hall - 149 Church Street
Burlington, VT 05401

Dear Ben:

Attached please find copies of the Chittenden Solid Waste District Proposed FY 26 Budget. **CSWD is scheduled to meet with the City of Burlington on Monday, May 19, 2024, at 7:00 p.m.** Please forward the attached copies to your City Council for their review.

The Board of Commissioners approved sending the Proposed FY 26 Budget to Member towns for their approval on Wednesday, April 16, 2025. Below is Section 4. (b) of the Chittenden Solid Waste District Charter.

Within 45 days of the approval of the budget by the Board of Commissioners, the legislative body of each member municipality shall act to approve or disapprove the budget.

The budget shall be approved if approved by the legislative bodies of a majority of the member municipalities. (For such purposes, each member municipality shall be entitled to one vote.) A legislative body that disapproves the budget must file with the Board of Commissioners a written statement of objections to the budget identifying those specific items to be changed, and failure to file such statement of objections within the forty-five (45) day period shall constitute approval by such municipality. A legislative body that fails to act to approve or disapprove the budget within the forty-five (45) day period shall likewise be deemed to have approved the budget.

As stated above, each member municipality may choose to approve or disapprove the budget prior to May 31, 2025. Please feel free to contact me should you have any questions. Thank you.

Sincerely,

A handwritten signature in cursive script that reads 'Amy Jewell'.

Amy Jewell
Director, Administration

Cc: Lee Perry– Rep., Matt Kobizk-Alt.

Resolution Relating to

RESOLUTION IN SUPPORT OF LOCAL
BUSINESSES AND A VIBRANT, WELCOMING,
SAFE DOWNTOWN

RESOLUTION _____
Sponsor(s): Councilor(s) *McKnight, Barlow, Carpenter, Litwin, Schachter, Singh, Traverse*
Introduced: _____
Referred to: _____
Action: _____
Date: _____
Signed by Mayor: _____

CITY OF BURLINGTON

In the year Two Thousand Twenty-Five

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

That, WHEREAS, downtown Burlington serves as the cultural and economic heart of our City, providing a home to hundreds of small businesses, restaurants, artists, and nonprofit organizations that contribute to our City's vibrancy, diversity, and sense of place; and

WHEREAS, downtown Burlington is an economic engine for the entire state of Vermont, supporting thousands of jobs in the retail, food service, hospitality and professional sectors - the bulk of which provide stable employment for the region's middle and working class as well as our college students - and many of those workers have expressed safety concerns to employers and elected officials alike; and

WHEREAS, downtown businesses have faced significant challenges in recent years, including prolonged disruptions due to public and private construction projects, shifting consumer behaviors following the COVID-19 pandemic, the rise of e-commerce and retail consolidation by national players such as Amazon, and reduced in-person foot traffic; and

WHEREAS, more than 100 business owners and staff attended a recent public forum on the impacts of Main Street construction to share their challenges and ask for help; and

WHEREAS, the Department of Public Works team has been working diligently to determine and present solutions to address some of those challenges; and

WHEREAS, the Business and Workforce Development team has devoted significant resources to supporting our downtown including hosting over 100 events, including the new "BTV Love Notes" and "Maple Madness," highlighting 116 businesses through social media, 40% of which are women-owned and 22% of which are BIPOC-owned, and garnering over 4 million content views across social media platforms; and

WHEREAS, many local business owners and workers - including more than 150 signatories in a letter sent to the Administration this May - have also expressed concern about deteriorating conditions in the public realm. Visible drug use, vandalism, graffiti, loitering, and antisocial behavior create real and perceived disorder,

undermine public safety, and discourage people from visiting and investing in downtown; and

Resolution Relating to SUPPORT OF LOCAL BUSINESSES AND A VIBRANT, WELCOMING, SAFE DOWNTOWN

WHEREAS, for nearly a decade, Governor Scott's administration has failed to provide meaningful and impactful state policy that addresses Burlington's and the statewide crises of homelessness, substance use disorder and mental health problems; and

WHEREAS, the Administration, members of the City staff, and City Councilors have been having conversations for over a year about finding an alternate location for the food distribution service at the Marketplace garage and acknowledge that it is an important service for the City's vulnerable residents and that the Marketplace garage is not an ideal location for either the recipients of that service or to people parking in the garage; and

WHEREAS, the Business and Workforce Development team has launched and is seeking grant funding to complete a Comprehensive Economic Development Strategy (CEDS) initiative that lays out an economic framework for the City of Burlington; and

WHEREAS, the Burlington Police Department has been short staffed for a number of years, and - with the arrival of Chief Shawn Burke and in coordination with the Mayor's Administration - is actively reevaluating officer response priorities and rebuilding critical relationships and trust with our residents and business community; and

WHEREAS, the Burlington Police Department, the City Attorney's Office, the Burlington Community Justice Center, and the Chittenden County State's Attorney are working in coordination to enhance enforcement of our existing ordinances and laws with the goal of addressing concerns related to open drug use, loitering, vandalism, and graffiti through a combination of enforcement, mental health and recovery services, restorative justice efforts, and coordinated outreach, and

WHEREAS, the Mayor and City Council earmarked several strategic investments in community safety strategies in the FY25 budget to support health and wellbeing of our center City and the Mayor is proposing further investments in the FY26 budget, including a historic increase in funding for the Howard Center Street Outreach Program to sustain critical mental health case management work; and

WHEREAS, the Mayor and City Council diverted City resources and fundraised private donations to support additional police officer presence in the downtown to support community safety and local business sales during the 2024 holiday season; and

WHEREAS, our municipal revenue - specifically the gross receipts tax - is directly linked to the wellbeing of our downtown and small business community, and the underlying business revenues for this tax have decreased nearly 10% in the past year; and

WHEREAS, the recent tariffs imposed by President Trump's administration and harmful political rhetoric against Canada have had and will have lasting negative impacts on our local and State economy as Canadian visitors reconsider visiting and engaging with our local businesses and City; and

WHEREAS, the Mayor, BWD, CEDO, and her entire administration are actively working to navigate external factors related to State, regional, national, and international economic and social pressures that are largely outside the control of City government; and

Resolution Relating to SUPPORT OF LOCAL BUSINESSES AND A VIBRANT, WELCOMING, SAFE DOWNTOWN

WHEREAS, Burlington residents, workers, property owners, and business operators share a collective interest in ensuring that our City is clean, safe, accessible, and welcoming to all;

NOW, THEREFORE, BE IT RESOLVED that the Burlington City Council reasserts its support for a thriving City economy by taking the actions and affirming the commitments below:

1. Department of Public Works (DPW): Improve Traffic Flow and Communication During Construction

DPW will provide a cost estimate, feasibility assessment, and timeline for reopening Main Street to one way, westward traffic to the council by June 15, 2025.

DPW will share new strategies to enhance existing construction signage and on-the-ground communication about construction.

DPW will enhance existing public construction map with the goal of making wayfinding easier in the downtown and south ends.

DPW will work with the TEUC to explore the possibility of opening the Champlain Parkway Connector to southbound traffic as soon as construction allows.

2. Business and Workforce Development (BWD): Address Degradation of Burlington's Public Image and Reimagine our Economic Future

Resolution Relating to SUPPORT OF LOCAL BUSINESSES AND A VIBRANT, WELCOMING, SAFE DOWNTOWN

BWD will review how existing City funds and staff resources are being used with the goal of making pivots in strategy to provide more effective coordinated marketing and PR efforts that promote downtown and re-establish it as a vibrant, safe, and inclusive space, particularly for youth and college students.

BWD will provide quarterly updates to the City Council via email on their progress on CEDS, with the goal of sharing short term recommendations when possible. We request that the CEDS initiative reflects the next generation of commerce and supports businesses in attracting consumers in the post-Covid, amazon-ified age of consumption that we are living in. The City council encourages BWD to include recommendations for businesses that serve primarily local customers as well as primarily tourists and visitors. The plan shall consider adaptive reuse, light manufacturing, co-working hubs, and hybrid commercial spaces that reflect the evolving nature of consumer behavior and enable more flexible economic use of downtown storefronts.

When possible, BWD will flag zoning or ordinance changes that need to be completed in order to support recommendations to improve our downtown economy.

3. Burlington Police Department: Strengthen Public Safety Through Coordinated Police Support

Burlington Police Department will continue to enhance collaboration with City departments, outreach workers, and community organizations to ensure a regular and visible presence in key downtown areas, including Church Street, parking garages, transit hubs, and alleyways. The BPD shall continue to prioritize community-oriented policing strategies focused on de-escalation, safety, and relationship-building.

When officer resources are available, the BPD will continue to improve responsiveness to business reports of harassment, theft, and antisocial behavior, and regularly communicate with the business community about safety initiatives and outcomes.

Use our existing CSO program and staff to increase visible downtown safety presence during peak seasons and weekends to deter disruptive behavior and support those who work in our City.

4. Burlington Police Department, Department of Public Works, and the Mayor's Office: Prioritize Parking Safety, Cleanliness, and Accessibility

The City Council recognizes that downtown parking garages are essential infrastructure for local commerce and have, in recent years, become unwelcoming to patrons, and asks the DPW to take steps to improve this, in collaboration with the BPD when necessary. Improvements may include making additional investments in lighting, security, maintenance and public art, and enhancing penalties and enforcement for violations in the garage.

Resolution Relating to SUPPORT OF LOCAL BUSINESSES AND A VIBRANT, WELCOMING, SAFE DOWNTOWN

By June 2, 2025, provide to the City Council information on average daily revenue received from downtown parking such that the City Council is able to discern the cost of any initiative to temporarily expand the City's existing free parking program.

Consider the placement of clear signage on the outside wall of City Hall facing Church Street, indicating the availability of public restrooms on the building's first floor.

The City Council acknowledges the important supports many of the City's vulnerable residents receive from mutual aid organizations, including, but not limited to, regular food distribution in the Marketplace garage. The City thanks and supports the benefits provided by mutual aid organizations.

While the City in no way seeks to interfere with the provision of mutual aid, the Marketplace garage is not an ideal location either for the recipients of food distribution or for people parking in the garage. The Administration, members of the City staff, and City Councilors have been engaged in conversations for over a year about finding an alternative location for this important food distribution service.

The City will continue to help relocate the food distribution currently operating in the Marketplace garage to a more appropriate, accessible, and secure downtown location by June 15, 2025, ensuring continued support for those in need without compromising public access to parking infrastructure. The City appreciates community partners like the First Congregational Church of Burlington and food distribution providers who have been engaging on voluntary relocation options for the food distribution services.

To assist with the timely relocation of the food distribution program, the City Council authorizes the expenditure of up to \$2,000 in FY25 Council Initiative Funds. Any organization seeking the use of these funds must submit a request to the City Council via the City Council President. The City Council President has the authority to expend these funds before the end of the current fiscal year, or June 30, 2025.

BE IT FURTHER RESOLVED, that the City Council requests from the Administration within forty-five (45) days a coordinated report on updates related to the City's enhanced enforcement and accountability efforts and the actions listed above to support the downtown business community and the community as a whole.

BBM/Resolutions 2025/RESOLUTION IN SUPPORT OF LOCAL BUSINESSES AND A VIBRANT, WELCOMING, SAFE DOWNTOWN 5/10/25

Resolution Relating to

SUPPORT OF LOCAL BUSINESSES AND A VIBRANT,
WELCOMING, SAFE DOWNTOWN

RESOLUTION_____

Sponsor(s): *Councilors McKnight,
Barlow, Carpenter, Litwin, Schachter,
Singh, Traverse*

Introduced: _____

Referred to: _____

Action: _____

Date: _____

Signed by Mayor: _____

CITY OF BURLINGTON

In the year Two Thousand Twenty-Five.....

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

That WHEREAS, downtown Burlington serves as the cultural and economic heart of our city, providing a home to hundreds of small businesses, restaurants, artists, and nonprofit organizations that contribute to our city's vibrancy, diversity, and sense of place; and

WHEREAS, downtown Burlington is an economic engine for the entire state of Vermont, supporting thousands of jobs in the retail, food service, hospitality and professional sectors - the bulk of which provide stable employment for the region's middle class as well as our college students - and many of those workers have expressed safety concerns to employers and elected officials alike; and

WHEREAS, downtown businesses have faced significant challenges in recent years, including prolonged disruptions due to public and private construction projects, shifting consumer behaviors following the COVID-19 pandemic, the rise of e-commerce and retail consolidation by national players such as Amazon, and reduced in-person foot traffic; and

WHEREAS, more than 100 business owners and staff attended a recent public forum on the impacts of Main Street construction to share their challenges and ask for help; and

WHEREAS, the Department of Public Works team has been working diligently to determine and present solutions to address some of those challenges; and

WHEREAS, the Business and Workforce Development team has devoted significant resources to supporting our downtown including hosting over 100 events, including the new "BTV Love Notes" and "Maple Madness," highlighting 116 businesses through social media, 40% of which are women-owned and 22% of which are BIPOC-owned, and garnering over 4 million content views across social media platforms; and

WHEREAS, many local business owners and workers - including more than 150 signatories in a letter sent to the Administration this May - have also expressed concern about deteriorating conditions in the public realm. Visible drug use, vandalism, graffiti, loitering, and antisocial behavior create real and perceived disorder, undermine public safety, and discourage people from visiting and investing in downtown; and

25 WHEREAS, for nearly a decade, Governor Scott's administration has failed to provide meaningful and
26 impactful state policy that addresses Burlington's and the statewide crises of homelessness, substance use
27 disorder and mental health problems; and

28 WHEREAS, the Administration, members of the city staff, and City Councilors have been having
29 conversations for over a year about finding an alternate location for the food distribution service at the
30 Marketplace garage and acknowledge that it is an important service for the city's vulnerable residents and that
31 the Marketplace garage is not an ideal location for either the recipients of that service or to people parking in
32 the garage; and

33 WHEREAS, the Business and Workforce Development team has launched and is seeking grant
34 funding to complete a Comprehensive Economic Development Strategy (CEDS) initiative that lays out an
35 economic framework for the City of Burlington; and

36 WHEREAS, the Burlington Police Department has been short staffed for a number of years, and - with
37 the arrival of Chief Shawn Burke and the support of the Mayor's Administration - is actively reevaluating
38 officer response priorities; and

39 WHEREAS, our municipal revenue - specifically the gross receipts tax - is directly linked to the
40 wellbeing of our downtown and small business community, and the underlying business revenues for this tax
41 have decreased nearly 10% in the past year; and

42 WHEREAS, Burlington residents, workers, property owners, and business operators share a collective
43 interest in ensuring that our downtown is clean, safe, accessible, and welcoming to all;

44 NOW, THEREFORE, BE IT RESOLVED that the Burlington City Council reattests its support for a
45 thriving downtown economy by taking the actions and affirming the commitments below:

46 **1. Department of Public Works (DPW): Improve Traffic Flow and Communication During**
47 **Construction**

- 48 • DPW shall provide a cost estimate, feasibility assessment, and timeline for reopening Main
49 Street to one way, westward traffic to the council by June 15, 2025.
- 50 • DPW will take immediate steps to further enhance existing construction signage and on-the-
51 ground communication about construction.
- 52 • DPW will enhance existing public construction map with the goal of making wayfinding easier
53 in the downtown and south ends.
- 54 • DPW will work with the TEUC to explore the possibility of opening the Champlain Parkway
55 Connector to southbound traffic as soon as construction allows.

2. Business and Workforce Development (BWD): Address Degradation of Burlington's Public Image and Reimagine our Economic Future

- The perception of Burlington as unsafe is now widespread from Chittenden County to our own student population.
- BWD shall review how existing city funds and staff resources are being used with the goal of making pivots in strategy to provide more effective coordinated marketing and PR efforts that promote downtown and re-establish it as a vibrant, safe, and inclusive space, particularly for youth and college students.
- BWD shall provide quarterly updates to the City Council via email on their progress on CEDS, with the goal of sharing short term recommendations when possible. We request that the CEDS initiative reflects the next generation of commerce and supports businesses in attracting consumers in the post-Covid, amazon-ified age of consumption that we are living in. They City council encourages BWD to include recommendations for businesses that serve primarily local customers as well as primarily tourists and visitors. The plan shall consider adaptive reuse, light manufacturing, co-working hubs, and hybrid commercial spaces that reflect the evolving nature of consumer behavior and enable more flexible economic use of downtown storefronts.
- When possible, BWD will flag zoning or ordinance changes that need to be completed in order to support recommendations to improve our downtown economy.

3. Burlington Police Department: Strengthen Public Safety Through Coordinated Police Support

- Burlington Police Department shall enhance collaboration with City departments, outreach workers, and community organizations to ensure a regular and visible presence in key downtown areas, including Church Street, parking garages, transit hubs, and alleyways. The BPD shall continue to prioritize community-oriented policing strategies focused on de-escalation, safety, and relationship-building.
- When officer resources are available, the BPD shall improve responsiveness to business reports of harassment, theft, and antisocial behavior, and regularly communicate with the business community about safety initiatives and outcomes.
- Use our existing CSO program and staff to increase visible downtown safety presence during peak seasons and weekends to deter disruptive behavior and support those who work in our city.

- Enhance enforcement of our existing ordinances and laws with the goal of addressing concerns related to open drug use, loitering, vandalism, and graffiti through a combination of enforcement, mental health and recovery services, restorative justice efforts, and coordinated outreach.

4. Burlington Police Department, Department of Public Works, and the Mayor's Office: Prioritize Parking Safety, Cleanliness, and Accessibility

- The City Council recognizes that downtown parking garages are essential infrastructure for local commerce and have, in recent years, become unwelcoming to patrons, and asks the DPW to take steps to improve this, in collaboration with the BPD when necessary. Improvements may include: considering making certain violations in the garage criminal rather than civil, making additional investments in lighting, security, maintenance, and public art.
- Provide a cost estimate and funding recommendation by June 1, 2025 to the city council for reinstating two free hours of parking to encourage visits and support downtown businesses.
- Relocate the free lunch program currently housed in a city garage to a more appropriate and secure location that does not adversely impact the downtown core no later than June 15, 2025, ensuring continued support for those in need without compromising public safety or access to parking infrastructure; and

BE IT FURTHER RESOLVED that the City Council requests a coordinated report on actions listed above to support the downtown business community from the Administration within 45 days.

BBM/Resolutions 2025/Support of Local Businesses and a Vibrant, Welcoming, Safe Downtown
5/15/25

Resolution Relating to

RESOLUTION IN SUPPORT OF LOCAL BUSINESSES AND A VIBRANT, WELCOMING, SAFE DOWNTOWN

RESOLUTION _____

Sponsor(s): Councilor(s) *McKnight,
Barlow, Carpenter, Litwin, Schachter,
Singh, Traverse*

Introduced: _____

Referred to: _____

Action: _____

Date: _____

Signed by Mayor: _____

CITY OF BURLINGTON

In the year Two Thousand Twenty-Five

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

That, WHEREAS, downtown Burlington serves as the cultural and economic heart of our City, providing a home to hundreds of small businesses, restaurants, artists, and nonprofit organizations that contribute to our City's vibrancy, diversity, and sense of place; and

WHEREAS, downtown Burlington is an economic engine for the entire state of Vermont, supporting thousands of jobs in the retail, food service, hospitality and professional sectors - the bulk of which provide stable employment for the region's middle and working class as well as our college students - and many of those workers have expressed safety concerns to employers and elected officials alike; and

WHEREAS, downtown businesses have faced significant challenges in recent years, including prolonged disruptions due to public and private construction projects, shifting consumer behaviors following the COVID-19 pandemic, the rise of e-commerce and retail consolidation by national players such as Amazon, and reduced in-person foot traffic; and

WHEREAS, more than 100 business owners and staff attended a recent public forum on the impacts of Main Street construction to share their challenges and ask for help; and

WHEREAS, the Department of Public Works team has been working diligently to determine and present solutions to address some of those challenges; and

WHEREAS, the Business and Workforce Development team has devoted significant resources to supporting our downtown including hosting over 100 events, including the new "BTV Love Notes" and "Maple Madness," highlighting 116 businesses through social media, 40% of which are women-owned and 22% of which are BIPOC-owned, and garnering over 4 million content views across social media platforms; and

WHEREAS, many local business owners and workers - including more than 150 signatories in a letter sent to the Administration this May - have also expressed concern about deteriorating conditions in the public realm. Visible drug use, vandalism, graffiti, loitering, and antisocial behavior create real and perceived disorder,

undermine public safety, and discourage people from visiting and investing in downtown; and

Resolution Relating to SUPPORT OF LOCAL BUSINESSES AND A VIBRANT, WELCOMING, SAFE DOWNTOWN

WHEREAS, for nearly a decade, Governor Scott's administration has failed to provide meaningful and impactful state policy that addresses Burlington's and the statewide crises of homelessness, substance use disorder and mental health problems; and

WHEREAS, the Administration, members of the City staff, and City Councilors have been having conversations for over a year about finding an alternate location for the food distribution service at the Marketplace garage and acknowledge that it is an important service for the City's vulnerable residents and that the Marketplace garage is not an ideal location for either the recipients of that service or to people parking in the garage; and

WHEREAS, the Business and Workforce Development team has launched and is seeking grant funding to complete a Comprehensive Economic Development Strategy (CEDS) initiative that lays out an economic framework for the City of Burlington; and

WHEREAS, the Burlington Police Department has been short staffed for a number of years, and - with the arrival of Chief Shawn Burke and in coordination with the Mayor's Administration - is actively reevaluating officer response priorities and rebuilding critical relationships and trust with our residents and business community; and

WHEREAS, the Burlington Police Department, the City Attorney's Office, the Burlington Community Justice Center, and the Chittenden County State's Attorney are working in coordination to enhance enforcement of our existing ordinances and laws with the goal of addressing concerns related to open drug use, loitering, vandalism, and graffiti through a combination of enforcement, mental health and recovery services, restorative justice efforts, and coordinated outreach, and

WHEREAS, the Mayor and City Council earmarked several strategic investments in community safety strategies in the FY25 budget to support health and wellbeing of our center City and the Mayor is proposing further investments in the FY26 budget, including a historic increase in funding for the Howard Center Street Outreach Program to sustain critical mental health case management work; and

WHEREAS, the Mayor and City Council diverted City resources and fundraised private donations to support additional police officer presence in the downtown to support community safety and local business sales during the 2024 holiday season; and

WHEREAS, our municipal revenue - specifically the gross receipts tax - is directly linked to the wellbeing of our downtown and small business community, and the underlying business revenues for this tax have decreased nearly 10% in the past year; and

WHEREAS, the recent tariffs imposed by President Trump's administration and harmful political rhetoric against Canada have had and will have lasting negative impacts on our local and State economy as Canadian visitors reconsider visiting and engaging with our local businesses and City; and

WHEREAS, the Mayor, BWD, CEDO, and her entire administration are actively working to navigate external factors related to State, regional, national, and international economic and social pressures that are largely outside the control of City government; and

Resolution Relating to SUPPORT OF LOCAL BUSINESSES AND A VIBRANT, WELCOMING, SAFE DOWNTOWN

WHEREAS, Burlington residents, workers, property owners, and business operators share a collective interest in ensuring that our City is clean, safe, accessible, and welcoming to all;

NOW, THEREFORE, BE IT RESOLVED that the Burlington City Council reasserts its support for a thriving City economy by taking the actions and affirming the commitments below:

1. Department of Public Works (DPW): Improve Traffic Flow and Communication During Construction

DPW will provide a cost estimate, feasibility assessment, and timeline for reopening Main Street to one way, westward traffic to the council by June 15, 2025.

DPW will share new strategies to enhance existing construction signage and on-the-ground communication about construction.

DPW will enhance existing public construction map with the goal of making wayfinding easier in the downtown and south ends.

DPW will work with the TEUC to explore the possibility of opening the Champlain Parkway Connector to southbound traffic as soon as construction allows.

2. Business and Workforce Development (BWD): Address Degradation of Burlington's Public Image and Reimagine our Economic Future

Resolution Relating to SUPPORT OF LOCAL BUSINESSES AND A VIBRANT, WELCOMING, SAFE DOWNTOWN

BWD will review how existing City funds and staff resources are being used with the goal of making pivots in strategy to provide more effective coordinated marketing and PR efforts that promote downtown and re-establish it as a vibrant, safe, and inclusive space, particularly for youth and college students.

BWD will provide quarterly updates to the City Council via email on their progress on CEDS, with the goal of sharing short term recommendations when possible. We request that the CEDS initiative reflects the next generation of commerce and supports businesses in attracting consumers in the post-Covid, amazon-ified age of consumption that we are living in. The City council encourages BWD to include recommendations for businesses that serve primarily local customers as well as primarily tourists and visitors. The plan shall consider adaptive reuse, light manufacturing, co-working hubs, and hybrid commercial spaces that reflect the evolving nature of consumer behavior and enable more flexible economic use of downtown storefronts.

When possible, BWD will flag zoning or ordinance changes that need to be completed in order to support recommendations to improve our downtown economy.

3. Burlington Police Department: Strengthen Public Safety Through Coordinated Police Support

Burlington Police Department will continue to enhance collaboration with City departments, outreach workers, and community organizations to ensure a regular and visible presence in key downtown areas, including Church Street, parking garages, transit hubs, and alleyways. The BPD shall continue to prioritize community-oriented policing strategies focused on de-escalation, safety, and relationship-building.

When officer resources are available, the BPD will continue to improve responsiveness to business reports of harassment, theft, and antisocial behavior, and regularly communicate with the business community about safety initiatives and outcomes.

Use our existing CSO program and staff to increase visible downtown safety presence during peak seasons and weekends to deter disruptive behavior and support those who work in our City.

4. Burlington Police Department, Department of Public Works, and the Mayor's Office: Prioritize Parking Safety, Cleanliness, and Accessibility

The City Council recognizes that downtown parking garages are essential infrastructure for local commerce and have, in recent years, become unwelcoming to patrons, and asks the DPW to take steps to improve this, in collaboration with the BPD when necessary. Improvements may include making additional investments in lighting, security, maintenance and public art, and enhancing penalties and enforcement for violations in the garage.

Resolution Relating to SUPPORT OF LOCAL BUSINESSES AND A VIBRANT, WELCOMING, SAFE DOWNTOWN

By June 2, 2025, provide to the City Council information on average daily revenue received from downtown parking such that the City Council is able to discern the cost of any initiative to temporarily expand the City's existing free parking program.

Consider the placement of clear signage on the outside wall of City Hall facing Church Street, indicating the availability of public restrooms on the building's first floor.

The City Council acknowledges the important supports many of the City's vulnerable residents receive from mutual aid organizations, including, but not limited to, regular food distribution in the Marketplace garage. The City thanks and supports the benefits provided by mutual aid organizations.

While the City in no way seeks to interfere with the provision of mutual aid, the Marketplace garage is not an ideal location either for the recipients of food distribution or for people parking in the garage. The Administration, members of the City staff, and City Councilors have been engaged in conversations for over a year about finding an alternative location for this important food distribution service.

The City will continue to help relocate the food distribution currently operating in the Marketplace garage to a more appropriate, accessible, and secure downtown location by June 15, 2025, ensuring continued support for those in need without compromising public access to parking infrastructure.

To assist with the timely relocation of the food distribution program, the City Council authorizes the expenditure of up to \$2,000 in FY25 Council Initiative Funds. Any organization seeking the use of these funds must submit a request to the City Council via the City Council President. The City Council President has the authority to expend these funds before the end of the current fiscal year, or June 30, 2025.

BE IT FURTHER RESOLVED, that the City Council requests from the Administration within forty-five (45) days a coordinated report on updates related to the City's enhanced enforcement and accountability efforts and the actions listed above to support the downtown business community and the community as a whole.

BBM/Resolutions 2025/RESOLUTION IN SUPPORT OF LOCAL BUSINESSES AND A VIBRANT, WELCOMING, SAFE DOWNTOWN 5/10/25

Resolution Relating to

RESOLUTION IN SUPPORT OF LOCAL
BUSINESSES AND A VIBRANT, WELCOMING,
SAFE DOWNTOWN

RESOLUTION _____
Sponsor(s): Councilor(s) *McKnight, Barlow, Carpenter, Litwin, Schachter, Singh, Traverse*
Introduced: _____
Referred to: _____
Action: _____
Date: _____
Signed by Mayor: _____

CITY OF BURLINGTON

In the year Two Thousand Twenty-~~Four~~Five

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

That, WHEREAS, downtown Burlington serves as the cultural and economic heart of our ~~city~~City, providing a home to hundreds of small businesses, restaurants, artists, and nonprofit organizations that contribute to our ~~city's~~City's vibrancy, diversity, and sense of place; and

WHEREAS, downtown Burlington is an economic engine for the entire state of Vermont, supporting thousands of jobs in the retail, food service, hospitality and professional sectors - the bulk of which provide stable employment for the region’s middle ~~and working~~ class as well as our college students - and many of those workers have expressed safety concerns to employers and elected officials alike; and

WHEREAS, downtown businesses have faced significant challenges in recent years, including prolonged disruptions due to public and private construction projects, shifting consumer behaviors following the COVID-19 pandemic, the rise of e-commerce and retail consolidation by national players such as Amazon, and reduced in-person foot traffic; and

WHEREAS, more than 100 business owners and staff attended a recent public forum on the impacts of Main Street construction to share their challenges and ask for help; and

WHEREAS, the Department of Public Works team has been working diligently to determine and present solutions to address some of those challenges; and

WHEREAS, the Business and Workforce Development team has devoted significant resources to supporting our downtown including hosting over 100 events, including the new “BTV Love Notes” and “Maple Madness,” highlighting 116 businesses through social media, 40% of which are women-owned and 22% of which are BIPOC-owned, and garnering over 4 million content views across social media platforms; and

WHEREAS, many local business owners and workers - including more than 150 signatories in a letter sent to the Administration this May - have also expressed concern about deteriorating conditions in the public realm. Visible drug use, vandalism, graffiti, loitering, and antisocial behavior create real and perceived disorder,

undermine public safety, and discourage people from visiting and investing in downtown; and

Resolution Relating to SUPPORT OF LOCAL BUSINESSES AND A VIBRANT, WELCOMING, SAFE DOWNTOWN

WHEREAS, for nearly a decade, Governor Scott's administration has failed to provide meaningful and impactful state policy that addresses Burlington's and the statewide crises of homelessness, substance use disorder and mental health problems; and

WHEREAS, the Administration, members of the ~~city~~City staff, and City Councilors have been having conversations for over a year about finding an alternate location for the food distribution service at the Marketplace garage and acknowledge that it is an important service for the ~~city's~~City's vulnerable residents and that the Marketplace garage is not an ideal location for either the recipients of that service or to people parking in the garage; and

WHEREAS, the Business and Workforce Development team has launched and is seeking grant funding to complete a Comprehensive Economic Development Strategy (CEDS) initiative that lays out an economic framework for the City of Burlington; and

WHEREAS, the Burlington Police Department has been short staffed for a number of years, and - with the arrival of Chief Shawn Burke and ~~the support of~~in coordination with the Mayor's Administration - is actively reevaluating officer response priorities and rebuilding critical relationships and trust with our residents and business community; and

WHEREAS, the Burlington Police Department, the City Attorney's Office, the Burlington Community Justice Center, and the Chittenden County State's Attorney are working in coordination to enhance enforcement of our existing ordinances and laws with the goal of addressing concerns related to open drug use, loitering, vandalism, and graffiti through a combination of enforcement, mental health and recovery services, restorative justice efforts, and coordinated outreach, and

WHEREAS, the Mayor and City Council earmarked several strategic investments in community safety strategies in the FY25 budget to support health and wellbeing of our center City and the Mayor is proposing further investments in the FY26 budget, including a historic increase in funding for the Howard Center Street Outreach Program to sustain critical mental health case management work; and

WHEREAS, the Mayor and City Council diverted City resources and fundraised private donations to support additional police officer presence in the downtown to support community safety and local business sales during the 2024 holiday season; and

WHEREAS, our municipal revenue - specifically the gross receipts tax - is directly linked to the wellbeing of our downtown and small business community, and the underlying business revenues for this tax have decreased nearly 10% in the past year; and

WHEREAS, the recent tariffs imposed by President Trump's administration and harmful political rhetoric against Canada have had and will have lasting negative impacts on our local and State economy as Canadian visitors reconsider visiting and engaging with our local businesses and City; and

WHEREAS, the Mayor, BWD, CEDO, and her entire administration are actively working to navigate external factors related to State, regional, national, and international economic and social pressures that are largely outside the control of City government; and

Resolution Relating to SUPPORT OF LOCAL BUSINESSES AND A VIBRANT, WELCOMING, SAFE DOWNTOWN

WHEREAS, Burlington residents, workers, property owners, and business operators share a collective interest in ensuring that our ~~downtown~~City is clean, safe, accessible, and welcoming to all;

NOW, THEREFORE, BE IT RESOLVED that the Burlington City Council ~~reattests~~reasserts its support for a thriving ~~downtown~~City economy by taking the actions and affirming the commitments below:

1. Department of Public Works (DPW): Improve Traffic Flow and Communication During Construction

DPW ~~shall~~will provide a cost estimate, feasibility assessment, and timeline for reopening Main Street to one way, westward traffic to the council by June 15, 2025.

DPW will ~~take immediate steps to further~~share new strategies to enhance existing construction signage and on-the-ground communication about construction.

DPW will enhance existing public construction map with the goal of making wayfinding easier in the downtown and south ends.

DPW will work with the TEUC to explore the possibility of opening the Champlain Parkway Connector to southbound traffic as soon as construction allows.

2. Business and Workforce Development (BWD): Address Degradation of Burlington's Public Image and Reimagine our Economic Future

Resolution Relating to SUPPORT OF LOCAL BUSINESSES AND A VIBRANT, WELCOMING, SAFE DOWNTOWN

~~The perception of Burlington as unsafe is now widespread from Chittenden County to our own student population.~~

BWD ~~shall~~will review how existing ~~city~~City funds and staff resources are being used with the goal of making pivots in strategy to provide more effective coordinated marketing and PR efforts that promote downtown and re-establish it as a vibrant, safe, and inclusive space, particularly for youth and college students.

BWD ~~shall~~will provide quarterly updates to the City Council via email on their progress on CEDS, with the goal of sharing short term recommendations when possible. We request that the CEDS initiative reflects the next generation of commerce and supports businesses in attracting consumers in the post-Covid, amazon-ified age of consumption that we are living in. They City council encourages BWD to include recommendations for businesses that serve primarily local customers as well as primarily tourists and visitors. The plan shall consider adaptive reuse, light manufacturing, co-working hubs, and hybrid commercial spaces that reflect the evolving nature of consumer behavior and enable more flexible economic use of downtown storefronts.

When possible, BWD will flag zoning or ordinance changes that need to be completed in order to support recommendations to improve our downtown economy.

3. Burlington Police Department: Strengthen Public Safety Through Coordinated Police Support

Burlington Police Department ~~shall~~will continue to enhance collaboration with City departments, outreach workers, and community organizations to ensure a regular and visible presence in key downtown areas, including Church Street, parking garages, transit hubs, and alleyways. The BPD shall continue to prioritize community-oriented policing strategies focused on de-escalation, safety, and relationship-building.

When officer resources are available, the BPD ~~shall~~will continue to improve responsiveness to business reports of harassment, theft, and antisocial behavior, and regularly communicate with the business community about safety initiatives and outcomes.

Use our existing CSO program and staff to increase visible downtown safety presence during peak seasons and weekends to deter disruptive behavior and support those who work in our ~~city~~City.

~~Enhance enforcement of our existing ordinances and laws with the goal of addressing concerns related to open drug use, loitering, vandalism, and graffiti through a combination of enforcement, mental health and recovery services, restorative justice efforts, and coordinated outreach.~~

4. Burlington Police Department, Department of Public Works, and the Mayor's Office: Prioritize Parking Safety, Cleanliness, and Accessibility

The City Council recognizes that downtown parking garages are essential infrastructure for local commerce and have, in recent years, become unwelcoming to patrons, and asks the DPW to take steps to improve this, in collaboration with the BPD when necessary. Improvements may include:-

Resolution Relating to SUPPORT OF LOCAL BUSINESSES AND A VIBRANT, WELCOMING, SAFE DOWNTOWN

~~considering making certain violations in the garage criminal rather than civil,~~ making additional investments in lighting, security, maintenance, and public art, and enhancing penalties and enforcement for violations in the garage.

Resolution Relating to SUPPORT OF LOCAL BUSINESSES AND A VIBRANT, WELCOMING, SAFE DOWNTOWN

Provide a cost estimate and funding recommendation by By June 12, 2025, provide to the city council for reinstating two free hours of parking to encourage visits and support City Council information on average daily revenue received from downtown businesses. Relocate parking such that the free lunch City Council is able to discern the cost of any initiative to temporarily expand the City's existing free parking program.

Consider the placement of clear signage on the outside wall of City Hall facing Church Street, indicating the availability of public restrooms on the building's first floor.

The City Council acknowledges the important supports many of the City's vulnerable residents receive from mutual aid organizations, including, but not limited to, regular food distribution in the Marketplace garage. The City thanks and supports the benefits provided by mutual aid organizations.

While the City in no way seeks to interfere with the provision of mutual aid, the Marketplace garage is not an ideal location either for the recipients of food distribution or for people parking in the garage. The Administration, members of the City staff, and City Councilors have been engaged in conversations for over a year about finding an alternative location for this important food distribution service.

The City will continue to help relocate the food distribution currently housed/operating in a city the Marketplace garage to a more appropriate, accessible, and secure location that does not adversely impact the downtown core no later than location by June 15, 2025, ensuring continued support for those in need without compromising public safety or access to parking infrastructure.

To assist with the timely relocation of the food distribution program, the City Council authorizes the expenditure of up to \$2,000 in FY25 Council Initiative Funds. Any organization seeking the use of these funds must submit a request to the City Council via the City Council President. The City Council President has the authority to expend these funds before the end of the current fiscal year, or June 30, 2025.

BE IT FURTHER RESOLVED, that the City Council requests from the Administration within forty-five (45) days a coordinated report on updates related to the City's enhanced enforcement and accountability efforts and the actions listed above to support the downtown business community from and the Administration within 45 days community as a whole.

BBM/Resolutions 2025/RESOLUTION IN SUPPORT OF LOCAL BUSINESSES AND A VIBRANT, WELCOMING, SAFE DOWNTOWN 5/10/25

Resolution Relating to

**SUPPORT OF LOCAL BUSINESSES AND A VIBRANT,
WELCOMING, SAFE DOWNTOWN**

RESOLUTION 8.1

Sponsor(s): *Councilors McKnight,
Barlow, Carpenter, Litwin, Schachter,
Singh, Traverse*

Introduced: 05/19/25

Referred to: _____

Action: adopted as amended

Date: 05/19/25

Signed by Mayor: 06/02/25

CITY OF BURLINGTON

In the year Two Thousand Twenty-Five.....

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

1 That WHEREAS, downtown Burlington serves as the cultural and economic heart of our City, providing a
2 home to hundreds of small businesses, restaurants, artists, and nonprofit organizations that contribute to our
3 City's vibrancy, diversity, and sense of place; and

4 WHEREAS, downtown Burlington is an economic engine for the entire state of Vermont, supporting
5 thousands of jobs in the retail, food service, hospitality and professional sectors - the bulk of which provide
6 stable employment for the region's middle and working class as well as our college students - and many of
7 those workers have expressed safety concerns to employers and elected officials alike; and

8 WHEREAS, downtown businesses have faced significant challenges in recent years, including
9 prolonged disruptions due to public and private construction projects, shifting consumer behaviors following
10 the COVID-19 pandemic, the rise of e-commerce and retail consolidation by national players such as Amazon,
11 and reduced in-person foot traffic; and

12 WHEREAS, more than 100 business owners and staff attended a recent public forum on the impacts of
13 Main Street construction to share their challenges and ask for help; and

14 WHEREAS, the Department of Public Works team has been working diligently to determine and
15 present solutions to address some of those challenges; and

16 WHEREAS, the Business and Workforce Development team has devoted significant resources to
17 supporting our downtown including hosting over 100 events, including the new "BTV Love Notes" and
18 "Maple Madness," highlighting 116 businesses through social media, 40% of which are women-owned and
19 22% of which are BIPOC-owned, and garnering over 4 million content views across social media platforms;
20 and

21 WHEREAS, many local business owners and workers - including more than 150 signatories in a letter
22 sent to the Administration this May - have also expressed concern about deteriorating conditions in the public
23 realm. Visible drug use, vandalism, graffiti, loitering, and antisocial behavior create real and perceived
24 disorder, undermine public safety, and discourage people from visiting and investing in downtown; and

* * * * *

DISTRIBUTION:

I hereby certify that this resolution
has been sent to the following
department(s) on

ORIGINAL

RESOLUTION RELATING TO

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Adopted by the City Council

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..... Clerk

Approved....., 20.....

..... Mayor

Vol. Page

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WHEREAS, for nearly a decade, Governor Scott's administration has failed to provide meaningful and impactful state policy that addresses Burlington's and the statewide crises of homelessness, substance use disorder and mental health problems; and

WHEREAS, the Business and Workforce Development team has launched and is seeking grant funding to complete a Comprehensive Economic Development Strategy (CEDS) initiative that lays out an economic framework for the City of Burlington; and

WHEREAS, the Burlington Police Department has been short staffed for a number of years, and - with the arrival of Chief Shawn Burke and in coordination with the Mayor's Administration - is actively reevaluating officer response priorities and rebuilding critical relationships and trust with our residents and business community; and

WHEREAS, the Burlington Police Department, the City Attorney's Office, the Burlington Community Justice Center, and the Chittenden County State's Attorney are working in coordination to enhance enforcement of our existing ordinances and laws with the goal of addressing concerns related to open drug use, loitering, vandalism, and graffiti through a combination of enforcement, mental health and recovery services, restorative justice efforts, and coordinated outreach; and

WHEREAS, the Mayor and City Council earmarked several strategic investments in community safety strategies in the FY25 budget to support health and wellbeing of our center City and the Mayor is proposing further investments in the FY26 budget, including a historic increase in funding for the Howard Center Street Outreach Program to sustain critical mental health case management work; and

WHEREAS, the Mayor and City Council diverted City resources and fundraised private donations to support additional police officer presence in the downtown to support community safety and local business sales during the 2024 holiday season; and

WHEREAS, our municipal revenue - specifically the gross receipts tax - is directly linked to the wellbeing of our downtown and small business community, and the underlying business revenues for this tax have decreased nearly 10% in the past year; and

WHEREAS, the recent tariffs imposed by President Trump's administration and harmful political rhetoric against Canada have had and will have lasting negative impacts on our local and State economy as Canadian visitors reconsider visiting and engaging with our local businesses and City; and

WHEREAS, the Mayor, BWD, CEDO, and her entire administration are actively working to navigate external factors related to State, regional, national, and international economic and social pressures that are largely outside the control of City government; and

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Adopted by the City Council

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..... Clerk

Approved....., 20.....

..... Mayor

Vol. Page

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WHEREAS, Burlington residents, workers, property owners, and business operators share a collective interest in ensuring that our City is clean, safe, accessible, and welcoming to all;

NOW, THEREFORE, BE IT RESOLVED that the Burlington City Council reasserts its support for a thriving City economy by taking the actions and affirming the commitments below:

1. Department of Public Works (DPW): Improve Traffic Flow and Communication During Construction
 - DPW will provide a cost estimate, feasibility assessment, and timeline for reopening Main Street to one way, westward traffic to the council by June 15, 2025;
 - DPW will share new strategies to enhance existing construction signage and on-the-ground communication about construction;
 - DPW will enhance existing public construction map with the goal of making wayfinding easier in the downtown and south ends;
 - DPW will work with the TEUC to explore the possibility of opening the Champlain Parkway Connector to southbound traffic as soon as construction allows;
2. Business and Workforce Development (BWD): Address Degradation of Burlington's Public Image and Reimagine our Economic Future
 - BWD will review how existing City funds and staff resources are being used with the goal of making pivots in strategy to provide more effective coordinated marketing and PR efforts that promote downtown and re-establish it as a vibrant, safe, and inclusive space, particularly for youth and college students;
 - BWD will provide quarterly updates to the City Council via email on their progress on CEDS, with the goal of sharing short term recommendations when possible. We request that the CEDS initiative reflects the next generation of commerce and supports businesses in attracting consumers in the post-Covid, amazon-ified age of consumption that we are living in. They City council encourages BWD to include recommendations for businesses that serve primarily local customers as well as primarily tourists and visitors. The plan shall consider adaptive reuse, light manufacturing, co-working hubs, and hybrid commercial spaces that reflect the evolving nature of consumer behavior and enable more flexible economic use of downtown storefronts;
 - When possible, BWD will flag zoning or ordinance changes that need to be completed in order to support recommendations to improve our downtown economy;
3. Burlington Police Department: Strengthen Public Safety Through Coordinated Police Support

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has been sent to the following
department(s) on

ORIGINAL

RESOLUTION RELATING TO

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Adopted by the City Council

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..... Clerk

Approved....., 20.....

..... Mayor

Attest:

Vol. Page

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- Burlington Police Department will continue to enhance collaboration with City departments, outreach workers, and community organizations to ensure a regular and visible presence in key downtown areas, including Church Street, parking garages, transit hubs, and alleyways. The BPD shall continue to prioritize community-oriented policing strategies focused on de-escalation, safety, and relationship-building;
- When officer resources are available, the BPD will continue to improve responsiveness to business reports of harassment, theft, and antisocial behavior, and regularly communicate with the business community about safety initiatives and outcomes;
- Use our existing CSO program and staff to increase visible downtown safety presence during peak seasons and weekends to deter disruptive behavior and support those who work in our City;

4. Burlington Police Department, Department of Public Works, and the Mayor's Office: Prioritize Parking Safety, Cleanliness, and Accessibility

- The City Council recognizes that downtown parking garages are essential infrastructure for local commerce and have, in recent years, become unwelcoming to patrons, and asks the DPW to take steps to improve this, in collaboration with the BPD when necessary. Improvements may include making additional investments in lighting, security, maintenance and public art, and enhancing penalties and enforcement for violations in the garage;
- By June 2, 2025, provide to the City Council information on average daily revenue received from downtown parking such that the City Council is able to discern the cost of any initiative to temporarily expand the City's existing free parking program;
- Consider the placement of clear signage on the outside wall of City Hall facing Church Street, indicating the availability of public restrooms on the building's first floor;
- While the City in no way seeks to interfere with the provision of mutual aid, the Marketplace garage is not an ideal location either for the recipients of food distribution or for people parking in the garage, and food distribution is not a permitted use under our ordinances on municipal garages. The Administration, members of the City staff, and City Councilors have been engaged in conversations for over a year about finding an alternative location for this important food distribution service, and the Administration shall report back to the City Council on or by its meeting on July 14, 2025 with a proposal on the long-term relocation of the food distribution provided in the Marketplace garage; and

* * * * *

DISTRIBUTION:

I hereby certify that this resolution
has been sent to the following
department(s) on

ORIGINAL

RESOLUTION RELATING TO

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Adopted by the City Council

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..... Clerk

Approved....., 20.....

..... Mayor

Attest:

Vol. Page

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117 BE IT FURTHER RESOLVED that the City Council requests from the Administration within forty-
118 five (45) days a coordinated report on updates related to the City's enhanced enforcement and accountability
119 efforts and the actions listed above to support the downtown business community and the community as a
120 whole.

121

122 BBM/Resolutions 2025/In Support of Local Businesses and A Vibrant, Welcoming, Safe Downtown

123 5/10/25

* * * * *

DISTRIBUTION:

I hereby certify that this resolution
has been sent to the following
department(s) on
various departments

ORIGINAL

RESOLUTION RELATING TO

Support Of Local Businesses And A Vibrant, Welcoming, Safe Downtown

As amended

Adopted by the City Council

May 19....., 20..... 25

Bobby Kelly Clerk

Approved..... June 2, 20..... 25

Edmund J. ... Mayor

Attest:
Lori Olberg

Lori Olberg
Council and Licensing Coordinator

* * * * *

Vol. Page

Resolution Relating to

ADOPT THE BURLINGTON AGING COUNCIL AGE
STRONG BTV PLAN

RESOLUTION_____

Sponsor(s): Carpenter, Schachter
Introduced: _____
Referred to: _____

Action: _____
Date: _____
Signed by Mayor: _____

CITY OF BURLINGTON

In the year Two Thousand Twenty-Five.....

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

1 That WHEREAS, in 2019, City Council created the Senior Study Committee to review and make
2 recommendations regarding the long-term provision of senior services in Burlington; and
3 WHEREAS, the concept of a local council focused on issues affecting older residents was revived after
4 almost a year of COVID-19 by way of the City Council Community Development and Neighborhood
5 Revitalization (CDNR) Committee; and
6 WHEREAS, the CDNR Committee tasked the creation of an informal group to develop a framework
7 proposal for a “Council on Aging”, and the four main goals of the Burlington Aging Council include:
8 1. to elevate the contributions of older adults in Burlington
9 2. to raise issues facing older adults in Burlington and the organizations that serve them
10 3. to make policy recommendations to the Mayor and City Council to address gaps, needs, and
11 opportunities that impact older adults in Burlington
12 4. to ensure that the voices of older adults in Burlington are at the forefront of City policy; and
13 WHEREAS, the premise for the work was that older residents of Burlington must be valued members
14 of the community, noting that such residents in Burlington are: homeowners, renters, taxpayers; business
15 owners, entrepreneurs, and employees; volunteers; civic leaders; artists, musicians, writers and more; and
16 WHEREAS, older adults are as diverse as the communities in which they live, spanning a 50-year
17 multigenerational age range, and as older adults age, their contributions and needs for support change over
18 time; and
19 WHEREAS, ageism is a real problem embedded in our culture, leading to increased mortality and poor
20 health outcomes for older adults regardless of income or geography, and part of the way that Burlington can
21 address ageism is through education and intentional inclusion; and
22 WHEREAS, 12% of the City’s population is age 65 and over, and the overall share of the city and state
23 population over age 65 is projected to continue increasing at a faster rate than any other age cohort;
24 NOW, THEREFORE, BE IT RESOLVED that the Age-Strong Burlington Plan is hereby accepted by
25 the City Council and is referred to the CDNR Committee to perform a review of the Plan and to conduct an

26 evaluation of the current services for older adults supported by the City (e.g., CORE senior programs,
 27 Heineberg Community Senior Center), and additional resources will be identified and allocated to the
 28 Heineberg Community Senior Center to assist in aiding in a transition as other current services are curtailed in
 29 the City; and

30 BE IT FURTHER RESOLVED that the Age-Strong Burlington Plan should be thoughtfully considered
 31 for implementation due to its close coordination and synergy with the State's Age-Strong Plan and the
 32 identification of opportunities to bring a new and important lens to City policy and program deliberations and
 33 investments offering a pathway to accentuate efforts to make the city increasingly vibrant and resilient for all
 34 ages; and

35 BE IT FURTHER RESOLVED that the Age-Strong Burlington Plan is the basis for forming
 36 appropriate creative and innovative approaches to address challenges, and the City Council accepts the report
 37 for further consideration and action, thanking all the members of the council for their work and diligence; and

38 BE IT FURTHER RESOLVED that the CDNR Committee give due consideration to identify and
 39 recommend to City Council clear action steps to move appropriate recommendations to action beginning with
 40 the renewal of a Burlington Council on Aging populated by an appropriate set of members to develop and
 41 further these recommendations for the benefit of the city, supported by the many city partners who
 42 participated in the development of the plan.

43

44 BTP/Resolutions 2025/*Age-Strong BTV Plan*

45 Date: 5/19/25



COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

149 CHURCH STREET • ROOM 32 • CITY HALL • BURLINGTON, VT 05401
(802) 865-7144 • (802) 865-7024 (FAX)
www.burlingtonvt.gov/cedo

TO: City Council and Mayor Emma Mulvaney-Stanak

FROM: Brian Pine, CEDO Director & Co-Chair Burlington Aging Council

CC: Burlington Aging Council

DATE: May 19, 2025

RE: **Motion to accept the report of the Burlington Aging Council – Age Strong Burlington**

Summary

This memo is prepared on behalf of the membership of the Burlington Aging Council (BAC), and accompanies the resolution seeking City Council acceptance of the report of the Burlington Aging Council, “Age Strong Burlington.” The Burlington Aging Council respectfully presents its report the “Age Strong Burlington Plan” and its Priority Action Recommendations for 2025 to the Mayor and City Council.

Background

On April 26, 2021, the City Council formally created the Burlington Aging Council, and on May 2, 2021 the Mayor signed the resolution, with the purpose of:

- elevating the contributions of older adults in Burlington;
- raising issues facing all older adults in Burlington and the organizations that serve them;
- making policy recommendations to the Mayor and City Council to address gaps, needs, and opportunities that impact all older adults in Burlington;
- ensuring that the voices of all older adults in Burlington are at the forefront of City policy; and
- creating and maintaining a “Burlington Plan on Aging,” a guiding template for policy and initiatives.

The Burlington Aging Council worked with a mission to understand the opportunities and challenges facing all older community members, to recommend policies and programs that respect and empower all older Burlington community members, to ensure and expand their quality of life.

Burlington’s vision of equity in aging is to transform every person’s older years into their golden years. To achieve this vision, the City of Burlington, through the work of the Burlington Aging Council (BAC), must work to ensure that all residents have access to opportunities and services to age how and where they choose—regardless of age, disability, race, ethnicity, immigration status, religion/faith, income,

geography, sexual orientation, gender identity, language, or family status through programs and partnerships to:

- Engage all older adults in the civic life of the city with the expressed purpose of achieving the goals of an Age-Friendly Community.
- Recognize the wide range of capacities and resources among older people.
- Expand culturally relevant and accessible services to older adults, people with disabilities, caregivers, and families.
- Address health and other inequities that can become cumulative as we age.
- Anticipate and respond flexibly to aging-related needs and preferences and respect older persons' decisions and lifestyle choices.

Age Strong Burlington 2025

The Burlington Aging Council built a plan of action for an Age Strong City of Burlington around five core areas the **Age Strong Burlington Goals**:

1. **Social Connection and Engagement:** Older Residents will be free from isolation and loneliness, with affordable and accessible opportunities for social connectedness, including work, volunteering, lifelong learning, civic engagement, arts, culture, broadband access, and other technologies. Older residents are critical to our local communities and their contributions are valued by all.
2. **Family Caregiver Support:** Family caregivers are fundamental to supporting the health and well-being of older Vermonters, and their hard work and contributions are respected, valued, and supported. Family caregivers of all ages should have affordable access to education, training, counseling, respite, and support that is both coordinated and efficient.
3. **Financial Security:** Older residents will receive an adequate income and maintain assets for a reasonable quality of life as they age. They can seek and maintain employment without fear of discrimination and with any needed accommodations. Mechanisms are in place to protect from consumer and financial fraud. Older residents can retire after a lifetime of work, if they so choose, without fear of poverty and isolation.
4. **Housing, Transportation, and Community Design:** Burlington is designed, zoned, and built to support the health, safety, and independence of older residents, with affordable, accessible, appropriate, safe, and service-enriched housing, transportation, and community support options that allow them to age in a variety of settings along the continuum of care and that foster engagement in community life.
5. **Optimal Health and Wellness:** Older residents receive, without discrimination, optimal physical, dental, mental, emotional, and spiritual health through the end of their lives. Holistic options for health, exercise, counseling, and good nutrition should be both affordable and accessible. Access to coordinated, competent, and high-quality care is provided at all levels and in all settings.

Now is an opportune time to recognize the dedicated and detailed work of the Burlington Aging Council in the Age Strong Burlington Plan and its associated Priority Action Recommendations and to thank the individual members for their contributions to this important work to promote an age friendly and more equitable city. This work will contribute to our collective efforts to ensure that every Burlingtonian's older years are also their golden years.

AGE STRONG

September 2024

ACTION RECOMMENDATIONS FROM THE BURLINGTON AGING COUNCIL

- Elevate the contributions of older adults in Burlington.
 - Raise issues facing older adults in Burlington and the organizations that serve them.
 - Make policy recommendations to the Mayor and City Council to address gaps, needs, and opportunities that impact older adults in Burlington.
 - Ensure that the voices of older adults in Burlington are at the forefront of City policy.
 - Create and maintain a “Burlington Plan on Aging” to act as a guiding template for City policy and initiatives.
-



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BURLINGTON AGING COUNCIL Age Strong Introduction

Ageism and Ableism are engrained in societal attitudes, public policies, our institutions, and our community infrastructure. They are systemic. People over the age of 65 are often considered a homogenous population in cognitive and physical decline. It is time to understand and relate to our older adult community in a similar manner to how we view and treat those under the age of 18, as a diverse group with different age-related abilities, needs and opportunities, an asset to the present and future. The goal for Burlington is one of inclusivity, building an age-friendly community for all. The universal benefit accruing from the Age Strong Burlington plan is that improving the conditions of and opportunities for older adults in a community improves the lives of everyone.

On April 26, 2021 the City Council [formally created the Burlington Aging Council](#), and on May 2nd the Mayor signed the resolution, with the purpose of:

- elevating the contributions of older adults in Burlington;
- raising issues facing older adults in Burlington and the organizations that serve them;
- making policy recommendations to the Mayor and City Council to address gaps, needs, and opportunities that impact older adults in Burlington;
- ensuring that the voices of older adults in Burlington are at the forefront of City policy;
- creating and maintaining a “Burlington Plan on Aging” to act as a guiding template for City policy and initiatives.

The detailed Action Plans that follow are consolidated around 5 principal areas:

- a. Social Connection and Engagement
- b. Family Caregiver Support
- c. Financial Security
- d. Optimal Health and Wellness
- e. Housing, Transportation and Community Design

The objective in organizing actions is to raise awareness of both needs and opportunities, and to provide guidance on moving Burlington along a conscious path to being a fully Age-Friendly Community. Burlington, as a single entity cannot do everything to ensure that as members of our community age, they are offered opportunities and support that allow them to contribute and have a sense of belonging, as well as provide them with the care and support they need to continue their lives with dignity. The action plans that have been incorporated into this document are not comprehensive, but they are targeted to what the Aging Council believes is possible. The action plans align, as much as possible with the State’s [Age Strong Plan](#), and provide a basis for synergy and coordination with the many partners who provide direct services. These action plans are meant to engage our community of all ages to make Burlington a city that works for all. To achieve this, the Burlington Aging Council urges the city to make the investments and policy changes needed to create a truly Age-Friendly city.

Burlington Aging Council Members

Symphorien Sikyala, Congolese Community

Rick Neu, UVM Center on Aging

Molly Dugan, Cathedral Square

Jane Catton, Age Well

Kelly Stoddard Poor, AARP VT

Andrea Viets, Heineberg Community

Senior Center

Alison Miley, Howard Center

Christopher Damiani, GMT

Brian Pine, CEDO

Barbara Shaw-Dorso, Resident

Martha Molpus, Resident

Charles J Messing, Resident

Lorna-Kay Peal, Resident

Glenn McRae, Resident

AGE STRONG BURLINGTON: Priority Measures

The Burlington Aging Council addressed its charge by determining those actions needed to simultaneously provide for both self-determination and for necessary safety and protection in this diverse sector of our community. Burlington residents, aged 65 and over, represent approximately 11.6% of the city's population, some 5,175 residents, slightly more than the number of those 18 and under. Members of this demographic are all too often lumped in a single class of "seniors, old people, elderly," or some other term that connotes declining capability and need for care, representing a deficit to the community. The story not told is that this portion of our community is as diverse as any other group of Burlington citizens in their background, heritage, capabilities, and needs. The Council developed its action agenda by emphasizing a systemic approach to recognizing opportunity for and the contribution of our older citizens. It also calls for a coordinated and efficient system of services to meet their diverse needs, with dignity, in coordination with the many partner organizations working with this sector and the state of Vermont with its new Age Strong Vermont plan.

A Summary of Priority Actions for Consideration:

1. Dedicated City Staff Support:

- **Fills the role of an Older Adult Ombudsperson** to coordinate the efforts of the Aging Council and City Departments to:
 - **Provide direct service to employers**, and work with partners to advance opportunities for training, education, and resources for older workers of all backgrounds.
 - **Build Age-Friendly criteria** into city employee job descriptions and performance reviews.
 - **Provide city staff with adequate training and upskilling** to succeed in supporting these efforts, expanding City staffing functions in key city departments (e.g., REIB, CEDO, Planning, DPW, Parks, Recreation & Waterfront).
 - **Connect to and Coordinate with the State of Vermont Age Strong lead.**
- **Supports functions to advance social connection and engagement**, and optimal health and wellbeing across city departments and the coalition of local service organizations in Age Strong Burlington.
- **Provides full support for a reinvigorated Burlington Aging Council** to continue in its mission to elevate the contributions of older adults in Burlington; raise issues facing older adults in Burlington and the organizations that serve them; support current and address new policy recommendations to the Mayor and City Council to address gaps, needs, and opportunities that impact older adults in Burlington; ensure that the voices of older adults in Burlington are at the forefront of City policy; and maintain and monitor the "Burlington Plan on Aging: Age Strong Burlington," acting as a facilitator for City policy and initiatives, and to advance advocacy at the state level for adequate program resources, and targeted investments at the local level.

2. Issue Key Proclamations and Host Special Events to educate the community, elevating the contributions of and raising issues facing older adults in Burlington, ensuring that the voices of older adults in Burlington are at the forefront of City policy.

- **Family Caregiver Awareness Campaign** – Beginning in November 2024 (Family Caregiver Month).
- **National Employ Older Workers Week** – September.
- **Provide a clear public resolution declaring Ageism and Ableism as public health threats**, and committing Burlington to actively fighting ageism and ableism through policy and programs, providing resources and attention needed to enable all community members to enjoy a full and fruitful life, contributing to the greater good, and receiving support as it is needed.
- **Create baseline data on key indicators of successful social connection and engagement** with all city departments around their programming and work and add it to the City Dashboard.

3. Create an Official Online City Resource Site

- **City Staff working with the BAC will set up a web-based City Resource site** that will include:
 - a list of family caregiver resources.
 - resources to support older workers and employers seeking to hire and retain older workers.
 - a single point of information access to City Programming that enhances social engagement and connection and advances healthy aging.
 - resources for older adult housing and transportation information.
 - a Dashboard indicating progress on the Age Strong Burlington Plan with connections to the State's Age Strong Plan progress reports.

4. Advance a Focused City Policy Agenda

- **Review of City Human Resource policies that affect accommodation for employees of the city who are family caregivers** and report to the Burlington Aging Council with recommendations and a timeline for what modifications and enhancements can be made to flexibly meet the needs of the city and the employee.
- **Expand investment in digital literacy resources** specific to the needs of older community members. Include alternatives that are culturally appropriate and translated into a variety of languages.
- **Increase opportunities for Home Share programming** in Burlington.
- **Direct DPW and BPRW to coordinate planning efforts put in place supportive physical amenities** to make Burlington a year-round accessible active city providing opportunity for activity in support of health in line with the WHO's Active Aging Policy Framework.
- **Require all new construction to adhere to Universal Design Standards.**
- **Update PlanBTV: Burlington's Comprehensive Plan (2019) with a focus explicitly including the growing older population.**
 - **Require PlanBTV to incorporate a comprehensive strategy** to prioritize the needs of older adults in elements of community design.

- **Build a Policy/Program/Resource Framework** to address the specific needs of older adults in the event of another emergency (e.g., pandemic) and to meet the challenge of the ongoing climate emergency as it specifically impacts older adults.
- **Assess the status and future need for staffing and funding** of efforts needed to expand age-friendly infrastructure and design efforts across all city departments.

5. Direct City Departments to Advance or Expand Programming for Older Adults

- **Evaluate and provide additional funding** to continue and expand the CEDO/Age Well pilot to train/develop PCAs to increase the workforce for in-home supports/Personal and Home Health Aides to increase this critical and skilled workforce in providing services in home and institutional settings.
- **Recommend that City departments that make use of national service programs (e.g., AmeriCorps) will also make use of national service programs for older adults (e.g., AmeriCorps Senior).** Determine if these programs can also fulfill some of the functions required to support the future work of the Aging Council.
- **Provide incentives to fill the gaps** with volunteer and assisted ride programs.
- **Expand the 50+ Programming of Burlington Parks, Recreation, and Waterfront Department** to ensure that all older adults can access a variety of affordable opportunities for exercise within an inclusive environment. Align planning with the state's comprehensive physical activity plan and provide evidence-based physical activity and strength training programs to promote positive health outcomes.
 - Build on the success of the CORE Adult Center (run by Burlington Parks, Recreation, and Waterfront Department) and engage partners to support the development of a part-time care facility in Burlington to assist older adults with higher-intensity care needs (Adult daycare) and provide respite to family caregivers.
- **Expand funding for and promotion of the Housing Access Modifications** program at CEDO.

6. Support a Robust Outreach and Engagement Process

- **Allocate funding to support the education of the BIPOC and New American advocates and associations** on family caregiving practices and supports. Develop multilingual resources for Burlington residents, and support training and education for service providers to better understand and support the variety of cultures of caregiving in our community.
- **Fund a Marketing Campaign to highlight older worker experiences** and employer success stories and narratives.
- **Work with Green Mountain Transit (GMT) to increase usage** of public transportation, with special attention to the needs of older adults.
- **Conduct a comprehensive Needs Assessment**, with a targeted emphasis on understanding the needs of older adults, including BIPOC and New American communities, addressing technology access, affordability, and supports focused on infrastructure, capabilities, training/education, path to 6G.

7. Support New and Existing Partnerships

-
- **Work with GMT, DPW, and other relevant agencies on processes and funding needed to support a standardized bus stop amenity plan** that addresses winter maintenance.
 - Apply a similar process to handicapped parking spaces.
 - **Direct City Departments, such as the Police Department to pursue partnerships with community organizations** (e.g., UVMHC Emergency Department, Chittenden Housing Alliance, CVOEO) to identify older individuals at risk of experiencing homelessness (or experiencing homelessness) so that they can more effectively connected with resources.
 - **Collaborate with and include diverse social and cultural groups to ensure inclusion of all older residents** in a concerted effort to increase usage of public transportation, with special attention to the needs of older adults, and support GMT staffing and resource needs to accomplish this.
 - **Work with GMT to ensure that the fare structure is transparent and understandable** to riders, and that it considers the needs of older riders in terms of access, comfort, and *affordability*.
 - **Build a Technology for Connection Initiative for older adults**, based on a community needs assessment. Identify and secure funding for technology infrastructure and access. Collaborate with partner groups (e.g., [Technology for Tomorrow](#)) to expand and standardize the use of in-home technology to help older adults age in place.
 - **Promote the newly adopted BTV Neighborhood Code to increase opportunities for middle housing** with an emphasis on accessibility and affordability for older adults.
 - **Increase collaboration between city departments (e.g., Fletcher Free Library and Parks and Recreation)** to collaborate with community partners to expand the accessibility to and participation in volunteer programs, especially those that offer additional support and assistance to help older adults stay in their homes. Provide focus on outreach to local BIPOC, New American, LGBTQ+, and other groups to promote volunteer information and opportunities within these groups.
 - **Support the expansion of existing Burlington programs that work to connect housing, health care, and social supports for aging residents**, with an emphasis on broadening the provision of diverse types of housing options/situations depending on level of independence.
 - **Expand the supply of affordable age-specific housing options.** Work with housing organizations to increase affordable and accessible assisted living opportunities. Collaborate with developers and partners to create opportunities to provide affordable dementia-focused housing.

AGE STRONG BURLINGTON: Vision of an Age-Friendly City

Burlington Aging Council Mission: To understand the opportunities and challenges facing all older community members, and to recommend policies and programs that respect and empower all older Burlington community members, to ensure and expand their quality of life.

Age-Friendly Burlington: An Age-Friendly Burlington will balance offering and enhancing self-determination and self-actualization with an infrastructure for safety and protection.

- **Self Determination** will be at the core of a coordinated and efficient system of opportunity. Older residents bring years of experience, wisdom, and energy to their lives and communities. They are an asset to the community and pathways to afford them the opportunity to contribute to the social, civic, and economic fabric of the community should be enhanced, and they should be actively engaged as workers, volunteers, and leaders.
- **Safety and Protection** will be at the heart of a coordinated, efficient, and self-evident system of services. Older residents can benefit from a system of services, supports, and protections, that is coordinated, equitable, and efficient, promoting choice, flexibility, and creativity. The system should be easy for individuals and families to access and navigate, including as it relates to the major transitions of care.



The Burlington Aging Council built a **plan of action** for the City around five core areas: Social Connection and Engagement; Family Caregiver Support; Financial Security; Optimal Health and Wellness; Housing, Transportation and Community Design. For each

core area of focus, we outline key investments, action steps, and how the city can measure its progress.

Age Strong Burlington Goals

• Social Connection and Engagement

Older Residents will be free from isolation and loneliness, with affordable and accessible opportunities for social connectedness, including work, volunteering, lifelong learning, civic engagement, arts, culture, and broadband access and other technologies. Older Residents are critical to our local communities and their contributions are valued by all.

• Family Caregiver Support

Family caregivers are fundamental to supporting the health and well-being of older Vermonters, and their hard work and contributions are respected, valued, and supported. Family caregivers of all ages should have affordable access to education, training, counseling, respite, and support that is both coordinated and efficient.

• Financial Security

Older Residents will receive an adequate income and maintain assets for a reasonable quality of life as they age. They can seek and maintain employment without fear of discrimination and with any needed accommodations. Mechanisms are in place to protect from consumer and financial fraud. Older Residents can retire after a lifetime of work, if they so choose, without fear of poverty and isolation.

• Housing, Transportation, and Community Design

Burlington is designed, zoned, and built to support the health, safety, and independence of older residents, with affordable, accessible, appropriate, safe, and service-enriched housing, transportation, and community support options that allow them to age in a variety of settings along the continuum of care and that foster engagement in community life.

• Optimal Health and Wellness

Older Residents receive, without discrimination, optimal physical, dental, mental, emotional, and spiritual health through the end of their lives. Holistic options for health, exercise, counseling, and good nutrition should be both affordable and accessible. Access to coordinated, competent, and high-quality care is provided at all levels and in all settings.

What Does an Age Strong Burlington Look Like?

Burlington's population, aged 65 and over, represents approximately 11.6% of the city's population, some 5,175 residents, slightly more than the number of those 18 and under. Members of this demographic are all too often lumped in a single class of seniors, older adults, old people, elderly, or some other term that connotes declining capability and need for care. They are a diverse population requiring a multifaceted city strategy to ensure that they prosper, have opportunities to contribute, and feel safe and assured of services to support them as they age.

Asset-based thinking is not often applied to a community's older population. As in the recent series in *Seven Days* ("Getting On: An Aging Population Is Transforming Vermont's Schools, Workplaces and Communities" | [https://www.sevendaysvt.com/news/getting-on-an-aging-population-is-transforming-vermonts-schools-workplaces-and-communities-](https://www.sevendaysvt.com/news/getting-on-an-aging-population-is-transforming-vermonts-schools-workplaces-and-communities-40368495)

Vermont's 50-plus population creates outsize economic impact and will drive economic growth for the next 30 years.

- In 2018, the 50-plus population accounted for 42% of Vermont's population yet contributed 47%—or \$18 billion—of the state's total GDP.
- Their activities also supported 227,000 jobs and generated \$12 billion in wages and salaries.
- The purchasing power of Vermont's 50-plus population will generate tax revenue for decades to come. In 2018, the market activities of people 50-plus supported \$1.7 billion in state and local taxes (44% of Vermont's total). That figure will more than triple to \$5.7 billion by 2050.
- People aged 50-plus will continue to play a significant role as part of Vermont's workforce: by 2030, 50-plus workers in the state are projected to number 130,000, representing 37% of the state's total labor force.
- Beyond their economic contributions, the 50-plus cohort also spends time engaging in vital activities like volunteering and caregiving for children and adults. The 50-plus population in Vermont contributed \$421 million in volunteering activities and \$0.9 billion in unpaid caregiving in 2018.

[40368495](https://www.sevendaysvt.com/news/getting-on-an-aging-population-is-transforming-vermonts-schools-workplaces-and-communities-40368495)) an aging population is related to a host of interrelated and seemingly insurmountable problems—from economic stagnation to lack of safe housing and adequate care. While these are critical issues that need to be addressed, they have roots that extend beyond the narrow view of aging populations and negate our ability to see the large number of community members, aged 65+, as real and potential assets.

For example, suppose that just 22% of Burlington residents, 65+, are in the labor force, that is 1138 workers. How many businesses would be shut down without those workers? We don't have the numbers of those who are also business owners, or independently employed, full or part-time. Nor do we have solid numbers on what percentage of the volunteer workforce is 65+, powering our rich nonprofit sector in arts, recreation, social services, and education, but we know it is significant. We cannot measure the impact because we have not collected the data. The data we do have, and it is important, is focused on the need for services, care, and special housing. If that is the only lens, we will continue to move forward in a deficit-based approach to our aging population.

The Burlington Aging Council is recommending taking a new and activist approach to addressing our aging population, like the perspective we take with the members of our community under 18. There are special needs, structures, supports, and investments needed, but they are full of potential. We don't know what that potential is, but we invest in it willingly. The potential of the members of our community, 65+, (and that community is growing in numbers) is largely untapped. As with all our citizens we want to create the conditions that increase good health outcomes, provide secure and appropriate shelter, ensure food security, and create opportunity for

personal fulfillment in activities, both for personal and professional growth. Given the right conditions and incentives, how many more would join the formal workforce, would

volunteer hours, would apply to serve on commissions and boards and increase their contribution to the vitality of our community?

Those unanswered questions, as well as the necessary initiatives covered in this Action Plan, are at the heart of what the Burlington Aging Council sees as its future mission in supporting Burlington as a model Age-Friendly Community.

Burlington's drive to be an Age-Friendly Community is a drive toward social justice. It is time to end Ageism once and for all in our community.

Aging is not the problem, but the way we think and talk about aging is. Most people, without even thinking about it, use language that describes aging as a negative experience. Unfortunately, this negative thinking and language contributes to "Ageism" in our culture, which is a stereotyping or discrimination of a person or group of people because of their age. This is a serious challenge in our culture and communities, manifested in the unconscious thoughts we have, the actions we take, and the policies, institutions, and systems we create.

Ageism negatively impacts Vermonters' health and well-being. It prevents people from seeking support they may need or gaining employment they are more than qualified for. It contributes to errors in the healthcare system. It leads to higher rates of chronic illness and morbidity. Older adults who have a negative view of aging have a life expectancy of 7.5 years less than older adults who have a positive view of aging (Breaking the Age Code by Becca Levy, 2022). Ageism also intersects with other forms of discrimination such as racism, quietly exacerbating inequities faced by people of color, LGBTQ+, speakers of other languages, those who are low income, etc.

— **Age Strong Vermont Plan**
(February 2024, page 8)

Aging Vermonters

In 2021 about 133,173 Vermonters were 65 years or older, or about 20.6% of all Vermonters.

- In 2021 22.0% of 65+ Vermonters were in the labor force.
- The average income/earnings for the 65+ population in Vermont in 2021 was about \$59,180.
- 9.1% of Vermonters 65 years or older were at or below the poverty level in 2021.
- 18.7% of Vermonters 65 or older rent their home, with a median gross rent of \$889 in 2021.
- 81.3% of 65+ Vermonters own their home, with median monthly costs of about \$714 (those without a mortgage).
- 29.2% of Vermonters over 65 years of age have a disability

[Vermont State Data Center Source: 2011 & 2021 American Community Survey](#)

Aging and Equity in Burlington

Burlington's vision of equity in aging is to transform every person's older years into their golden years. To achieve this vision, the City of Burlington, through the work of the Burlington Aging Council (BAC), must work to ensure that all residents have access to opportunities and services to age how and where we choose—regardless of age, disability, race, ethnicity, immigration status, religion/faith, income, geography, sexual orientation, gender identity, language, or family status. The BAC aging plan for the City of Burlington, through programs and partnerships will accomplish:

1. Engagement of all older adults in the civic life of the city with the expressed purpose of achieving the goals of an Age-Friendly Community.
2. Recognition of the wide range of capacities and resources among older people.
3. Expansion of culturally relevant and accessible services to older adults, people with disabilities, caregivers, and families.
4. Addressing health and other inequities that can become cumulative as we age.
5. Anticipating and responding flexibly to aging-related needs and preferences and respecting older person's decisions and lifestyle choices.

The commonly held view that old age is a period of declining faculties that is natural and inevitable is therefore not wholly accurate and has hidden preventable inequalities in the quality of life of older people. Importantly, the causal role of social conditions in the great variations in the quality of life of older individuals within a country – as well as across countries – raises profound questions of social justice and social action. (Venkatapuram S, Ehni HJ, Saxena A. [Equity and healthy aging](#). Bull World Health Organ. 2017)

The community we build, the infrastructure we improve, the attitudes and institutionalized biases we counter, or change are choices we make to ensure that as we age in our community, we can maintain functional abilities, including maintaining roles and holding on to relationships, and enjoying the possibility of autonomy, pleasure, personal growth, and security. Our ability to thrive is not dependent on individual attributes and capacities alone. Maintaining our health and capacities as we age is greatly dependent on how we build out the community conditions that we have control over. There is no reason to assume that functional abilities and personal health must decline in direct relationship with age.

Age Strong Burlington Strategies and Resources:

AARP [Longevity Economy Report: Vermont](#) details the outsize economic impact of Vermont's 50-plus population, supporting 227,000 jobs and generating \$12 billion in wages and salaries, anticipated to make up 37% of the state's total workforce by the end of the decade, and contributing half a billion dollars of volunteer service labor.

Engage with the work of [8 80 Cities](#) and adopt their theme: *We are guided by the simple but powerful idea that if everything we do in our cities is great for an 8-year-old and an 80-year-old, then it will be better for all people.*

Engage with [The National Civic League’s Enhancing the Equity and Inclusiveness of Age-Friendly Initiatives](#), especially their focus on improved outreach to and engagement with ethnically and racially diverse older adult residents, who may not traditionally engage with government-driven community programs for older adults.

Engage with the work of The [Equity in Aging Collaborative](#) will address issues of poverty among older adults who have and continue to face inequities across their lifetimes. We will share stories of the impact of poverty on women, communities of color, LGBTQ+ individuals, low-income, and rural older adults. The Collaborative is building on 15 years of experience with the Elder Economic Security Standard™ Index, or [Elder Index](#) that may have applications for tracking progress in Burlington and Vermont.

Pathways for Burlington

Following the WHO [Age-Friendly World initiative](#), Burlington’s efforts should be united in building *“age-friendly environments (such as in the home, community) to foster healthy and active aging by building and maintaining intrinsic capacity across the life course and enabling greater functional ability in someone with a given level of capacity.”*

In practical terms, age-friendly environments are free from physical and social barriers and supported by policies, systems, services, products, and technologies that:

- promote health and build and maintain physical and mental capacity across the life course; and
- enable people, even when experiencing capacity loss, to continue to do the things they value.

The BAC Age Strong Burlington Action Plan is a holistic approach to growing age-friendly practices help build older people’s abilities to meet their basic needs; learn, grow, and make decisions; be mobile; build and maintain relationships; and contribute.

The AARP [Network of Age-Friendly States and Communities](#) is one touchstone to identify sister cities that Burlington can use to benchmark our efforts and progress. The program advances efforts to help people live easily and comfortably in their homes and communities as they age. Older adults are encouraged to take a more active role in their communities and have their voices heard. Initiatives focus on areas such as housing, caregiving, community engagement, volunteering, social inclusion and combating isolation among older citizens.

For a list of national resources see ***Appendix C***.

BAC PLAN: Objectives & Action Steps for an Age Strong Burlington

Specific Action Plans for the five targeted goals follow and detail suggested investments, along with action steps broken out for various groups and city leaders, detailing ways that the city can measure progress to achieve a truly Age Strong Burlington. These goals and action steps represent a starting point for the city to be able to lay a foundation for an Age Strong community. It will require ongoing work, engagement, and investment to realize the vision.

Social Connection and Engagement

Older Residents will be free from isolation and loneliness, with affordable and accessible opportunities for social connectedness, including work, volunteering, lifelong learning, civic engagement, arts, culture, and broadband access, and other technologies. Older Residents are critical to our local communities and their contributions are valued by all.

Family Caregiver Support

Family caregivers are fundamental to supporting the health and well-being of older Vermonters, and their hard work and contributions are respected, valued, and supported. Family caregivers of all ages should have affordable access to education, training, counseling, respite, and support that is both coordinated and efficient.

Financial Security

Older Residents will receive an adequate income and maintain assets for a reasonable quality of life as they age. They can seek and maintain employment without fear of discrimination and with any needed accommodations. Mechanisms are in place to protect from consumer and financial fraud. Older Residents can retire after a lifetime of work, if they so choose, without fear of poverty and isolation.

Housing, Transportation, and Community Design

Burlington is designed, zoned, and built to support the health, safety, and independence of older residents, with affordable, accessible, appropriate, safe, and service-enriched housing, transportation, and community support options that allow them to age in a variety of settings along the continuum of care and that foster engagement in community life.

Optimal Health and Wellness

Older Residents receive, without discrimination, optimal physical, dental, mental, emotional, and spiritual health through the end of their lives. Holistic options for health, exercise, counseling, and good nutrition should be both affordable and accessible. Access to coordinated, competent, and high-quality care is provided at all levels and in all settings.

Action Plan for an Age Strong Burlington

SOCIAL CONNECTION AND ENGAGEMENT

As an Age-Friendly Community, in Burlington:

Older Residents should be free from isolation and loneliness, with affordable and accessible opportunities in their communities for social connectedness, including work, volunteering, lifelong learning, civic engagement, leisure activities, arts, culture, and broadband access and other technologies. Older residents are critical to our local communities and their contributions are valued by all.

Vermont is ranked 20th for risk of social isolation in America's Health Rankings Senior Report (composite of poverty; living alone; divorced, separated or widowed; never married; disability; and independent living difficulty). According to US Census data (ACS 2018): 71,000 (42%) of Vermonters age 60+ are not married (divorced, separated, widowed or never married); 48,000 (28%) have a disability; 43,000 (25%) live alone in community; 18,000 (11%) live below the federal poverty level; 28,000 (28%) live below 200% FPL.

Social Isolation is a public health concern. It is significantly associated with increased mortality from all causes. The magnitude of health risks associated with social isolation and loneliness are equivalent to smoking and obesity. Social **connection**, however, is associated with a 50% reduced risk of early death.

Moving Toward an Age-Friendly Community, in Burlington:

- ✓ Burlington residents ages 65+ receive the social and emotional support they need, and each year there is a decreasing number who feel socially isolated, exhibit elevated levels of stress, report poor physical health, are unhoused or inadequately housed, are food insecure, and for whom mobility is compromised.
- ✓ Mobility options (e.g., GMT, NeighborRides, CarShareVT) report increased usage by older residents.
- ✓ The proportion of older adults engaging in regular, year-round, physical exercise shows annual increases.
- ✓ Calculate neighborhood walkability and transit scores around the needs and uses of older adults living in the city, demonstrating annual increases in scores.
- ✓ Burlington's network of viable senior centers and other local community institutions such as libraries and churches offer quality and equitable programming for older adults.
- ✓ Older adults in Burlington increasingly indicate that they have the resources and information they need to age well in the city.
- ✓ Older adults in Burlington have equitable access to the highest level of affordable high-speed internet connectivity of any small city in the country, enabling them to have the ability to effectively communicate, receive services, engage as citizens, and access life-long learning opportunities as well as employment opportunities via technological engagement.
- ✓ Older adults in Burlington seeking to volunteer within their communities will have the means to engage with such opportunities accessibly and inclusively.
- ✓ Older adults in Burlington reliably and safely utilize volunteer services to seek assistance in areas such as day-to-day home maintenance and activities of daily living, which allow them to age in place.

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- ✓ Intergenerational engagement opportunities abound with the support of the City's schools and other institutions.

Actions: City Council & The Mayor's Office

1. Support a Social Connection and Engagement function across city departments and the coalition of local service organizations to:
 - a. Create baseline data on key indicators of successful social connection and engagement.
 - b. Create greater efficiency and increase resources available across city departments that provide programs and infrastructure for social connection and engagement.
 - c. Collaborate with and include diverse social and cultural groups to ensure inclusion of all older residents.
2. Update PlanBTV: Burlington's Comprehensive Plan (2019) www.burlingtonvt.gov/planbtv with a focus explicitly including the growing older population.
3. Produce a Burlington-specific resource book for healthy aging and social inclusion.
4. Build a Policy/Program/Resource Framework to address the specific needs of older adults in the event of another emergency (e.g., pandemic) and to meet the challenge of the ongoing climate emergency as it specifically impacts older adults.
5. Build a *Technology for Connection Initiative* for older adults in Burlington starting with a comprehensive Needs Assessment, with targeted emphasis on understanding the needs of the older Burlington residents, including BIPOC and New American communities, addressing technology access, affordability, and supports focused on infrastructure, capabilities, training/education, path to 6G. Identify and secure funding for technology infrastructure and access. Collaborate with partner groups to expand and standardize the use of in-home technology to help older adults age in place (<https://www.nia.nih.gov/news/nih-initiative-tests-home-technology-help-older-adults-age-place>) to support health, safety, and caregiving.
6. Increase collaboration between city departments (e.g., Fletcher Free Library and Parks and Recreation) to collaborate with community partners to expand the accessibility to and participation in volunteer programs, especially those that offer additional support and assistance to help older adults stay in their homes. Provide focus on outreach to local BIPOC, New American, LGBTQ+, and other groups to promote volunteer information and opportunities within these groups.

Summary of Key Investments:

- Dedicated funding from the city to support:
 - A Social Connection and Engagement function across city departments
 - Planner and Outreach functions to update PlanBTV; create a targeted emergency response framework; map out particular issues and approaches to older adults and the climate emergency.
 - Research, compilation, and update of an Aging Resource Guide (electronic and print-on-demand) with translation into key languages.
 - Technology of Connection Initiative staffing, technology, infrastructure, and subsidies to support universal access.

- Library and Parks and Recreation Departments staff to increase programming and support volunteerism.
- City specific Data and Tracking capabilities to identify the need and track impact of investments and interventions.

Actions: Burlington Aging Council and Age-Friendly Organizational Network (including City Departments) with Staffing Support

1. Support development of baseline data on key indicators of successful social connection and engagement and link this data to the city and private investment in programs and infrastructure.
 - a. Convene Stakeholders regularly to support a continuous assessment addressing barriers and opportunities to advance a framework into action for Burlington in coordination with the local and regional efforts of the Stakeholders, and the State aging plan, Age Strong Vermont.
 - b. Request that DAIL be proactive with their consultants to have a way to parse out service area-specific data to help localities home in on specific groups of older adults.
 - c. Collaborate with and include diverse social and cultural groups to ensure inclusion of all older adults in Burlington in the development and provision of social connection and engagement resources.
2. Support the updating [PlanBTV](#), Burlington's Comprehensive Plan (2019) with a focus explicitly including the growing older population. Expand the limited reference in the plan with clear metrics to determine how Burlington is achieving the goals set. Advocate for a similar update of the Regional [ECOS](#) Plan with the Chittenden County Regional Planning Commission.
3. Support the production of a Burlington-specific resource book for healthy aging and social inclusion and ensure direct comprehensive distribution and access (physical copies and online access, available in multiple languages). Tie the distribution of the resources to polling for feedback on individual and collective attributes of social connection and engagement. Include specific dimensions for individuals facing Alzheimer's and dementia to better inform them and their caregivers about healthy aging social inclusion for this population, with specific attention to [utilizing social connection as a preventative strategy](#) for symptoms of cognitive decline.
4. Support city planning to provide a framework for a future emergency (e.g., pandemic) response that will include methods to sustain community connection and engagement and reduce isolation. Coordinate an annual review with key stakeholders and city departments to keep current. Add to resources already available, <https://www.fema.gov/fact-sheet/seniors-prepare-now-emergency> and YouTube videos and Podcasts for older adults and Emergency Prep and a How to guide which could be accessed/replicated. E.g. <https://www.fema.gov/about/news-multimedia/podcast>, and at Ready.gov, <https://www.ready.gov/>.
5. Support city planning to specifically address the needs of the older adult population considering the [Climate Emergency](#), as older adults face additional challenges as a result of their health or financial conditions, and they are far more likely to die or be adversely impacted in climate-fueled disasters.
6. Support a *Technology for Connection Initiative* for older adults living in Burlington.

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- a. Conduct a comprehensive Needs Assessment to understand the needs of the older Burlington residents, including BIPOC and New American communities, addressing technology access, affordability, and supports focused on infrastructure, capabilities, training/education, path to 6G.
 - b. Implement strategies on how to increase technology access among older BIPOC and New American adults using culturally appropriate education techniques. Explore ongoing technology training and education for older adults to promote accessibility, including collaborations with local tech centers, universities/colleges, and libraries. Identify and involve Businesses already having a record of recruiting, training, and employing older workers.
 - c. Promote the [Vermont Assistive Technology Program](#), offering free support and hardware assessments.
 - d. Expand safety and security access by collaborating with companies to offer older adults access to security systems at a low cost, such as “Ring app” on the iPhone or other security systems for their home.
 - e. Work with partner groups to expand and standardize the use of in-home technology to help older adults age in place (<https://www.nia.nih.gov/news/nih-initiative-tests-home-technology-help-older-adults-age-place>) to support health, safety, and caregiving.
 7. Work with Age Well, United Way, and local senior centers to expand the accessibility to and participation within volunteer programs. Additionally, conduct work with local community partners, such as senior centers and health care providers, to increase awareness of Age Well's volunteer resource helpline for those in need of additional support staying in their homes.
 - a. Collaboration with Fletcher Free Library and local senior centers to provide in-print resources on Age Well and United Way volunteer programs and helpline – one pager, FAQ sheet, how to apply information.
 - b. Screenings of volunteer informational videos at local community centers (e.g., Fletcher Free, Heineberg) to better inform community members about how to become involved in volunteering with Age Well.
 - c. Work with local BIPOC, New American, LGBTQ+, and other groups to promote volunteer information and opportunities within these groups.
 8. Review strategies and evidence-based programs from other similar communities that work to provide affordable and sufficient mobility options for older residents for all their needs.
 9. Draw on existing data sources to build a thorough understanding of where our residents over the age of sixty-five are living and what kind of conditions they are living in. Maintain an active database to understand the location and situation of older residents.
 - a. Utilize data and reporting materials from Feeding Chittenden and Meals on Wheels to determine the areas of Burlington most heavily populated by older residents, and thus could best utilize social connection programs targeted towards the aging population.
 - b. Address how different demographic trends and clusters can inform where diverse types and varieties of resources should be promoted to increase use.

Advancing equity and inclusion:

- Engage those groups serving needs of specific groups (e.g., Vermont Association for the Blind and Visually Impaired (<https://www.vabvi.org/>); Vermont Center for Independent Living (<https://vcil.org/>)), Veteran's organizations.
- Collaborate with local New American and BIPOC community groups to address cultural and social norms that may make social connection and engagement needs different for those in certain cultural groups. Develop culturally informed and translated resources to encompass Burlington's diverse cultural and ethnic groups.
- Recognize the additional challenges that those with Alzheimer's, dementia, and other forms of cognitive decline may see in acquiring resources to promote social connection and engagement. Consult with the Alzheimer's Association of Vermont to identify the best strategies and resources.

We measure progress as we:

- Develop and track reliable Burlington-specific data on needs of, participation by, and programming for older adults.
- Increase participation in programming and use of facilities for social engagement (e.g., local senior centers, Fletcher Free, Parks and Recreation, Age Well).
- Increase in the number of volunteers/applications and usage of the helpline within AgeWell volunteer services program, and United Way volunteer programs (RSVP and Foster Grandparent programs)
- Develop programming and attract participants in the *Technology for Connection Initiative* programs.
- Track website hits and physical copy distribution numbers for Burlington-specific resource book.
- Increased programming for and participation of older adult BIPOC and New American populations.
- Increase in neighborhood walkability and transit scores.

Age Strong Burlington Action Plan

FAMILY CAREGIVER SUPPORT

As an Age-Friendly Community, in Burlington:

The essential role of family caregivers is recognized, supported, and valued in our community, in both the public and private sectors. Family caregivers have easy access to culturally appropriate education, resources, and support, particularly for the care of seniors living with various forms of dementia. Employers have access to education and resources to provide accommodations for employees to help balance the needs of work with the needs of older family members. Healthcare providers recognize and care for the unique needs of family caregivers. Support services in the city and region are robust and sustainable providing respite for family caregivers.

We acknowledge that family caregivers provide the preponderance of care for those seniors who need assistance with daily care. According to the AARP Public Policy Institute, Vermont's 70,000 **family caregivers provide approximately \$1.23 billion in unpaid care annually** (March 2023). In addition to being unpaid, family caregivers report feeling isolated, needing more support/connection from peers and experts, and needing help balancing the demands of their workplace and the needs of their older family members, and often the needs of their own children as well. In Burlington, this situation is made visible by the community's commitment to providing necessary support that results in better health outcomes for those in need, those caring for them, and for the **economic vitality of the city** as those who are employed and serve as family caregivers remain productive and supportive in their jobs at home and work.

Moving Toward an Age-Friendly Community, in Burlington:

- ✓ All residents have easy access to learn about family caregivers and the outsized role they play in the care of our community's older adults.
- ✓ Service providers, community partners, employers, and family caregivers work in concert with the City of Burlington developing support groups for caregivers and Memory Cafes to help support the many forms that caregiving takes in our community.
- ✓ Service providers, community partners, employers, and family caregivers create an easily accessible, age-friendly, comprehensive collection of resources and a mechanism to collaborate with community partners to assure distribution/access for family caregivers.
- ✓ The City of Burlington creates policies to accommodate the needs of employees of the city who are caregivers. Provide these as a model that other employers in the city can follow. Employers that follow these policies are recognized for their contributions to making Burlington a more Age-Friendly City.
- ✓ The City of Burlington collaborates with partners to increase the workforce for in-home support / Personal and Home Health Aides who can make a significant difference in respite/caregiver support needs.

Actions: City Council & The Mayor's Office

1. **Family Caregiver Awareness Campaign** – Beginning in November 2024 (Family Caregiver Month). Provide a Proclamation with press release (see 2024 proclamation).
2. City Staff working with the BAC on Age-Friendly City efforts will compile a list of family caregiver resources on an **age-friendly webpage** on the City of Burlington website. The webpage will serve as a clearinghouse with links to local and state resources. Lists and links will be checked and updated as needed monthly. Print and translated alternatives with monthly updates will also be available in accessible locations.
3. **Review of City Human Resource policies** that affect accommodation for employees of the city who are family caregivers and report to the Burlington Aging Council with recommendations and a timeline for what modifications and enhancements can be made to flexibly meet the needs of the city and the employee. The recommended changes and how the changes support family caregivers will be reported out and shared with employers in the city to encourage them to develop similar flexible policies. The definition of family caregivers will be all-encompassing to include the diversity in familial structures and living situations.
4. Evaluate and provide additional funding to continue and expand the **CEDO/AgeWell pilot to train/develop PCAs** to increase the workforce for in-home supports/Personal and Home Health Aides to increase this critical and skilled workforce in providing services in home and institutional settings.
5. Allocate funding to support the **education of the BIPOC and New American advocates and associations on family caregiving practices and supports**. Develop multilingual resources for Burlington residents, and support training and education for service providers to better understand and support the variety of cultures of caregiving in our community, fostering understanding and respect for practices and values that may be different from the dominant culture.

Summary of Key Investments:

- Funding from the City of Burlington to support:
 - Production and airing of PSAs.
 - Printed material in English, Braille, and languages reflective of our community members
 - City staffing to develop and maintain an Age-Friendly City website and provide facilitation/coordination to support BAC work with its partners.
 - Additional staffing (translators, graduate intern, outreach facilitation) to produce and maintain information for the website, develop public education materials (translated) and professional training and guidance materials, and conduct comprehensive community outreach to assess need and evaluate impact.
 - Expanding PCA training and education.
 - City specific Data and Tracking capabilities to identify the need and track the impact of investments and interventions.
- Collaboration of Fletcher Free Library and Parks and Recreation for space and programming support for caregiver education, support groups, and Memory Cafes.
- Potential policy changes to incorporate caregiver accommodation for city employees, with attention to culturally appropriate caregiving and housing arrangements, with associated increased benefit costs.

Actions: Burlington Aging Council and Age-Friendly Organizational Network (including City Departments) with Staffing Support

1. **Family Caregiver Awareness Campaign** – Beginning in November 2024 (Family Caregiver Month)
 - a. Coordinate annual Proclamation from Mayor/City Council with a press release (see 2024 proclamation).
 - b. PSAs highlighting Family Caregivers, available resources, and support (e.g., CARERS, Vermont Alzheimer’s Association Chapter, Age Well) on Radio, TV, and social media.
 - c. Partner with Vermont Public and “Across the Fence” for longer form stories and public awareness pieces.
2. The **Age-Friendly City website** will host a list of family caregiver resources. This clearinghouse will host links to local and state resources. Lists and links will be checked and updated as needed monthly. Print and translated alternatives with monthly updates will also be available in accessible locations.
3. The **review of City Human Resource policies**, the recommended changes, and an evaluation of how the changes support employees of the city who act as family caregivers will be reported out and shared with employers in the city to encourage them to develop similar flexible policies. Information and resources from the AARP Employer Pledge Program will be used as a guide (<https://www.aarp.org/work/employer-pledge-companies/>). The definition of family caregivers will be all-encompassing to include the diversity in familial structures and living situations across all cultures.
4. Support the evaluation of the **CEDO/Age Well pilot to train/develop PCAs** to increase the workforce for in-home support/Personal and Home Health Aides. Research additional models and funding to support ongoing workforce expansion to meet local needs, and to coordinate with other programs in the state.
5. In partnership with BIPOC and New American advocates and associations, and in cooperation with REIB, support the development and distribution of resources for the **education of the BIPOC and New American advocates and associations on family caregiving practices and supports**, increasing community knowledge on the variety of cultures of caregiving in our community, fostering understanding and respect for practices and values that may be different from the dominant culture.
4. Provide support for **libraries as “third spaces” for the support of family caregivers** and their family members. The UVM Center on Aging will assist in the development of the “third space” concept with Fletcher Free Library, Parks & Recreation, senior centers, community centers, and wellness centers. In addition to support networks, such “third spaces” can be used for educational offerings and opportunities for family caregivers on relevant topics. This will include working with local BIPOC, New American, LGBTQ+, and other groups to implement culturally informed third spaces for caregivers of various backgrounds.
5. Increase the **awareness of opportunities and resources to provide respite to caregivers**, such as Age Well’s volunteer services hotline. Respite Volunteer programming at Age Well (through an innovative pilot with DAIL) is training more people to become “Respite Squad Volunteers” who provide needed support to caregivers. This should be leveraged further and advanced. Additionally, work with

UVMHC to increase usage of system navigators to increase awareness about opportunities for respite included within the healthcare systems, such as [Medicare and Medicaid “prescriptions” for respite among family caregivers](#). Evaluate innovations such as Trualta (an online evidence-based caregiver support platform) with Stakeholders to determine if this is an effective support for local caregivers.

6. Reach out and partner with the Vermont DAIL and V4A (statewide association of Area Agencies on Aging) and other partners to examine the success and failure of **Adult Day Services** in Vermont and beyond to give respite opportunities to family caregivers. Work with other state partners in developing strategies to create sustainable day care and programming for seniors who require constant supervision.
7. In partnership with The University of Vermont Health Network Medical Group and the Vermont Medical Association, develop **a campaign to heighten the awareness among medical professionals of the role of family caregivers** and the importance of integrating these caregivers in the Community Health Team. The Vermont Blueprint for Health (2022) and Community Health Needs Assessment (2022) make no mention of family caregivers as integral members of the team providing care. This same partnership will connect with AHS and UVMHC Community Health Improvement to request family caregivers be represented in future Blueprint revisions and Community Health Needs Assessments.

We measure progress as we:

- Increase the percentage of family caregivers who report knowing about respite options and how to access them. (State goal by 2028 is to increase to 80%).
- Reduce the number of family care partners reporting a negative impact on their financial security due to caregiving. (State goal is to reduce from 32% to 10%).
- Increase usage of Burlington’s Age-Friendly City Family Caregiver Web pages and resources.
- Conduct specific surveying and engagement with the community of caregivers to assess the need and impact of programming.
- Work with local employers to establish metrics for increased employee productivity when provided with caregiver support.
- Coordinate with [Dementia Family Caregiver Center](#), [Alzheimer’s Association of Vermont](#), Age Well, AARP, UVM Center on Aging, local BIPOC and New American service groups, and local senior centers to build a framework for local data gathering and impact tracking.
- Increase the number of people served by support groups, Memory Cafes, and educational events.

Action Plan for an Age Strong Burlington

FINANCIAL SECURITY

As an Age-Friendly Community, in Burlington:

Older residents should be able to receive an adequate income and maintain assets for a reasonable quality of life as they age. They should be able to seek and maintain

employment without fear of discrimination and with any needed accommodations. Mechanisms should be in place to protect older residents from consumer and financial fraud. Older residents should be able to retire after a lifetime of work, if they choose, without fear of poverty and isolation.

Being financially secure is closely correlated to the health and well-being of individuals, family and a community. We know that older adults in Burlington and Vermont have significant challenges in achieving the goal of financial security as they age. Inadequate savings for retirement, discrimination in the workplace, and rising healthcare costs despite access to Medicare are all too often exacerbated by inflationary pressures adding to the cost of housing, food, and other essentials. Those on truly fixed incomes can be particularly hard-pressed.

Working past the age of 65 is valued. For some, it is essential to afford shelter, food, medicine, heat, and cooling. For others, it is an opportunity to contribute to an economy short of workers at all levels and find meaning and value in doing work and being compensated for it. Not dismissing workers simply for turning 65, or actively discriminating against them results in benefits both for individuals and the community.

Moving Toward an Age-Friendly Community, in Burlington:

- ✓ City officials strongly support the Vermont Strong objective to increase the amount of income available to older Vermonters working with elected and appointed state and federal officials to advance initiatives.
- ✓ Increasing the 60+ workforce participation rate is a priority, and employers have ready access to best practice information on hiring and retaining older workers and increase the number of workers aged 65+, advancing age-appropriate work conditions.
- ✓ The Burlington employer community, led by the City, presents a united front against age discrimination by enlisting 100 local employers in the AARP Employer Pledge (*Believe in equal opportunity for all workers; Recognize the value of experienced workers; Recruit across diverse age groups and consider all applicants on an equal basis, regardless of age; Believe that 50+ workers should have a level playing field in their ability to compete and obtain jobs*).
- ✓ Older adults seeking to work have direct access to local education and training, equipping them with the necessary skills and knowledge to be of high value either continuing their career or opting for an encore job.
- ✓ All residents have knowledge of and easy access to clear, up-to-date, and culturally relevant guidance and resources to make choices about working or retiring with financial security as they approach and become eligible for Medicare and Social Security benefits. Burlington supports lifelong learning for its citizens, where a full continuum of education and training is actively engaged to address this with city and partner programming.

Actions: City Council & The Mayor's Office

1. Provide a strong staffing function in appropriate departments to provide the equivalent of an Older Worker Ombudsperson to facilitate the efforts of the Aging Council, provide direct service to employers, coordinate with state initiatives for older workers, and support local partner efforts to advance opportunities for training, education, and resources for older workers of all backgrounds.

2. Provide funding (city and/or partners) for a Marketing Campaign to highlight older worker experiences and employer success stories and narratives. Align campaign with build-up to [National Employ Older Workers Week](#) (September TBA) with a Mayoral Proclamation and events to acknowledge and celebrate).

National Employ Older Workers Week, held annually the last full week of September, recognizes the vital role of older workers in the workforce. National Employ Older Workers Week aims to increase awareness of this labor segment and develop innovative strategies to tap it. It also highlights the Senior Community Service Employment Program (SCSEP), which provides on-the-job skills training to individuals fifty-five or older with limited financial resources.

3. Through the Library, Burlington Parks & Rec, and other partners (e.g., Burlington High School, UVM, Champlain College, local senior centers, Association of Africans Living in Vermont (AALV)), expand investment in digital literacy resources specific to the needs of older community members. Include alternatives that are culturally appropriate and translated into a variety of languages.

Summary of Key Investments:

- Dedicated staffing function (new, not an add-on) as an Older Worker Ombudsperson
- Funding to develop and run a long-term marketing campaign on older workers, culminating in Burlington being recognized as an Age Friendly Working Community.
- Providing translation services for programming and the development of online and print materials for outreach and information.
- Additional program funding for the Library and Parks and Rec to expand digital literacy programming through their respective outlets and develop partnerships with community groups to expand their reach.

Actions: Burlington Aging Council and Age-Friendly Organizational Network (including City Departments) with Staffing Support

1. In coordination with the city's Older Worker Ombudsperson create an advisory panel of employers to advise on the marketing campaign, support the AARP Employer Pledge Campaign, and seek out resources to advance best practices in employing older workers, including emphasis on older BIPOC, New American, non-native English speaker workers. Create a value proposition around part-time and flexible work, job share, and opportunities for mentoring.
2. Partner with Associates for Training and Development ([A4TD](#)) in developing programming.
3. Convene a semi-annual peer group of mature workers (from different fields, backgrounds, experiences, and employers) to share and learn techniques for satisfying work and provide support whether one is returning to the workforce, shifting to a new area or field, reducing hours, or negotiating other flexibility. Document the lessons learned into a deliverable for other older workers to utilize.
4. Consolidate and promote education, training, and guidance resources in Burlington for older workers. Bring together providers (e.g., Library, Parks and Recreation, Senior Centers, Age Well, Community College, Burlington School System/Tech Center, AALV, A4TD's Senior Community Service Employment Program and The Vermont Returnship

Program; AARP's Resources for Building An Age-Inclusive and Caregiving-Friendly Workforce; Encore's work engagement initiatives; and Vermont's developing Workforce Expansion Team (WET) with regional coordinators; HireAbility Vermont) to devise a focused plan and program.

5. Support and advocate on behalf of state initiatives to provide for secure retirement (e.g., [VTSaves](#) Retirement Program at the office of the Vermont State Treasurer) through active engagement of state representatives. Promote programs such as VTSaves to all Burlington residents. Include resources for those without access to the internet and those who do not speak English to access these programs. Establish programs to emphasize this for all ages.
6. Work with community partnering organizations, such as SASH® (Support and Services at Home) and the Vermont Ethics Network, to promote and increase access to educational programs to help older Burlington residents understand the types of legal and financial documents within end-of-life documentation. Work with relevant cultural affinity organizations to include culturally appropriate resources and translated education materials.

We measure progress as:

- The Burlington employer community enlists 100 local employers in the AARP Employer Pledge, starting with City Government, and then doubling the number of pledges each year for three years.
- Change in City policy to
 - signing on to AARP Employer Pledge;
 - issue a Mayoral proclamation for National Employ Older Workers Week;
 - action on the part of the city to follow through with policies that open the door to more older workers in city government (negotiated agreements as necessary with unions);
 - resulting in specific numbers to showcase of older workers in city government, allowing the city to model behavior for other employers.
- Have a better understanding of the demographics of Burlington's workers, 60+ and how they impact the local economy.
- Employers share data on hiring practices and employment of older workers.
- The marketing campaign builds awareness.
- Enrollment grows for all programs offered in Burlington.

Action Plan for an Age Strong Burlington OPTIMAL HEALTH AND WELLBEING

As an Age-Friendly Community, in Burlington:

Prioritizing optimal health and well-being among older adults involves developing strategies that address all facets of an older adult's health needs. This includes optimizing access to and quality of health care, exercise, and nutrition resources. All Burlington residents should receive, without discrimination, optimal physical, dental, mental,

emotional, and spiritual health through the full course of their lives. Holistic options for health, exercise, counseling, and good nutrition should be both affordable and accessible. Access to coordinated, competent, and high-quality care should be provided at all levels and in all settings.

The City of Burlington identifies Ageism as a public health threat, often rendering older adults invisible, and minimizing resources and attention needed to enable all community members to enjoy a full and fruitful life, contributing to the greater good, and depending on it for support as it is needed.

Moving toward an Age-Friendly Community, in Burlington:

- ✓ Older adults can safely access a variety of affordable opportunities for exercise within an inclusive environment. Resources are available to expand accessible and free community-based physical activity classes at senior centers, Adult Day Centers, congregate housing sites and other community gathering spaces that are accessible and seek to include health professionals.
- ✓ PlanBTV and other community design projects support year-round infrastructure supporting increased physical activity among older adults.
- ✓ Older adults can access comprehensive mental health care from qualified providers, including trauma-informed mental health professionals, without fear of stigma or discrimination.
- ✓ Older adults are food secure through the combined efforts of community partners such as Age Well, Feeding Chittenden, local senior centers, and others in the “Free Food in Burlington” network. Food security considers culturally appropriate food.
- ✓ Older adults have equitable access to primary health care.
- ✓ Older adults can live safely in their home, with ready access to in-home assessments and adaptations to prevent falls.
- ✓ Older adults have ready access to programs and resources for social interaction and connection, including exercise programs, which are evidence-based interventions for suicide prevention.
- ✓ The city encourages and supports active educational programming and city policy specifically calls out ageism as detrimental to healthy aging, continues to identify and advance policies and communications that combat ageism.
- ✓ The city promotes public education efforts for wellness, e.g., [Vermonters Taking Action Against Cancer](#), promote and increase cancer screening rates among all Vermonters that meet clinical guidelines, and programs that address and reduce substance misuse of alcohol, cannabis, tobacco, and opioids to improve health and reduce chronic diseases, including cognitive decline.
- ✓ All resources and programming consider the diverse cultural, ethnic, and language background of Burlington residents and provide pathways to access and understand opportunities for all.

Actions: City Council & The Mayor’s Office

On April 26, 2021, City Council passed a Resolution creating the Burlington Aging Council, noting that older residents of Burlington must be valued members of the community, and that ageism and social isolation for seniors are deeply embedded in our culture leading to increased mortality and poor health outcomes. In support of increasing the conditions to

support optimal health and wellness for older adults in Burlington specific actions by city government and its partners are recommended.

1. Work to promote optimal health and well-being for older adults in Burlington, supported by a rigorous effort at education, information access, partner coordination, advocacy at the state level for adequate program resources, and targeted investments at the local level. To properly advance this agenda **staffing support** for a reinvigorated Burlington Aging Council is essential.
2. Provide adequate funding to ensure that essential information, resources, and updates are available in multiple languages.
3. Direct City Departments, such as the Police Department to pursue partnerships with community organizations (e.g., UVMMC Emergency Department, CVOEO, Chittenden Housing Alliance) to identify older individuals at risk of experiencing homelessness (or experiencing homelessness) so that they can more effectively connected with resources.
4. Build on the success of the CORE Adult Center (run by Burlington Parks, Recreation, and Waterfront Department) and engage partners to support the development an Adult Day Center in Burlington to assist older adults with higher intensity care needs and provide respite to family caregivers.
5. Expand the 50+ Programming of Burlington Parks, Recreation, and Waterfront Department to ensure that all older adults can access a variety of affordable opportunities for exercise within an inclusive environment. Align planning with the state's comprehensive physical activity plan, called for in Age Strong Vermont, to decrease isolation, increase social engagement, and provide evidence-based physical activity and strength training programs to promote positive health outcomes.
6. Direct DPW and BPRW to coordinate planning efforts to increase sidewalk safety year round to encourage outdoor activity and mobility, and to put in place other supportive physical amenities to make Burlington a year round accessible active city providing opportunity for activity in support of health in line with the [WHO's Active Aging Policy Framework](#).
7. Expand funding for and promotion of the Housing Access Modifications program at CEDO, including home assessments for fall prevention and other safety upgrades for older adults living in apartments or houses in concert with community partner programs.
8. Provide a clear public resolution declaring Ageism and Ableism as public health threats. Commit to identifying and addressing [structural ageism](#) and [ableism](#) through policy and programs, providing resources and attention needed to enable all community members to enjoy a full and fruitful life, contributing to the greater good, and depending on it for support as needed.

Summary of Key Investments:

- Dedicated funding from the city to support:
 - City staff support for the Burlington Aging Council
 - Informational resource development, printing and web hosting, and translation services.

- City departmental personnel dedicated time and effort (and training) to support Healthy Aging initiatives (e.g., Burlington Police Department, BPRW, DPW, CEDO).
- Specific support to expand capacity of BPRW to build out programming and facilities.
- Funding for the Housing Access Modification Program.
- City specific Data and Tracking capabilities to identify the need and track the impact of investments and interventions.

Actions: Burlington Aging Council and Age-Friendly Organizational Network (including City Departments) with Staffing Support

- ✓ Support and advocate for evidence-based programs to ensure that older adults can safely access a variety of affordable opportunities for exercise within an inclusive environment. (State Age Strong Goal: By 2033, increase non-leisure physical activity among older adults 65+ to meet or exceed the “Healthy Vermonters” goal).
 - a. Advocate for and support updates to PlanBTV and other community design projects (e.g., ECOS) support year-round infrastructure supporting increased physical activity among older adults.
 - b. Identify resources to support the expansion of accessible and free community-based physical activity classes at senior centers, Adult Day Centers and other settings including hybrid classes that can be recorded for use at any time and which seek to include health professionals.
 - c. Create a centralized and comprehensive dashboard of Burlington-based exercise and wellness-related services provided by Senior Centers and other community groups. These resources will also be available in print format and translated into a variety of languages.
- ✓ Support programming innovation and partnerships to ensure that all older residents in Burlington are food secure.
 - a. Decrease the proportion of older individuals experiencing food insecurity or at-risk of experiencing food insecurity by increasing access to and knowledge about meal service providers.
 - b. Work with Age Well’s Meals on Wheels Program, Feeding Chittenden, and Burlington Free Meals and local senior centers to support an increase of supplemental free meal programs.
 - c. Ensure that knowledge about the availability of such programs is accessible, with print and translated options available.
 - d. Support and publicize the availability of culturally appropriate meals that represent the dietary needs and preferences of Burlington’s diverse cultural and ethnic groups.
 - e. Promote and link older Vermonters to Therapeutic Horticulture, which can be easily adapted to support various aspects of aging well and provide participants opportunities to make meaningful contributions to their communities by growing healthy food and creating beautiful gardens, and natural areas.

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- ✓ Support and advocate for programs that advance opportunities for all older adults to have equitable access to primary health care.
 - ✓ Partner with the Vermont Dept. of Health on promoting and establishing programs for the management of chronic conditions (such as hypertension, diabetes, etc.) in Burlington.
 - ✓ Work with Healthcare Organizations to recruit BIPOC doctors, nurses, and other health care practitioners to Burlington. Encourage organizations to provide ongoing education and training to all local health care providers regarding the impact of systemic racism on an individual's physical and mental health, and ongoing education and training to all local health care providers about the ways implicit bias and systemic racism affects their own beliefs and practices. Partner to increase access to medical interpreters, including ASL.
 - ✓ Improve accessibility of Burlington-area public transportation to ease ability of older Burlington residents to attend exercise opportunities and get to medical appointments. This includes making sidewalks safer, especially for those with limited mobility, increasing frequency of busing routes to UVMHC satellite locations, and maintaining low-cost fare options for older users of public transportation. Fares need to be income sensitive and encourage increased use, not decreased or non-use for older residents.
 - ✓ Expand the provision of resources and educational materials related to keeping older Burlington residents safely in their homes, such as in-home assessments and adaptations to prevent falls offered by Age Well. Materials need to be provided in multiple formats and translated into a variety of languages.
 - ✓ Increase accessibility of pre-existing educational materials and resources relating to health and wellness by requiring the provision of translated and in-print options. Developing media kits to provide community partner organizations with information on services and educational materials.
 - ✓ All older residents in Burlington can live safely in their homes. Promote annual falls risk assessment and environmental scans or surveys provided by partner organizations.
 - ✓ Collaborate with local community organizations and institutions, such as the UVMHC Emergency Department, CVOEO, Chittenden Housing Alliance, and the Burlington Police Department, to identify older individuals at risk of experiencing homelessness (or experiencing homelessness) so that they can more effectively connected with resources. This can also help to reduce emergency calls.
 - ✓ Collaborate with partners to support the development of a part-time care facility in Burlington to assist older adults with higher-intensity care needs and provide respite to family caregivers.
 - ✓ Advocate for and research program approaches that ensure all older adults can access comprehensive mental health care from qualified providers, including trauma-informed mental health professionals, without fear of stigma or discrimination.
 - ✓ Promote programs and help access resources to reduce the incidence of suicide among older adults in alignment with the Vermont state suicide prevention plan.
 - a. Educate and provide intervention for firearm and poison control safety for older Vermonters and their families including safe storage, firearm safety training, and advance care planning that includes firearms.
 - b. To prevent physical and mental health problems, focus on measures to increase social interaction and connection, including exercise programs, screening and providing education and resources for suicide prevention

among older residents, Vermonters with disabilities, who have served in the military, BIPOC, LGBTQ+ and/or are socially isolated.

- c. Create social hubs at schools, libraries, churches, and other locations to increase social connection and engagement (see also “Social Connection is Key” strategies).
- ✓ Advocate for and seek resources for the expansion of on-site mental health services at Burlington senior housing sites, with an emphasis on increasing the number of trauma-informed and culturally informed mental health providers.
- ✓ Partner with the Vermont Dept. of Health on action areas through VDH programs and staff have specific expertise on the impacts of substance misuse on older adults and suicide prevention.
- ✓ Collaborate with local community groups, especially in BIPOC and New American communities, to provide resources that work to dismantle the stigma against accessing and receiving mental health support with focus on older residents.
- ✓ Identify and promote educational programming and city policy development that specifically calls out ageism as detrimental to healthy aging. Collaborate with partner to identify and advocate for city policies and messaging that combat ageism.
- ✓ Promote public education efforts that:
 - a. Engages local hospitals and clinics to hold free, accessible physical activity and wellness program offerings throughout the year with the goal for each town to have at least one/year.
 - b. Coordinates with Vermonters Taking Action Against Cancer, promote and increase cancer screening rates among all Vermonters that meet clinical guidelines.
 - c. Addresses and reduce substance misuse of alcohol, cannabis, tobacco, and opioids including among older Vermonters to improve health and reduce chronic diseases, including cognitive decline.
 - d. Expands community-based falls prevention strategies including at Senior Centers, community centers, and congregate living facilities.
 - e. Works with health care partners to identify and prioritize practitioner training to increase access to geriatric ear, nose and throat care, balance and strength conditioning and heart health/brain health related medical and public health interventions that decrease risk for falls, heart disease and dementia.
 - f. Promotes referrals to the Vermont Association for the Blind and Visually Impaired for those who are visually impaired which can decrease risk of isolation, falls, lack of physical activity and healthy nutrition.
 - g. Increases access to affordable electronic alert systems.

We measure progress as we:

- By 2033, increase non-leisure physical activity among older adults 65+ to meet or exceed the “Healthy Vermonters” goal.
- Decrease the proportion of Burlington adults ages 60+ who “Rarely or never gets the social and emotional support they need” by 25% by 2026 from 2023, (Data collected by Chittenden County BRFSS Survey), indicating greater access to support and mental health services.

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- Decrease the proportion of older Burlington residents who have not seen a healthcare provider in the past year by 25%. (Data collected provided by Chittenden County BRFSS Survey)
 - Suicide Prevention State Goal: By 2033, decrease to 21 (from 26.4 in 2021) the rate of suicide deaths per 100,000 male Vermonters age 65+ in alignment with the VT Suicide Prevention Plan to be launched in 2024).
 - Decrease the proportion of older Burlington residents who have experienced a fall in the last year by 25%. (Data collected by Chittenden County BRFSS Survey)

Action Plan for an Age Strong Burlington

HOUSING, TRANSPORTATION, AND COMMUNITY DESIGN

As an Age-Friendly Community, in Burlington:

Affordable, accessible, appropriate, safe, and service-enriched housing, transportation, and community support options enable older adults to age in the community within a variety of settings along the continuum of care, fostering rich engagement in community life. These same building blocks, affordable housing, accessible transportation, and community-friendly design are the same components that encourage people to grow up and raise their families in Burlington and for new residents to move to the city and stay.

The city provides leadership to ensure that a wide range of housing options and a network of home-based care and other service options are available to meet the changing needs of residents empowering older adults to remain in their homes as they age, and when appropriate move *within the community* to more supportive housing that maintains their engagement in the civic, economic, and social life of the community.

The city demonstrates its commitment to an age-friendly transportation network, including improved community walkability and expansion of bus and transit stops, seamless transit across transit district lines, and investing in *complete streets* infrastructure through both its annual planning and budgeting process, as well as in its long-term vision.

Moving Toward an Age-Friendly Community, in Burlington:

- ✓ Older adults have access to a comprehensive set of programs that connect housing, health care, and social enhancement.
- ✓ Housing options that are accessible, affordable, and safe are in ample supply to address the needs of older adults at various levels of independence.
- ✓ Opportunities are created to provide affordable dementia-focused housing that meets universal design standards and incorporates the person-centered [Best Friends™](#) approach to memory loss in order to reduce the long waitlist for those with lower income looking for residential memory care.
- ✓ Housing for older adults and transportation services are tightly linked ensuring options for travel to work, volunteer opportunities, routine health appointments, spending time with family and friends, and enjoying entertainment, recreational and religious activities.
- ✓ There is a comprehensive strategy to prioritize the needs of older adults (e.g., community design, sidewalks, winter maintenance, transit stops, sitting benches). Incorporate this explicitly into [PlanBTV](#), work with planning efforts across Vermont in seeking [Network of Age Friendly States accreditation](#), and contribute to the incorporation of older adult sensibilities in the [CCRPC ECOS Plan](#).
- ✓ Mobility options allow those without, or with limited use of personal automobiles to meet their mobility needs affordably and efficiently.
- ✓ Public spaces are accessible and inclusive (indoor and outdoor) for all ages, in all seasons.
- ✓ Public intergenerational programming is the norm.

Actions: City Council & The Mayor's Office

1. Expand City staffing functions in key city departments (e.g., CEDO, Planning, DPW, Parks, Recreation & Waterfront) to explicitly address the needs of older adults in the city. Build Age-Friendly criteria into job descriptions and performance reviews and provide staff with adequate training and upskilling to succeed in this effort.
2. Support the expansion of existing Burlington programs that work to connect housing, health care, and social supports for aging residents, with an emphasis on broadening the provision of diverse types of housing options/situations depending on level of independence.
3. Expand the supply of affordable age-specific housing options. Work with housing organizations to increase affordable and accessible assisted living opportunities. Collaborate with developers and partners to create opportunities to provide affordable dementia-focused housing.
4. Increase opportunities for Home Share programming in Burlington. Assess the current pilot program approved by City Council in 2022. Build on the incentives that are working. Review strategies such as municipal tax breaks for Home Share homeowners and include provisions for how this applies to multi-generational living situations among diverse cultural groups.
5. Require all new construction to adhere to [Universal Design Standards](#).
6. Work with GMT to increase usage of public transportation, with special attention to the needs of older adults, and support GMT staffing and resource needs to accomplish this. Work with GMT to ensure that the fare structure is transparent and understandable to riders, and that it considers the needs of older riders in terms of access, comfort, and AFFORDABILITY.
7. Work with GMT, DPW, and other relevant agencies on processes and funding needed to support a standardized bus stop amenity plan that addresses winter maintenance. Apply a similar process to handicapped parking spaces.
8. Provide incentives to fill the gaps with volunteer and assisted ride programs.
9. Require [PlanBTV](#) to incorporate a comprehensive strategy to prioritize the needs of older adults in elements of community design, including sidewalks, winter maintenance, etc.
10. Adapt the capacity, staffing, and funding of pre-existing policy efforts to expand age friendly infrastructure and design efforts in Burlington.
11. Promote the newly adopted BTV Neighborhood Code to increase opportunities for middle housing. Collaborate with residents and small-scale developers to include community input in the implementation and development of zoning policy that supports middle housing with an emphasis on accessibility and affordability for older adults.

Summary of Key Investments:

- Expand City staffing functions in key city departments (e.g., CEDO, Planning, DPW, Parks, Recreation & Waterfront) to explicitly address the needs of older adults in the city, build it into job descriptions and performance review, and provide staff with adequate training and upskilling to succeed at this effort.
- Assess the Home Share pilot program and determine what incentives work and fund them. Review the opportunity to provide a municipal tax break for Home Share homeowners.

- Assess GMT funding needs that the city must supplement to ensure adequate public transit service for older adults. Provide incentives to fill the gaps with volunteer and assisted ride programs, such as GMT's Community Driver Program.
- Expand or hire staff as needed to support Age-Friendly Burlington initiatives.
- Provide training opportunities for city staff on meeting Age-Friendly goals.

Actions: Burlington Aging Council and Age-Friendly Organizational Network (including City Departments) with Staffing Support

City Coordination

1. Collaborate with **staff in key city departments** (e.g., CEDO, Planning, DPW, Parks, Recreation & Waterfront) to develop and coordinate strategies and programs to explicitly address the needs of older adults in the city.
2. Identify **training and upskilling** opportunities for city staff, Council members, and partners to succeed in this effort.

State Coordination

3. Align Burlington goals with State goals and support state efforts to measure progress and work toward Age-Friendly State accreditation.
4. Support state legislation to advance Burlington and the State's Age Strong Plan goals.

Housing

5. Support the expansion of existing Burlington programs that work to **connect housing, health care, and social supports for aging residents**, with an emphasis on broadening the provision of diverse types of housing options/situations depending on level of independence.
 - a. Expand age-specific housing-based programs that focus on mental health and social isolation as a determinant of physical health.
 - b. Support embedding mental health clinicians with housing programs to support those clients with mental health concerns and identify emerging issues.
 - c. Collaborate with local BIPOC, New American and other cultural affinity groups to ensure the inclusion of culturally informed resources on combined housing and health care opportunities.
6. Expand the supply of **affordable age-specific housing options**.
 - a. Encourage housing organizations to increase the availability of affordable and accessible assisted living opportunities.
 - b. Work with developers and partner organizations to create opportunities to provide affordable dementia-focused housing that meets universal design standards and incorporates the person-centered [Best Friends™](#) approach to memory loss to reduce the long waitlist for those with lower income looking for residential memory care.
7. Increase awareness and usage of existing maintenance and home modification programs aimed at keeping older residents in their homes, safely, for longer. Advocate for increased funding and support for home access programs to adapt older homes for those who are aging or experiencing disabilities with existing partners (e.g., Cathedral Square, VCIL, Age Well)
8. Increase opportunities for Home Share programming in Burlington.

-
- a. Assess the current pilot program approved by City Council in 2022. Determine what variables and incentives are working.
 - b. Explore additional strategies, such as municipal tax breaks for Home Share homeowners.
 - c. Research how this applies to multi-generational living situations among diverse cultural groups.
 9. Explore what it would take to expand Accessory Dwelling Unit incentives specifically targeted toward 60+ population, including bridge loans.
 10. Promote accessibility for all Burlington housing units ([Universal Design Standards](#)).
 11. Advocate for increased focus on housing services and programs for older adults in Burlington's housing plans and strategies. Explicitly recognize the importance of [housing and transportation](#) in fostering an age-friendly city environment.
 12. Increase the supply of middle housing and raise awareness about missing middle housing, with a focus on the needs of older adults for housing options.
 - a. Promote the newly adopted BTV Neighborhood Code to increase opportunities for middle housing.
 - b. Collaborate with residents and small-scale developers to include community input in the implementation and development of zoning policy that supports middle housing with an emphasis on accessibility and affordability for older adults.

Transportation

13. Work with GMT to explore strategy and programs to increase usage of public transportation by expanding the accessibility and convenience of services with special attention to the needs of older adults. Work with GMT to ensure that any future fare structure is transparent and understandable to riders, and that it considers the needs of older riders in terms of access, comfort, and AFFORDABILITY. Advocate for a fare structure that acts to increase ridership by older adults, decreasing their reliance on personal vehicles. Make available resources for older transit riders to better understand GMT services and fare structure. Promote utilization of GMT's travel Training Program, [Ride Together](#).
14. Promote the services offered by SSTA (e.g., *social rides*) and eligibility for such services. Support staffing and resource needs of SSTA to meet increased demand.
15. Advocate for incentives to fill the gaps with volunteer and assisted ride programs, such as GMT's [Community Driver Program](#).
16. Work with SSTA, UVMMC shuttling services, and other transportation operations to expand current transportation services to medical appointments, e.g., provision of accessible routes to UVMMC satellites (Tilley Drive, etc.).

Community Design

17. Work with [PlanBTV](#) on creating a comprehensive strategy to prioritize the needs of older Burlington residents in elements of community design, including sidewalks, winter maintenance, etc.
 - a. Work with planning efforts across Vermont in seeking Network of Age-Friendly States accreditation. Examine strategies employed by other VT cities in the Network of Age-Friendly Cities: Milton, Newport.

-
- b. Adapt the capacity, staffing, and funding of pre-existing policy efforts to expand age-friendly infrastructure and design efforts in Burlington.
18. Work with City Departments to adopt the AARP-VT Winter Audit Report on Burlington and act on the key recommendations:
- a. Create a Winter City Strategy or a Winter Master Plan through a robust process of equitable community engagement. The Plan or Strategy should focus on parks and public spaces while prioritizing programming, maintenance, and equity.
 - b. Create winter programs and attractions that are accessible and representative of Burlingtonians of all ages, abilities, and socio-economic statuses. Support businesses and organizations who seek to provide winter activities and events through promotion, permit approvals, and winter-based improvement grants. Explore work being done in other cities focusing on winter accessibility needs that could be employed in Burlington.
 - c. Imbed a winter lens in all planning and policy documents.

We measure progress as we:

- Increase Home Share program matches and longevity of matches in Burlington.
- Increase the number of age-specific housing units available in Burlington, including Independent, Residential Care and Assisted Living, Nursing facilities, and memory care, and decrease the waiting list time for these units.
- Decrease the numbers of older Burlington residents (60+) experiencing housing insecurity.
- Increase funding and utilization of home modification programs to support Aging in Place.
- Increase new construction that includes middle housing designs and adhere to Universal Design Standards.
- Increase use of GMT and specific transport services.
- Increase the number of trips taken by walking, biking, and transit.
- Reduce social isolation and loneliness.

BURLINGTON SUPPORT INFRASTRUCTURE FOR THE FUTURE

City Positions and Functions

- Social Connection and Engagement Coordinator
- Older Worker Ombudsperson -to coordinate and provide direct service to employers, and work with partners to advance opportunities for training, education, and resources for older workers.
- BAC Coordinator – a full or significant portion of a staff person to work with the future Council and the network of partner organizations to advance the broad agenda to create Burlington as an Age-Friendly Community.

These positions/functions should be consolidated in a single city department to best afford the coordination and synergies needed for successful implementation over the long term. Options may include:

- a. CEDO has provided support and coordination for BAC up to this time, and an Age Strong Burlington aligns with community and economic development goals. The funding structure and other commitments of CEDO however may preclude adding an expansive new set of responsibilities.
- b. Burlington Parks, Recreation and Waterfront currently runs significant programming for older adults, including the CORE senior center in the ONE. The action agenda may be more expansive than their current charge.
- c. The Racial Equity, Inclusion, and Belonging Office is a model of what is needed to advance an agenda across multiple domains (Economy, Health, Social and Human Development, Physical Environment, and Community and Belonging) to bring about systemic change.

Support Tasks and Functions

Many of the tasks need to be assigned or involve staff from multiple City Departments. Prioritization of tasks needs to be directed through annual plans and additional funding as needed, in addition to the coordinating and action roles listed above. Successful execution will require central coordination and authority.

Identifying funding sources is critical for:

- Staffing to adapt planBTV to address Burlington's aging population.
- Website design, physical print copies of resource guide.
- Development of technology education program.
- Increasing home fit programs to adapt older homes for those who are aging or experiencing disabilities.
- Expanding Home Share opportunities.
- Expanding the pilot program by SASH and Howard Center mental health housing programs to embed further mental health support in additional housing communities.
- Support for a Family Caregiver Awareness Campaign each November (Family Caregiver Month).

- Developing and maintaining additional “third spaces” for older residents to gather in addition to additional support for the existing senior centers.

Network of Providers and Partners

Burlington Aging Council

The Aging Council needs to continue as a robust representative advisory group to work directly with City departments and staff, as well as community service providers in the implementation of actions needed to transform and document Burlington as an Age-Friendly City, including:

- Dedicated staffing support to organize and facilitate Council planning and implementation of priority initiatives and tracking and reporting on metrics, and communicating and coordinating with the State of Vermont Age Strong Program and staff.
- A dedicated budget for City-wide engagement (survey, focus groups, newsletter and information guides, website development and management, programming grants)
- Active participation by key city departments with the Council (CEDO, Library, Parks & Rec, Public Works, REIB). Full support of departments for specific initiatives (e.g., Human Resources, Business and Workforce Development, Innovation and Technology)

CITY OF BURLINGTON INFRASTRUCTURE FOR AN AGE-FRIENDLY CITY

An explicit commitment to Age Strong Burlington needs to be made by the City through:

- Proclamations;
- Establishment of a City Web Portal for Age-Friendly Burlington;
- Departmental Cooperation to examine practices and policies that enhance Age-Friendly initiatives;
- Staffing and Budget Commitment to advance Age-Friendly initiatives in a timely and robust manner.

EXPANDING PARTNERS

Key partners for an Age Strong Burlington participated in the initial Burlington Aging Council. They include:

- | | |
|---------------------------|-----------------|
| • Congolese Community | • AARP VT |
| • UVM Center on Aging | • Howard Center |
| • Cathedral Square | • GMT |
| • Heineberg Senior Center | • CEDO |
| • Age Well Vermont | |

These important contributors represent only a few of the many organizations that currently contribute to an Age Strong Burlington. A future Aging Council will establish a visible partner network, both to coordinate efforts and to measure progress, seeking out collaborative partnership opportunities.

AGE STRONG VERMONT: How Does the Age Strong Burlington Plan Fit into the State's Plan?

The State of Vermont has proposed a 10-year multi-sector visionary plan, Age Strong Vermont, with strategies for making Vermont a great place for all ages and stages of life. <https://www.healthvermont.gov/wellness/brain-health-dementia/age-strong-vermont-our-roadmap-age-friendly-state>

The Age Strong Vermont plan calls out local efforts as keys to its overall success and directly mentions the work of the Burlington Aging Council (p. 6-7).

Age Strong VT will continue to support these local efforts with good communication, shared learning and collaboration, and expanding and strengthening partnerships. We recognize that we must all work together at all levels of government and community to be successful. The work of the Burlington Aging Council and Windham Aging provide excellent models to other Vermont regions, town governments and communities on how to have these important conversations and build towards positive change for aging well.

Strategies proposed by the state parallel those that the Burlington Aging Council has advanced. Work in Burlington should closely track the state initiatives, taking advantage of resources and learning at the state level, as well as offering up our learning and support to the state and other communities. The state plan aligns with the Burlington Action Plan in five areas.

1. Social Connection and Engagement

As an age-friendly state we raise awareness, strengthen opportunities for engagement in a diversity of places and ways, and encourage all Vermonters to make meaningful connections across the generations.

Objectives:

- a) Increase awareness and identification of social isolation and loneliness among all older adults.
- b) Increase the availability and accessibility of high-quality and equitable programming for older Vermonters.
- c) Increase volunteerism of older Vermonters.
- d) Increase the number of intergenerational engagement opportunities for all Vermonters.

The Strategies under Housing, Transportation, and Community Design are all directly related to achieving this goal.

2. Family Caregiver Support

Family care partners are fundamental to supporting the health and well-being of Vermonters across the lifespan; family care partners are the backbone of the home- and community-based service system.

Objectives:

- a) Reduce the need for family/friends to provide full-time care/assistance to a friend/family member.
- b) Increase family care partner knowledge of respite options.
- c) Increase family care partner knowledge of self-care, medical benefits, long-term care and estate planning resources.
- d) Reduce negative financial impacts on family care partners.
- e) Increase the adoption and use of recommended policies and interventions
- f) Support adults who may be self-neglecting.
- g) Increase the transparency and usability of long-term care facility data.
- h) Increase coordination of elder justice services and supports

Strategies: Create a coordinated and efficient system of services by establishing a well-maintained, easy to use, accessible system for information, referral, and assistance that all Vermonters know how to access as they age, including those who are in danger of or a victim of abuse, neglect, or exploitation; and a system of service providers and key entities that have established clear roles and responsibilities to support a coordinated system of services.

- a. Adopt age-friendly best practices at VT211 and AAA Helpline call centers.
- b. Increase access to information about age-friendly resources and supports.
- c. Increase access to a coordinated system of age-friendly services, supports and protections through seeing age-friendly designation for universities, public health, health systems including hospitals and clinics, and care facilities among other institutions.
- d. Increase the availability of safe emergency housing for older Vermonters.

3. Financial Security

Financial security is closely connected to health and well-being and an age-friendly state works to support efforts to make aging affordable. Prioritizing the strengths that Vermont has to offer in job training, home sharing and volunteer-led initiatives position our state towards affordable aging.

The following objectives for improving the financial security of older Vermonters result from multi-sector participation across labor, tax, human rights, and poverty advocates.

Objectives:

- a) Increase the amount of income available to older Vermonters.
- b) Increase Vermont's 60+ workforce participation rate.
- c) Support opportunities for education about retirement for all Vermonters.

4. Optimal Health and Wellness

All Vermonters deserve the opportunity for optimal health, wellness, physical and mental vitality that is free of chronic disease and its impairments. To achieve this, the focus is on increasing access to free and accessible physical activity that also provides social engagement; identifying and addressing food insecurity while integrating Vermont's strengths in Farm to School/Farm to Table more closely with congregate settings for older adults; providing online and community fall prevention interventions to boost Vermonters' strength and safety; increasing awareness on the multiple ways we can decrease social isolation, substance misuse and suicide risk that over time build even greater emotional wellness for Vermont's older residents. While age is the most

significant risk factor for developing dementia, chronic disease prevention and social engagement strategies outlined above contribute to healthy aging and brain health, and importantly reduced dementia risk.

Objectives:

- a) Reduce chronic diseases and comorbidities among older Vermonters.
- b) Increase physical activity for older Vermonters.
- c) Reduce food insecurity for all Vermonters.
- d) Reduce fall-related deaths.
- e) Prevent suicide among older Vermonters.

5. Housing, Transportation and Community Design

Older Vermonters need a wider range of housing options and a network of home-based care and other service options that meet changing needs across the decades and allow older adults to remain in their homes as they age. The housing conditions of older adults are often linked to their quality of life and whether they can age independently and continue to engage in civic, economic, and social life. High housing costs can discourage older people from moving to more appropriate, accessible housing. The production, protection, and preservation of affordable housing, including Residential Care Facilities of all sizes, will support older adults, caregivers, and their families.

Age-friendly transportation networks need to be strengthened through improved community walkability and expansion of bus and transit stops, seamless transit across transit district lines, and investing in complete streets infrastructure in our downtown and village centers.

The Age Strong VT Plan includes strategies to encourage appropriate housing design located in proximity to community and social services with accessible and affordable transportation options, and inclusive communities designed with accessible buildings, workplaces and public spaces and parks. By making steady investments in this type of future-focused infrastructure, we can build and economically benefit from an age-friendly state.

Housing

- a. Increase the number of new units of high-quality affordable housing that enable residents to age well in community.
- b. Increase age-specific housing available for older Vermonters.
- c. Increase the number of older Vermonters who can “age in place” [which means choosing to remain at home or in a supportive living community as they grow older without having to move each time their needs increase].

Transportation

- a. Focus future transit service on “Designated Growth Zones” (maximize investment in concentrated development centers).
- b. Expand the Older Vermonters and Persons with a Disability (O&D) program.
- c. Increase access to walkable, bikeable and transit-friendly communities that facilitate independence and support aging in place.

Community Design

- a. Increase the availability of accessible, inclusive public spaces (indoor and outdoor) in towns by encouraging Smart Growth and infill development.

To see the full list of State Strategies see Appendix D.

APPENDICES – Age Strong Burlington

- A. Acknowledgements
- B. City Council Charge Creating the Burlington Aging Council
- C. Organizations Promoting Equity in Aging - Resources
- D. Detailed State Age Strong Objectives and Strategies
- E. BAC Interim Accomplishments
 - i. HomeShare Pilot
 - ii. Family Caregiver Month Proclamation

A. Acknowledgements

The volunteer Burlington Aging Council Members, appointed by the City Council, brought a wide range of knowledge, experience, and wisdom to the many deliberative sessions that were held in producing this plan.

Symphorien Sikyala, *Congolese Community*
Molly Dugan, *Cathedral Square*
Martha Molpus, *Resident*
Kelly Stoddard Poor, *AARP VT*
Jane Catton, *Age Well*
Lorna-Kay Peal, *Resident*
Glenn McRae, *Resident*

Rick Neu, *UVM Center on Aging*
Christopher Damiani, *GMT*
Charles J. Messing, *Resident*
Brian Pine, *CEDO*
Barbara Shaw-Dorso, *Resident*
Andrea Viets, *Heineberg Community Senior Center*
Alison Miley, *The Howard Center*

Many thanks to:

- Former BAC members including, Jordan Posner, Janet Nunziata, and Jeanne Hutchins.
- Marcella Gange, of CEDO, provided critical support and facilitation that allowed the council to meet effectively and carry out their business.
- Elizabeth Tuttle, a UVM Student in the *Master's in Public Health*, interned with the Council for the Fall of 2023 playing an important role in consolidating much of the work into the seven action areas.
- Kelly Baldwin, Megan Hoke, Anna McMahon, Elena Roig, Sydney Hinckley, Katie McGrath, Maddie Russell, Noah Gilbert-Fuller, Catherine Alexander, Krysta Gingue, Amelia Luke, Autumn Strom, Mary Bilecki, Rebecca Poretsky, Katherine Rivers, Benjamin Shungu, UVM students in the Master's of Public Administration Program conducted a group Capstone Project (PA 375) outlining resources and different approaches in support of the work of the Aging Council in May 2022.
- Angela Smith-Dieng, Adult Services Division Director, and Conor O'Dea, Director of the State Unit on Aging at the Vermont Department of Disabilities, Aging, and Independent Living (DAIL), as well as the entire team at the State working on the Vermont Aging Plan provided excellent support for the local process of building a parallel plan for the city of Burlington.
- Connor Timmons, Executive Director, HomeShare Vermont
- Members of the Trusted Community Voices Program at CEDO
- Phet Keomanyvanh, Burlington's Office of Racial Equity, Inclusion, and Belonging (REIB)
- AARP Vermont, for finalizing the report format and design.

B. City Council Charge Creating the Burlington Aging Council

Resolution Relating to

CREATION OF THE BURLINGTON AGING COUNCIL

updated

RESOLUTION 5.06

Sponsor(s): Councilors Pine,

Carpenter, Hightower

Introduced: 04/26/21

Referred to: _____

Action: adopted

Date: 04/26/21

Signed by Mayor: 05/03/21

CITY OF BURLINGTON

In the year Two Thousand Twenty-One

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

- 1 That WHEREAS, older residents of Burlington must be valued members of the community; and
- 2 WHEREAS, older adults are as diverse as the communities in which they live and are Burlington's
- 3 homeowners, taxpayers, business owners, entrepreneurs, employees, volunteers, civic leaders, artists,
- 4 musicians, writers, and much more; and
- 5 WHEREAS, ageism and social isolation for seniors are deeply embedded in our culture, leading to
- 6 increased mortality and poor health outcomes; and
- 7 WHEREAS, Burlington can address ageism and social isolation through education and intentional
- 8 inclusion; and
- 9 WHEREAS, in 2019, this Council created the Senior Study Committee to review and make
- 10 recommendations regarding the long-term provision of senior services in Burlington; and
- 11 WHEREAS, in addition to continued support for the Heineberg Community Senior Center and the
- 12 CORE Adult Center (formerly the Champlain Senior Center), the Committee recommended the formation of a
- 13 "Council on Aging;" and
- 14 WHEREAS, in March 2020, the Mayor's Office and Community and Economic Development Office
- 15 (CEDO) assembled a Seniors Working Group to coordinate communication and quickly deploy resources
- 16 amongst senior care throughout the pandemic; and
- 17 WHEREAS, this group has been meeting regularly throughout the pandemic to discuss policy changes
- 18 and share best practices; and
- 19 WHEREAS, the coordination has successfully protected vulnerable Burlington residents during the
- 20 pandemic and in order to plan for current and future needs of older adults in Burlington, a plan on aging that is
- 21 updated at regular intervals would be a useful guide for City policies and initiatives; and
- 22 WHEREAS, the City Council Community Development and Neighborhood Revitalization (CDNR)
- 23 Committee convened a group of individuals involved in issues facing our older residents in order to explore
- 24 more fully the idea of forming a local Council on Aging; and

25 WHEREAS, the CDNR Committee reached the unanimous conclusion that the needs of our older
26 residents are unique and require the focused attention of a City-supported group such as a Burlington Aging
27 Council;

28 NOW, THEREFORE, BE IT RESOLVED that the City Council creates the Burlington Aging Council
29 with the purposes of

- 30 • elevating the contributions of older adults in Burlington;
- 31 • raising issues facing older adults in Burlington and the organizations that serve them;
- 32 • making policy recommendations to the Mayor and City Council to address gaps, needs, and
- 33 opportunities that impact older adults in Burlington; and
- 34 • ensuring that the voices of older adults in Burlington are at the forefront of City policy; and
- 35 • creating and maintaining a "Burlington Plan on Aging" to act as a guiding template for City
- 36 policy and initiatives; and

37
38 BE IT FURTHER RESOLVED that the focus areas of the council shall include:

- 39 • Racial equity, inclusion, and belonging; identifying and rectifying barriers to service access,
- 40 opportunity, and community inclusion for older adult BIPOC community members
- 41 • Health Prevention, Access, & Quality: Nutrition & Physical Activity
- 42 • Food Security
- 43 • Multimodal Transportation
- 44 • Accessible Outdoor & Indoor Public Spaces
- 45 • Housing: Affordability, Availability, & Accessibility
- 46 • Social Inclusion
- 47 • Technology accessibility
- 48 • Civic Engagement and Volunteerism
- 49 • Industry Support
- 50 • Family Caregiver Support; and

51
52
53 BE IT FURTHER RESOLVED that the council members shall be appointed jointly by the Mayor and
54 City Council President in consultation with the CDNR Committee, with half of the members serving two-year
55 terms and the other half serving one-year terms beginning June 1, 2021, and shall include:

- 56 • 1 member representing a healthcare provider (UVM Health Network, Community Health Centers of
- 57 Burlington, primary care physician, etc.)
- 58 • 1 member representing a long-term care organization in Burlington
- 59 • 1 member representing an affordable housing organization in Burlington
- 60 • 1 member representing an organization working to fight food insecurity in Vermont
- 61 • 1 member representing an organization providing advocacy and support for older adults in Vermont
- 62 • 1 member representing an organization supporting New Americans in Vermont
- 63 • 1 member representing an organization advocating for racial equity, inclusion, and belonging in
- 64 Burlington
- 65 • 1 member representing a senior center in Burlington
- 66 • 1 member representing an organization providing mental health services in Vermont
- 67 • 1 member representing an organization providing transportation services in Vermont

- 68 • 1 member representing the City's Community and Economic Development Office
69 • 3-5 older adults living in Burlington, who may be affiliated with the above-mentioned organizations
70 but do not have to be; and
71

72 BE IT FURTHER RESOLVED that after the first year, all members will serve two-year terms, such
73 that half the members are appointed each year beginning June 1, and the council shall elect a chair and vice
74 chair from among its members; and

75 BE IT FURTHER RESOLVED that CEDO will provide staff support for the council and shall be
76 responsible for creating and posting agendas, meetings, and notices and ensuring compliance with the
77 Vermont Open Meeting Law requirements.

78
79
80 lb/EBlackwood /Resolutions 2021/City Council - Creation of the Burlington Aging Council
81 4/26/21

* * * * *

DISTRIBUTION:

I hereby certify that this resolution
has been sent to the following
department(s) on

City Attorney's Office
Acting CEDO director Kinstedt
Mayor's Office
City Council President Tracy
CDNR Committee

ORIGINAL

RESOLUTION RELATING TO

Creation Of The Burlington Aging Council

Adopted by the City Council

April 26, 2021

Clerk

Approved

20

Mayor

Attest:

Lori Olberg

Licensing, Voting and records Coordinator Vol.

Page

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C. Organizations Promoting Equity in Aging

Resource	Description
Diverse Elders Coalition	The Diverse Elders Coalition (DEC) advocates for policies and programs that improve aging in our communities as racially and ethnically diverse people; American Indians and Alaska Natives; and lesbian, gay, bisexual and/or transgender people.
National Resource Center on LGBT Aging	The National Resource Center on LGBT Aging is the country's first and only technical assistance resource center aimed at improving the quality of services and supports offered to lesbian, gay, bisexual and/or transgender older adults.
Justice in Aging	Justice in Aging is a national organization that uses the power of law to fight senior poverty by securing access to affordable health care, economic security, and the courts for older adults with limited resources.
The National Caucus & Center on Black Aging (NCBA)	NCBA is a national organization addressing issues impacting African Americans aged 50 & over.
American Public Health Association (APHA)	APHA hosts several resources to address ageism, particularly building on the lessons from the COVID-19 pandemic, and strategies to follow the recommendations included in such guidance as the World Health Organization's healthy aging framework.
American Society on Aging (ASA)	Webinar series on Justice & Equity. ASA believes work on racial justice can no longer remain at the margins for those of us who work to improve the lives of older people in this country. Peter Kaldes, CEO of ASA, speaks with experts in aging whose work intersects with racial injustice and inequity.

D. Detailed State Age Strong Objectives and Strategies

<u>Age Strong Vermont</u> Detailed Objectives and Strategies	
Strategies that are already underway or easily manageable in the first one to three years and do not require additional funding or state policy change are shaded in gray.	
Affordable Aging	
Affordable Aging Objective 1:	Increase the amount of income available to older Vermonters. Strategies may include:
	1. Assess participation rates of older eligible Vermonters in property tax and renter relief programs Medicare Savings Programs and create a data dashboard to annually assess whether older Vermonters are benefiting from these programs.
	2. Support and increase existing financial literacy programs for Vermonters across age groups, including for older adults.
	3. Explore the impact of an increase in the amount of Vermonters' social security income exempt from Vermont state income tax to 75% or exempt 100% of Social Security income.
	4. Support continuing review of the social security income tax exemption with automatic adjustments tied to market factors (such as the COLA).
	5. Explore an increase in the number of eligible (older) Vermonters who file for the property tax credit by assessing the impacts of:
	a. Increasing eligibility income limit and/or property value eligibility; and
	b. Simplifying the process.
	6. Consider and assess the impact of implementation of a low-income poverty credit.
	7. Explore how to make Medicare more affordable by covering more unreimbursed expenses for more older Vermonters and assessing the feasibility of the following:
	a. Increase the income eligibility limit for Medicare Savings Program level "Qualified Medicare Beneficiary" (QMB) from 135% of the federal poverty level to at least 150% of the federal poverty level.
	b. Increase the income eligibility limit for the Medicare Savings Programs level "Qualified Individual" (QI-1) from 135% of federal poverty level to at least 185% of the federal poverty level or higher as federal funding may allow.
	c. Increase outreach to low-income older Vermonters eligible for Medicare Savings Programs.
	d. Increase funding for the Vermont Legal Aid Elder Law Project Medicare Appeals program.
	8. Increase access to free or low-cost legal services for Vermonters.
Affordable Aging Objective 2:	Increase Vermont's 60+ workforce participation rate. Strategies may include:

	1. By 2027, develop labor demographic data for workers aged 18-85 (beyond current maximum age of 64) and create a data dashboard to assess the following, at least quarterly:
	a. Include the number of employed Vermonters 64-85 in labor census reports.
	b. Identify workers engaged in self-employment, so called “gig” economy jobs, and other entrepreneurial occupations across all ages including up to age 85.
	c. Identify demographic characteristics of workers, including up to age 85, including gender identity.
	2. Provide information about workers’ rights under the federal Age in Employment Discrimination Act and the Vermont Fair Employment Practices Act on DOL, DAIL, AAA websites.
	3. Improve digital literacy of Vermonters 55+ by supporting and increasing existing programs available.
	4. Restore the Mature Worker Coordinator position at DAIL and/or embed an older worker coordinator at the Department of Labor (DOL) to empower workers and employers.
	5. Increase knowledge, information and incentives for state and private employers to recruit, hire and retain older workers.
	a. Expand the DOL existing Job Link (or other online link) to serve as a resource for connecting employers with older workers.
	b. Create DOL toolkit for state and private employers to learn best practices for recruiting, interviewing, hiring, and retaining older workers and attracting retired workers back to the workforce.
	6. Offer benefits such as health insurance and paid leave to older part-time workers.
Affordable Aging Objective 3:	Support opportunities for education about retirement for all Vermonters.
	Strategies may include:
	1. Improve outreach and education for Vermonters across the age span, including for older Vermonters, on retirement planning that reflects current economic reality (gig economy, entrepreneurship, reduced retirement support from private sector employers with more onus on employees).
	2. Support Vermont Department of Treasury retirement programs such as the VT Saves retirement option for all employees, and expand to include non-traditional gig, self-employment, and entrepreneurial workers.
	3. Support the Vermont Department of Treasury goal for Vermont to achieve eligibility for the federal retirement program, ABLE federal savings account.
	4. Explore the provision of free financial advisory services for Vermonters.
Healthy Aging for All	

Healthy Aging for All Objective 1	Reduce chronic diseases and comorbidities among older Vermonters. Strategies may include:
	1. By 2025, pursue state and other funding for chronic disease prevention and intervention that incorporates substance use impact on chronic disease (alcohol, cannabis, opioids, tobacco) and integrates dementia risk reduction.
	2. By 2025, examine existing strategies to improve population health and reduce the prevalence of chronic diseases and consider whether additional interventions are needed to address disparities (geographic, racial/ethnic, age, socioeconomic).
	3. Create a workgroup to select state and community strategies recommended in the U.S. Surgeon General Report on Social Isolation which will contribute to Vermonters achieving optimal physical and mental health wellness and brain health.
	4. Continue to identify and advance policies and communications that combat ageism.
	5. Support the Vermont Department of Health's statewide 3-4-50 Initiative to reduce the three risk behaviors (smoking, physical inactivity, poor nutrition) that cause the four chronic diseases (heart disease/stroke, cancer, diabetes, lung disease) that result in more than half of Vermont's deaths.
	6. Support efforts to include oral health benefits in Medicare.
	7. Support efforts to increase awareness of the risks that hearing loss poses, how to preserve hearing at work and home, and how to access over the counter hearing aids.
	8. Explore how to integrate mental health and substance use strategies and treatment into clinical and facility protocols that benefit aging Vermonters including those with mental health conditions.
	9. Engage local hospitals and clinics to hold free, accessible physical activity and wellness program offerings throughout the year with the goal for each town to have at least one/yr.
	10. In collaboration with Vermonters Taking Action Against Cancer, promote and increase cancer screening rates among all Vermonters that meet clinical guidelines.
	11. Address and reduce substance misuse of alcohol, cannabis, tobacco, and opioids including among older Vermonters to improve health and reduce chronic diseases, including cognitive decline.
	12. Ensure that the shared DAIL & VDH position dedicated to decreasing alcohol and medication misuse and mismanagement continues to elevate and address this issue.
	13. Employ or link to community nurses who can address aging needs and provide chronic disease care.
	14. Work collaboratively to improve hospital discharge planning for individuals who need long-term care, providing hospitals support to identify and coordinate safe discharge options.
	15. Continue to provide trainings through the DAIL-VDH Hub and Spoke ADRD Workgroup (Project ECHO on Dementia, Alzheimer's Association trainings, UCLA Dementia Care Model Pilot) to clinical care, emergency department and hospital direct care staff on how to care for individuals with cognitive impairments.
Healthy Aging for All Objective 2	Increase physical activity for older Vermonters. Strategies may include:

	1. By the end of 2024, develop a state comprehensive physical activity plan across the lifespan which also contributes to decreasing isolation and increasing social engagement.
	2. By 2026, explore including in state agreements and contracts for providing services to older Vermonters a deliverable that grantees and vendors will promote and/or provide options for daily movement through at-home and community-based services.
	3. By 2026, VDH and Vermont's Area Agencies on Aging will work to add two evidence-based physical activity and strength training programs to their respective menus of evidence-based programming and conduct promotions via social media and community-based communication methods.
	4. Expand accessible and free community-based physical activity classes at senior centers, Adult Day Centers and other settings including hybrid classes that are recorded for use at any time and which seek to include health professionals.
	5. VDH, Blueprint for Health, and SASH will work to include one or more age-friendly physical activity options through My Healthy VT (for example, Tai Chi for Arthritis and Falls Prevention).
	6. The Vermont Association of Planning and Development Agencies will work to undertake community design projects that support increasing physical activity among older adults.
	7. Age Strong VT will help determine how to increase the total number of sidewalks statewide and improve sidewalk safety, including during winter.
	8. Explore how to expand access to free/reduced gym memberships among low-income older Vermonters.
	9. Explore a policy effort to expand the state's childcare credit to support gym use.
	10. Offer training to primary care on cognitive impairment and dementia and strategies for exercise and nutrition.
	11. Adopt age positivity framework through Age Strong VT that benefits all Vermonters and their health.
	12. Advance physical activity prescriptions through clinical care.
Healthy Aging for All Objective 3	Reduce food insecurity for all Vermonters. Strategies may include:
	1. By 2024, develop a Vermont Food Security Plan, a component of which elevates transportation needs related to food access, as part of the Vermont Sustainable Jobs Fund Farm-to-Plate Program, currently grant-funded by VDH.
	2. By 2026, the Department for Children and Families, Economic Services Division will authorize the use of SNAP benefits for restaurant meals.
	3. By 2027, reduce transportation-related barriers to accessing nutritious foods and meals through the Department of Vermont Health Access and the Vermont Agency of Transportation programs and increase delivery to congregate settings and employer engagement around food access.
	4. Increase access to food, fresh produce, oral health information, and social engagement at congregate settings including Vermont Food Bank, Meals on Wheels, AAAs, Commodity Supplemental Food Program, and the CSA-sponsored elder program.

	5. Promote ongoing quality improvement in use of the <i>Hunger Vital Sign</i> screening tool by health care systems working with older adults.
	6. Implement coordinated malnutrition screening for adults and households through state and community programs (Blueprint for Health, SASH, Hunger Free Vermont, Bi-State Primary Care, AAAs and their Home Delivered Nutrition Program, and Vermont Program for Quality in Health Care) among Medicare members.
	7. Work to incentivize employers to provide meal options for employees prior, during and/or after work hours (Vermont Department of Labor and Vermont Businesses for Social Responsibility).
	8. Work with health care payers in collaboration with AAAs and meal providers to explore current options (such as Home-Delivered Meals offered under the UVM Health Advantage Plan through MVP) for expanding food access and nutrition supports and participate in future payment models that promote “food as medicine” initiatives in Vermont.
	9. Support efforts to include coverage for adult dentures in the Vermont Medicaid benefit.
	10. Promote and link older Vermonters to Therapeutic Horticulture, which can be easily adapted to support many aspects of aging well and provide participants opportunities to make meaningful contributions to their communities by growing healthy food and creating beautiful gardens, and natural areas.
	11. Explore how to increase funding for providing free home and community-based meals so that all Vermonters, including those with disabilities living in poverty, can age strong.
Healthy Aging for All Objective 4	Reduce fall-related deaths. Strategies may include:
	1. By 2025, expand the home modifications program to include comprehensive falls risk assessment and prioritize home modifications that prevent falls (the state weatherization program, VDH, and Efficiency Vermont).
	2. Engage primary care providers, Adult Day Programs/Centers, Senior Centers, and Long-Term Care facilities to conduct annual falls risk assessment and environmental scans or surveys.
	3. Utilize timely healthcare utilization data to inform on rates of fall episodes, medication reconciliation, and Supervision Assessment.
	4. As noted above, VDH and Vermont’s AAAs will add two evidence-based physical activity and strength training programs to their respective menus of evidence-based programming and conduct promotions via social media.
	5. Add and train on implementing the “Vermont Mini Cog Assessment” at all primary care visits for adults 50+.
	6. Implement the Stopping Elderly Accidents, Deaths and Injuries (STEADI) Initiative.
	7. Expand community-based falls prevention strategies including at Senior Centers.
	8. Explore how to invest in exercise facilities for older Vermonters, specifically for recreation centers that include indoor pool and workout equipment and programs that are open to people of all ages and could include Silver Sneakers and other Medicare Advantage programs.

	9. Provide training and increase access to geriatric ear, nose and throat care, balance and strength conditioning and heart health/brain health related medical and public health interventions that decrease risk for falls, heart disease and dementia.
	10. Promote referrals to the Vermont Association for the Blind and Visually Impaired for those who are visually impaired which can decrease risk of isolation, falls, lack of physical activity and healthy nutrition.
	11. Increase access to affordable electronic alert systems.
Healthy Aging for All Objective 5	Prevent suicide among older Vermonters. Strategies may include:
	1. By 2025, train Meals on Wheels volunteers and SASH Coordinators to identify and support recipients and clients who are at risk of suicide through interventions such as ASIST or QPR and/or screenings using CSSRS and referrals for mental health support.
	2. Increase assessment of 'What Matters for Aging' and align care with individual's and care partner's preferences (including medication, mentation, mobility changes).
	3. Educate and provide intervention for firearm and poison control safety for older Vermonters and their families including safe storage, firearm safety training, and advance care planning that include firearms.
	4. To prevent physical and mental health problems, focus on measures to increase social interaction and connection, including exercise programs, screen and provide education and resources for suicide prevention among older residents, Vermonters with disabilities, vets, BIPOC, LGBTQ+ and/or are socially isolated.
	5. Create social hubs at schools, libraries, churches and other locations to increase social connection and engagement (see also "Social Connection is Key" strategies).
	6. Expand mental health supports in housing (through SASH wellness hours and other affordable housing programs) and other living situations (shelters, pods, group housing) and increase access to elder care clinician care.
	7. Continue to offer and expand telehealth services including in congregate settings for ensuring access to mental health services including for older Vermonters, those who live in rural areas, those who have a disability or lack transportation, and those who suffer from depression.
	8. Identify pathways for increasing investment in Elder Care Clinicians.
	9. By 2030, work to create "Men's Shed" model locations or a similar program to engage men in hands-on and social activities in more areas of the state.
	10. Include images of older Vermonters especially males in Zero to Suicide and other public health messaging regarding suicide prevention and treatment to help address stigma around asking for help.
Social Connection is Key	
Social Connection is Key Objective 1	Increase awareness and identification of social isolation and loneliness among all older adults. Strategies may include:

	1. Conduct at least one targeted public awareness campaign per year, and ensure the campaign reaches historically marginalized populations.
	2. Increase the screening of social isolation and loneliness in primary care practices and long-term care facilities.
	a. By 2026, identify one validated screening tool to disseminate; conduct a targeted education campaign for PCPs; and disseminate community resources to PCPs to increase referrals.
	3. Provide training and education about social isolation and loneliness to a broad range of organizations who interact with older Vermonters, including those working with historically marginalized communities.
Social Connection is Key Objective 2	Increase the availability and accessibility of high-quality and equitable programming for older Vermonters.
	Strategies may include:
	1. Modernize and support local centers and local community institutions to address the needs and desires of a changing demographic of older Vermonters, with a focus on high quality meals and equity and inclusion of underserved communities.
	2. Invest in senior centers, adult day centers and local community institutions via local, state and federal funding opportunities and through expanded community partnerships.
	3. Expand a diversity of programming at centers, local community institutions and long-term care facilities, such as creative aging with art, music, movement, intergenerational programs, lifelong learning, multicultural programs, virtual opportunities, etc.
	4. Increase engagement in centers and in community programs through outreach and innovative strategies such as a buddy system.
	5. Develop/increase local social groups for older adults like book clubs or craft nights as part of age-friendly communities.
	6. Create affordable access to telecommunications to maintain social interactions, communication with medical professionals, and others. This includes access to affordable equipment to benefit from wireless and/or internet access.
Social Connection is Key Objective 3	Increase volunteerism of older Vermonters.
	Strategies may include:
	1. Strengthen Vermont's volunteer infrastructure to better recruit, support and retain older Vermonter volunteers:
	a. Promote volunteerism in connection with health/well-being and wisdom transfer.
	b. Make it easy for people to find and apply for volunteer opportunities, such as through a statewide volunteer hub or clearinghouse.
	c. Train organizations to utilize the 10 best practices in volunteer management.
	d. Explore development of high value incentives for older Vermonters.
	e. Identify and address barriers to volunteering, especially transportation and ageism in recruitment.

Social Connection is Key Objective 1	Objective 4: Increase the number of intergenerational engagement opportunities for all Vermonters. Strategies may include:
	1. Encourage Vermont higher education institutions to join the Age Friendly University (AFU) Network. Encourage universities and colleges to respond creatively to the interests, needs, and desires of older adults, including expanding access to meet the needs of those who desire to take courses.
	2. Partner with the Agency of Education and local schools and colleges on workplace learning opportunities to engage more students in providing services, conducting research, and learning from older Vermonters.
	3. Leverage community partnerships to expand intergenerational opportunities.
	4. Research, promote and support innovative intergenerational models.
Infrastructure for the Future	
Infrastructure for the Future Housing Objective 1	Increase the number of new units of high-quality affordable housing that enable residents to age well in community. Strategies may include:
	1. Explore what it would take to expand Accessory Dwelling Unit incentives specifically targeted toward 60+ population, including bridge loans.
	2. Support the development of infill housing through zoning reforms, technical assistance to small-scale developers, and financial incentives in alignment with the Agency of Natural Resources and other state efforts. Suggested ideas for that work could include:
	a. Streamline Permits for Missing Middle Home Designs: Amend the statute to enable “by-right” permits for missing middle homes.
	b. Increase Downtown and Village Center Tax Credit Base Funding: Provide funding to improve homes in neighborhoods; expand eligibility to support energy efficiency investments.
	3. Identify opportunities to increase financial support to municipalities to expand water/wastewater infrastructure that is at or above the same level of ARPA funds that have been utilized to support this critical infrastructure to smart growth development.
	4. Prioritize state agency investment in infrastructure for economic development in state-designated settlement areas.
	5. Explore the idea of continuing the affordable rental property tax exemption (Act 68) with no renewal requirement.
	6. Assess the possibility of making permanent the policy of lifting of unit caps for Priority Housing Projects in Designated Downtowns, New Development Growth Areas, exempting these projects from Act 250 review.
	7. Enhance information and expand transparency on the shortfalls and availability of affordable housing by coordinating and promoting VHFA Directory of Affordable Rental Housing and DAIL’s Assisted Living, Nursing Home and Residential Care database, and increase dissemination of COVE’s informational resource, the “Aging in VT Resource Guide.”

Infrastructure for the Future Housing Objective 2	Increase age-specific housing available for older Vermonters. Strategies may include:
	1. Assess the impact of removing the cap on tax credit housing for 55+ being built each year in VT (currently at 30% cap, which equates to a maximum of one property per year being built across the state).
	2. Explore an increase in state credits toward age-specific housing in key priority populations where demand is outpacing supply.
	3. Identify opportunities to create affordable dementia-focused housing that meets universal design standards and incorporates the person-centered Best Friends™ approach to memory loss to reduce the long waitlist for those with lower income looking for residential memory care.
Infrastructure for the Future Housing Objective 3	Increase the number of older adults who can “age in place” [which means choosing to remain at home or in a supportive living community as they grow older without having to move each time their needs increase]. Strategies may include:
	1. Keep the long-term care system viable and expand to provide older adults the care they need in the location of their choice.
	2. Support embedding 5 mental health clinicians within SASH panels every year for the next 5 years around the state to support those clients with mental health concerns, including those who were formerly homeless, in affordable housing communities, helping to keep them safely housed.
	3. Explore how to ensure that Medicaid reimbursement rates will meet actual costs by 2026 and will have an annual inflation factor increase established.
	4. Consider revising licensing regulations requiring every long-term care facility accept a minimum of 15% of those who are on Medicaid to prevent involuntary discharge due to income/asset depletion.
	5. Increase the investment for home and community-based services to substantially reduce the number of Vermonters living in hospitals and nursing homes with no alternative.
	6. Explore how to expand HomeShare programming by (1) providing a tax incentive to homeowners participating in state HomeShare programs that have made qualified matches for a minimum of one year; (2) sustain state funding to support HomeShare VT for expansion.
	7. Conduct an assessment and evaluation of the adult day centers closures to understand why they closed and identify where there is capacity for additional locations.
	8. Increase the accessibility of Vermont homes by exploring the idea of requiring all new construction to adhere to Universal Design Standards; and expand home modification programs, such as the homeownership centers, HUD home modification programs, and increasing VCIL funding for people living with a disability by 10% to ensure their home is accessible.

Infrastructure for the Future Transportation Objective 1	Focus future transit service on “Designated Growth Zones” (maximize investment in concentrated development centers).
	Strategies may include:
	1. Ensure the State’s Road Design Standards will be updated by the end of 2024, with emphasis on transit and mobility services to allow for age-friendly residency and access to services and amenities.
	2. Micro Transit Pilots: Assess the current 5 pilots and other mobility services to enhance multimodal options and use. On-demand services currently in place can be scaled to provide more trips for more purposes.
	3. Identify the potential to increase funding to support municipal multimodal networks, which includes bike, walk and modal sharing programs.
	4. Assess the required funding for communities to offer additional mobility services.
	5. Incorporate alternative transportation amenities including those serving individuals who cannot drive, in new developments that are subject to Act 250 jurisdiction.
Infrastructure for the Future Transportation Objective 2	Expand the Older Vermonters and Persons with a Disability (O&D) program.
	Strategies may include:
	1. Allow clients or the public to view and reserve seats on existing demand response trips. Once the new scheduling and dispatch software is implemented (FY 2025) for the demand response programs across the state, the Agency of Transportation (VTrans) can work to develop this feature to be incorporated into the existing GO! Vermont Trip Planner.
	2. Engage with Primary Care Physicians to ask questions to older Vermonters about transportation needs and provide contact info for GO! Vermont and local transit providers.
	3. Raise awareness about the O&D Program through targeted outreach:
	a. Start Statewide Ambassador Programs that includes travel training (tech and non-tech based) so older Vermonters can become familiar with the Public Transit System before they cannot drive or driving becomes limited.
	4. Create Personal Mobility Accounts:
	a. Offer freedom accounts (capped dollar value) to allow transportation for personal/social trips to reduce social isolation.
	b. Expand the network of volunteers or low-cost transportation options for direct pay trips for older Vermonters.
	5. Create an ongoing Transportation Council (Mobility for All Vermonters that coordinates with all state agencies). Convert Public Transit Advisory Council to a “Mobility Council” and add Agency of Human Services departments and advocacy organizations representation to the membership to create viable and coordinated solutions to enhance statewide mobility for all Vermonters.

	6. Build and sustain leadership, collaboration, and accountability, especially among a diverse group of stakeholders to include transportation professionals, policymakers, public health officials, police, and community members that manage Vision Zero Implementation. This body is responsible for collecting, analyzing, and using data to understand trends and potential disproportionate impacts of traffic deaths on certain populations.
	7. Require all new development to ensure bus stop amenities are considered in review and permitting for construction of housing developments, commercial space, and repaving of roads.
Infrastructure for the Future Transportation Objective 3	Transportation Objective 4: Increase access to walkable, bikeable and transit-friendly communities that facilitate independence and support aging in place. Strategies may include:
	1. Revisit Vermont's Complete Streets statute which was enacted by the General Assembly of the State of Vermont in 2011 to address the lack of reporting transparency and ownership that have led to missed opportunities for implementing a strong, safe, accessible transportation system.
	2. Incorporate a system-wide planning approach for all Complete Streets projects that allows for safe access to all users and provides for first and last mile connections.
	3. Invest in building municipal capacity through Complete Streets training that will allow smaller communities the ability to implement Complete Streets at the local level.
	4. Assess the opportunity to modify the state's project selection criteria for funding to encourage Complete Streets implementation. Criteria for determining the ranking of projects should include assigning weight for active transportation infrastructure; targeting underserved communities; alleviating disparities in health, safety, economic benefit, access destinations; and creating better multimodal network connectivity for all users.
	5. Review community centers to be sure they have safe sidewalks with little to no transitions, and easy clear access to amenities.
	6. Encourage statewide adoption of a "Vision Zero" policy to ensure safe, equitable mobility for all road users by eliminating traffic fatalities and severe injuries among all road users.
	7. Prioritize safe speeds through safe street design, speed enforcement (or safety cameras), and allow communities to set safe speed limits including 25 MPH in congested areas and adjacent to public amenities.
Infrastructure for the Future Community Design Objective 1	Increase the availability of accessible, inclusive public spaces (indoor and outdoor) in towns by encouraging Smart Growth and infill development. Strategies may include:
	1. Explore removing the statutory sunset for Better Places and providing base funding to sustain the program at the Department of Housing and Community Development (DHCD).
	2. Support sustaining funding for Better Connections program at the Department for Housing and Community Development (DHCD).

	3. Assess expanding the Downtown Transportation Fund by updating the statute to support the planning, design, and construction of 'complete streets.'
	4. Potentially provide funding to municipalities for technical assistance and design expertise needed to engage, plan, and construct well-designed, welcoming, and accessible public places.
	5. Create recommended standards for communities to apply to outdoor public spaces and parks to ensure they are fully accessible and inclusive to people of all ages, abilities, and backgrounds including for Vermonters with dementia and their care partners.
	6. Ensure key services, multigenerational programming, and amenities are supported in town focal points, such as libraries, senior community centers, libraries, adult day programs, health care satellite offices, town hall and transfer stations.
	7. Allocate funding to study the implementation of a land value tax to encourage development in designated areas, promote land use efficiency, and ensure equitable taxation in partnership with the Tax Department.
	8. Support Dementia-Friendly Communities by promoting the Vermont Department of Health website containing resources and toolkits and work with Offices of Local Health chronic disease staff as collaborators.
	9. Enforce municipalities to develop their town ADA Transition Plan (a federal requirement), to address any deficiencies. The Plan is intended to achieve the following: (1) identify physical obstacles that limit the accessibility of facilities to individuals with disabilities, (2) describe the methods to be used to make the facilities accessible, (3) provide a schedule for making the access modifications, and (4) identify the public officials responsible for implementation of the Transition Plan.
Valuing Family Care Partners	
Valuing Family Care Partners Objective 1	Reduce the need for family/friends to provide full-time care/assistance to a friend/family member.
Valuing Family Care Partners Objective 2	Increase family care partner knowledge of respite options.
Valuing Family Care Partners Objective 3	Increase family care partner knowledge of self-care, medical benefits, long-term care and estate planning resources.
Valuing Family Care Partners Objective 4	Reduce negative financial impacts on family care partners.
	Strategies may include:
	1. In 2024-2034, work to increase financial supports for family care partners, including respite funding, family leave options, tax credits, stipends, and grants.
	2. In 2024-2028, work to increase awareness of and access to respite services (ex. In-home volunteers) for care partners using public outreach campaigns, social media, Front Porch Forum, and agency communications and websites.

	3. In 2024-2028, work to expand and add family care partner education programs that include training opportunities, information on self-care, medical benefits, long term care and estate planning, and medical conditions.
	4. By 2027, compile a statewide inventory of existing resources and programs for family care partners. This inventory will be used to create a care partner support locator function care partners can use to quickly locate the services they need in their area.
	5. By 2025, adopt standardized, evidence-based or evidence-informed family care partner assessments and use the results to develop person-centered and family-centered care plans.
	6. By 2026, establish and routinely convene a VT Caregiver Coalition to improve the system of HCBS and health care providers by encouraging the use of standardized data-collection tools, forms, definitions of terms, and best practices.
	7. In 2024-2028, support the expansion of Alzheimer's Disease and Related Disorders Extended Engagement/Respite activities within Adult Day and Senior/Community Centers.
	8. By 2025, develop or adopt surveys with validated questions to disseminate to family care partners to collect data on services and supports to identify successes and areas for improvement.
	9. By 2026, professionally translate Advance Directives in plain language in the languages prioritized in Vermont and provide culturally appropriate interpreters in hospital, home health, and hospice settings.
	10. By 2027, provide education to hospital leadership and the Vermont Association of Hospitals and Health Systems encouraging adoption of policies that enable in-person interpreters of the family's choice to be used during in-patient and end-of-life care.
	11. By 2026, provide education to hospice providers on providing culturally proficient services specific to the different cultures present in Vermont, and to families that speak languages other than English on what hospice is, what it provides, and how it differs from hospital care.
The Fight for Justice	
The Fight for Justice Objective 1	Increase the adoption and use of recommended policies and interventions to support adults who may be self-neglecting. Strategies may include:
	1. DAIL and community partners will work to establish and expand training modules for a wide range of community-based service providers and partners to identify and report self-neglect and elder abuse, including appropriate referrals, trauma-informed communications, and systems of support.
The Fight for Justice Objective 2	Increase the transparency and usability of long-term care facility data. Strategies may include:
	1. By 2028, establish a digital data system to compile Survey and Certification survey results into a data interface that can allow for trend analysis across multiple reports for system improvement. By 2030 this same data will be available to the public in a readily accessible, plain language format, that allows older adults and family members to make informed decisions.

The Fight for Justice Objective 3	Objective 3: Increase coordination of elder justice services and supports. Strategies may include:
	1. A non-state entity will work to facilitate an Elder Justice Coalition (EJC) to coordinate among EMS and law enforcement providers, state entities, and social support providers.
	2. The EJC may recommend to the legislature strategies to mandate some allocation of Attorney General litigation awards to delivery of relevant elder justice information and services.
	3. Work to convene an Office of Public Safety advisory team to assess and recommend best practices for “no wrong door” portals for elder justice referrals to ensure safety and access. Advocate for safety portals to be universally established across entities and providers to improve elder access to justice services. The Office of Public Safety Advisory team may review data reported by designated entities annually and make recommendations for improvement to the system.
	4. Elder Justice Providers will work to develop and coordinate for older adults, service providers, and family members: communications strategies, educational materials and presentations, referral systems, and protections that address the growing incidence of scam, fraud, and financial exploitation.
	a. Coordinated efforts will be person-centered and trauma-informed.
Strengthening Systems of Support	
Strengthening Systems of Support Objective 1	Adopt age-friendly best practices at VT211 and AAA Helpline call centers. Strategies may include:
	1. The State will contract with an independent entity to assess the current state of Vermont’s AAA and VT211 Information, Referral and Assistance call centers, and provide concrete recommendations on the adequacy and accessibility of the information available to Vermonters, including criminal, civil, and social interventions specific to older adults to ensure safety, information about death and dying, and information about transitions of care.
	2. Using the independent entity in #1, create or recommend an existing set of call center best practices, training and recommended staffing ratios using a “No Wrong Door” approach.
Strengthening Systems of Support Objective 2	Increase access to information about age-friendly resources and supports.
Strengthening Systems of Support Objective 3	Increase access to a coordinated system of age-friendly services, supports and protections. Strategies may include:
	1. The State will work to contract with a professional entity to use data from the Age Strong VT planning process (survey, listening sessions, focus groups) to:

	a. Develop a sustainable, creative plan for marketing and promotion for Vermont's Information, Referral and Assistance systems across the state, that complies with communication access and diversity, equity and inclusion standards and includes measurable outcomes. Creation of the promotion plan must include the VDH community health education network and provider of services network.
	b. Create a sustainable online Vermont educational awareness training tool for Vermonters, entities, providers, EMS workers and state employees to learn about the system of Information, Referral and Assistance.
	c. Work with the State to designate qualified individuals or entities to deliver/maintain the promotion plan and training tool and track measurable outcomes.
	2. The State and information providers will work together to establish data on distribution and utilization of publicly available information sources (AGO Help Guide, Aging in Vermont Resource Guide, AAA Helpline, VT211, State websites) regarding abuse, neglect, and exploitation of older adults.
	3. Establish or identify additional data sources for tracking outcomes specific to the three recommended objectives, such as:
	a. Z-Codes – ICD10 codes to identify screening and referrals for social determinants of health-related services.
	b. Provider referrals – Develop a way for call centers to track where referrals came from over time.
	c. New State Plan on Aging (SPA) Needs Assessment questions. (Data Source: 2020, 2024 and 2028 SPA Needs Assessments)
	d. Behavioral Risk Factor Surveillance System (BRFSS) questions.
	4. Consider the creation of Chief Advocate for Elder Justice position to work with the dedicated Age Strong VT position to:
	a. Integrate information across state and community systems to ensure consistent and accurate information.
	b. Advise the state legislature and administration to improve elder access to justice, safety, and supports.
	c. Review new and existing laws to ensure age equity across systems.
	d. Behavioral Risk Factor Surveillance System (BRFSS) questions.
Strengthening Systems of Support Objective 4	Increase the availability of safe emergency housing for older Vermonters. Strategies may include:
	1. By 2025, DAIL and partners will explore existing models in other states and make recommendations that address Vermont needs and systems for emergency housing for older victims of crime or others in crisis. DAIL will work to identify funding streams and potential partners to pilot the program.

	2. By 2028, explore the creation of a pilot program for emergency housing for older victims of crime and others in crisis with established policies, protocols, goals, and adequate funding for 5 beds, with the possibility for growth in the future. The pilot program could address immediate physical safety, as well as assisting with longer term needs such as future safe housing placement, trauma processing and mental health needs, system of care planning, etc.
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E. BAC Interim Actions

- i. HomeShare pilot
 - ii. Family Caregiver Month Proclamation
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E.i. HomeShare Vermont Pilot Incentive Program

Date: June 22, 2022

To: Community Development & Neighborhood Revitalization (CDNR) Committee

From: Burlington Aging Council's Subcommittee on Housing

Molly Dugan, Cathedral Square

Charles J. Messing, Burlington Resident

Brian Pine, City of Burlington's Community and Economic Development Office Kelly Stoddard
Poor, AARP VT

Subject: HomeShare Vermont Pilot Incentive Program

On behalf of the Burlington Aging Council, we are submitting a proposal for consideration by City Councilors serving on the CDNR Committee. The proposal we are asking the CDNR Committee to review and advance is a HomeShare Pilot Program aimed at supporting and promoting homesharing in Burlington through a tax incentive.

HomeShare Background: HomeShare Vermont is a non-profit organization that has developed a comprehensive and client-driven screening & matching process over the past 40 years to make the best in-home matches possible. HomeShare Vermont helps the State of Vermont meet two important goals by assisting our aging neighbors to stay at home, where they want to be, while at the same time helping others find an affordable place to live.

While there are no age or income restrictions for homesharing, most people sharing their homes (homeshare hosts) are elders or persons with a disability while most people looking for housing (homeshare guests) can't afford market rents. Their screening process focuses on safety and security. Each compatible match is unique and based upon the interests, needs, and lifestyles of the individuals involved. Homesharing is where two or more people share a home for mutual benefit.

HomeShare Screening Process: For each application received a minimum of 3 reference checks are performed, mostly by phone; and five different background checks are conducted before the person is considered for matching. The background checks include various criminal, abuse and fraud registries. Once the application is received an in-depth interview is conducted to get to know them and their interests and lifestyle, which is done via zoom or in a home visit.

Benefits of HomeShare in FY 21:

- Homeshare guests provided approximately 25,000 hours of assistance to seniors and others. This represents a savings of over \$380,000 for those sharing their home and their families if they had to hire help.¹
- By sharing their homes, low-income seniors and others received over \$220,000 in rental income to help them make ends meet.
- The average rent in a homesharing match was only \$323/month with 27% of matches paying \$0 rent. Using the difference between market rents and homeshare actual rents, it is estimated that homeshare guests saved over \$510,000 in rental expenses.²

HomeShare Match Length: The average homesharing match length was about 23 months this past year, which is a little longer than normal, which is likely a reflection of COVID because it has made it harder to get people to start new matches, but it seems to have encouraged matches to last a little

longer. The average match length is calculated each year based on the matches that ended in that year and it typically fluctuates between 13-20 months.

FY 21 HomeShare Vermont: Results Based Accountability (RBA) Outcomes

This data is a combination of annual outcomes surveys of matched participants and client data and represents outcomes statewide and are not specific to Burlington alone.

How Well?	Homeshare Average Match Length	692 days or 23 months
	Participant Satisfaction	93% very satisfied 100% would recommend us to family or friends

Is Anyone Better off?	Affordability of Housing	Average Rent	\$323
	Ability of Seniors to Stay Safely at Home	46% of those sharing their home reported they would not be able to live safely and comfortably at home without a homesharer.	
	Improved Quality of Life: Those having someone live with them report they....	Feel Happier	83%
		Feel Less Lonely	83%
		Feel Safer in their Home	81%
		Sleep Better	51%
		Feel Healthier	51%

¹ Calculation based on personal care assistant median wage - Bureau of Labor Statistics, VT State Occupation & Employment Wage Estimates

² Calculation based on fair markets rents for Addison, Chittenden, Franklin, Grand Isle, Lamoille, Orange and Washington Counties - US Department of Housing & Urban Development

Pilot Program Incentive Program:

A Pilot Incentive Program would be aimed to support affordable housing and open housing opportunities for those seeking housing in Burlington. The Burlington Aging Council (BAC) supports and recommends that the City of Burlington offer a pilot incentive program for homeowners, “host,” who provides a new homeshare match lasting a minimum of 12 months.

- The incentive would be in the amount of \$1,000 (this is in line with other incentive programs found throughout the country)
- The incentive would not exceed 30 Burlington homeowners per year
- The \$1,000 incentive from the City of Burlington could be made available through property tax relief or another type of direct payment to the homeowner determined by councilors.
- The incentive would be made available after the homeshare match was verified by HomeShare Vermont after the 12 months.
- The homesharing match would be required to be created by, Home Share Vermont, a bonafide homesharing nonprofit organization and has a homesharing agreement signed by both the host and

guest and they cannot be related individuals.

- An additional requirement of the Pilot Program would be a cap on rents at a maximum of \$650/month, given the goal of promoting affordable housing.
- The pilot program would be tested for 3 years and evaluated to determine continuation.

HomeShare Vermont Client Data FY 15 – FY 21 (July 1 – June 30 FY)

There is a mismatch in the number of people seeking housing in Burlington vs. the number of homeowners/homeshare hosts opening their home up for homesharing, see graph below. Burlington host applications have dropped more than their total host applications this past year (59% vs 44%). The overall decline is due to COVID, but it is unclear as to why Burlington is so much higher.

		FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21
Applications	<i>All Hosts</i>	85	103	85	98	121	167	93
	<i>Burlington Hosts*</i>	9	16	13	16	18	17	7
	<i>Guests</i>	206	261	319	324	331	363	342
	<i>Total</i>	291	364	404	422	452	530	435
Ratio Guests/Hosts Applications		2.4	2.5	3.7	3.3	2.7	2.1	3.6
Total Matches in Year		82	87	98	105	101	108	92
Matched Burlington Hosts		28	20	22	29	28	24	18
All Persons in a Match		154	159	183	198	202	216	191
Average Match Length (months)		13	14	18	16	12	20	23
Average Monthly Rent		\$226	\$221	\$254	\$287	\$296	\$314	\$323

E. ii. Family Caregiver Month 2023 Proclamation



PROCLAMATION

WHEREAS, this November, in Burlington, we recognize the countless family caregivers across our state who are helping their older parents, spouses and other loved ones live independently in their homes – where they want to be and where their well-being is supported; and

WHEREAS, Burlington's family caregivers are among 48 million Americans nationwide who are being recognized in November, National Family Caregiver Month. These individuals hold up a challenged long-term care system. The physical, financial and emotional toll on them is great. They help their loved ones with everything from managing medications and medical care, meal preparation and feeding, bathing and dressing, chores, finances, grocery shopping, transportation and more. Many family caregivers work full or part time at paying jobs, and many cut back their hours or quit their jobs entirely to make sure their loved one gets the care they need; and

WHEREAS, Burlington's dedicated family caregivers provide thousands of hours of care every year, adding up to millions of dollars in unpaid labor annually; and

WHEREAS, family caregivers deserve our gratitude, but they also need commonsense solutions that save them time and money and provide support. I am proud of the work that the Burlington Aging Council and partner organizations do to advance and support the critical role of family caregivers; and

WHEREAS, everyday heroes, family caregivers in Burlington help their older parents, spouses, siblings, or grandparents live independently with dignity; and

NOW, THEREFORE, I, Miro Weinberger, Mayor of the City of Burlington, by virtue of the authority vested in me by the Charter of the City of Burlington, Vermont do hereby proclaim November 2023 as

FAMILY CAREGIVER MONTH

in the City of Burlington, and **BE IT FURTHER RESOLVED** that I encourage all Burlingtonians to reach out to the family caregivers in their lives, thank them for the incredibly important work they do and support them in any way that you can.



Miro Weinberger
Mayor

AGE STRONG BURLINGTON

An Action Plan Summary from the Burlington Aging Council 2024

Ageism and Ableism are engrained in our attitudes, our public policies, our institutions, and our infrastructure. They are systemic. The goal for Burlington is one of inclusivity, building an age-friendly community for all.

People aged 65 and older are often considered a homogenous population in cognitive and physical decline. In line with how we view and treat those in our community under the age of 18 as a diverse group with different age-related abilities, needs, and opportunities that are an asset, so should we relate to our older community members. The universal benefit accruing from the Age Strong Burlington plan is simple:

improving the conditions of and opportunities for older adults in a community improves the lives of everyone.

The Action Plan focuses on 5 key areas:

- Social Connection and Engagement**
- Family Caregiver Support**
- Financial Security**
- Optimal Health and Wellness**
- Housing, Transportation and Community Design**

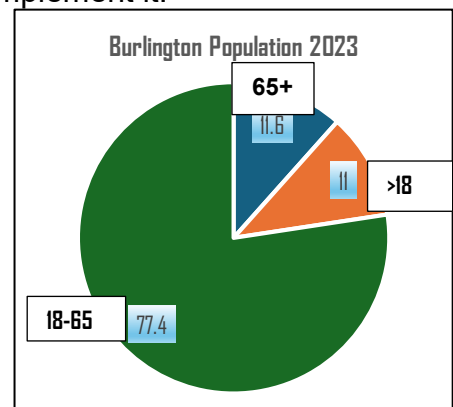
The objective in organizing actions is to raise awareness of both the diverse needs and opportunities and to provide guidance on moving Burlington along a conscious path to being a fully Age-Friendly Community. Burlington, as a single entity, cannot do everything

to ensure that as members of our community age, they are offered opportunities and support that allow them to contribute and have a sense of belonging, as well as provide them with the care and support they need to continue their lives with dignity. All population projections tend to point to a significant rise in the number of 65+ residents in Burlington and a growing percentage of the overall population. The action plans are not comprehensive, but they are targeted to what the Aging Council believes is a possible starting point to set the stage to have full community engagement in continuing to develop and implement it.

Burlington Aging Council

Symphorien Sikyala, Congolese Community
Frederick Neu, UVM Center on Aging
Molly Dugan, Cathedral Square
Jane Catton, Age Well Vermont
Kelly Stoddard Poor, AARP-VT
Andrea Viets, Heineberg Senior Ctr
Alison Miley, Howard Center
Christopher Damiani, GMT
Brian Pine, CEDO
Barbara Shaw-Dorso, Resident
Martha Molpus, Resident
Charles J Messing, Resident
Lorna Kay, Resident
Glenn McRae, Resident

The action plans align, as much as possible with the State's [Age Strong Plan](#), and provide a basis for synergy and coordination with the many partners who provide direct services. These action plans are meant to engage our community of all ages to make Burlington a city that works for everyone. For this to be more than a slogan, the Burlington Aging Council urges the city to make the necessary investments and policy changes needed to advance a clear focus toward an Age-Friendly city.



AGE STRONG BURLINGTON Action Briefing: Priority Measures

The Burlington Aging Council's action agenda emphasizes building out opportunities for engagement and a more coordinated and efficient system of services to meet diverse needs and take advantage of the many abilities to contribute to older adults in our city. This is done in cooperation with the many partner organizations working with this sector and the state of Vermont on its new Age Strong Vermont plan. The 7-point action items below are drawn from the full action plan seeking to make Burlington a community that embraces the notion of improving the conditions of and opportunities for older adults in a manner that improves the lives of everyone.

1. Dedicated City Staff Support That:

- **Fills the role of an Older Adult Ombudsperson** to coordinate the efforts of the Aging Council and City Departments to:
 - **Provide direct service** to employers, and work with partners to advance opportunities for training, education, and resources for older workers of all backgrounds.
 - **Build Age-Friendly criteria** into city employee job descriptions and performance reviews.
 - **Provide city staff with adequate training and upskilling** to succeed in supporting these efforts, expanding City staffing functions in key city departments (e.g., REIB, CEDO, Planning, DPW, Parks, Recreation & Waterfront).
 - **Connect to and Coordinate with the State of Vermont Age Strong lead.**
- **Supports functions to advance social connection and engagement**, and optimal health and wellbeing across city departments and the coalition of local service organizations in Age Strong Burlington.
- **Provides full support for a reinvigorated Burlington Aging Council** to continue in its mission to elevate the contributions of older adults in Burlington; raise issues facing older adults in Burlington and the organizations that serve them; support current and address new policy recommendations to the Mayor and City Council to address gaps, needs, and opportunities that impact older adults in Burlington; ensure that the voices of older adults in Burlington are at the forefront of City policy; and maintain and monitor the "Burlington Plan on Aging: Age Strong Burlington," acting as a facilitator for City policy and initiatives, and to advance advocacy at the state level for adequate program resources, and targeted investments at the local level.

2. Issue Key Proclamations and Host Special Events to educate the community, elevating the contributions of and raising issues facing older adults in Burlington, ensuring that the voices of older adults in Burlington are at the forefront of City policy.

- **Family Caregiver Awareness Campaign** – Beginning in November 2024 (Family Caregiver Month).
- **National Employ Older Workers Week** – September.
- **Provide a clear public resolution declaring Ageism and Ableism as public health threats**, and committing Burlington to actively fighting ageism and ableism through policy and programs, providing resources and attention needed to enable all community members to enjoy a full and fruitful life, contributing to the greater good, and receiving support as it is needed.
- **Create baseline data on key indicators of successful social connection and engagement** with all city departments around their programming and work and add it to the City Dashboard.

3. Create an Official City Online Resource Site

City Staff working with the BAC will set up an online City Resource site that will include:

- a list of **family caregiver resources**.
- resources for older workers and employers seeking to **hire and retain older workers**.

- a single point of information access to **City Programming that enhances social engagement** and connection and advances healthy aging.
- resources for **older adult housing and transportation** information.
- a **Dashboard** indicating progress on the Age Strong Burlington Plan with connections to the State's Age Strong Plan progress reports.

4. Advance a Focused City Policy Agenda

- **Review of City Human Resource policies.** Accommodation for employees of the city who are family caregivers. Report to the Aging Council with recommendations and a timeline for what modifications and enhancements can flexibly meet the needs of the city and the employee.
- **Expand investment in digital literacy resources specific to the needs of older community members.** Include alternatives that are culturally appropriate and translated into a variety of languages. This work can be coordinated through the City Departments and other partners.
- **Increase opportunities for Home Share programming** in Burlington.
- **Direct DPW and BPRW to coordinate planning efforts put in place supportive physical amenities** to make Burlington a year-round accessible active city providing opportunity for activity in support of health in line with the WHO's Active Aging Policy Framework.
- **Require all new construction to adhere to Universal Design Standards.**
- **Update PlanBTV: Burlington's Comprehensive Plan (2019)** with a focus explicitly including the growing older population. Require PlanBTV to incorporate a comprehensive strategy to prioritize the needs of older adults in elements of community design.
- **Build a Policy/Program/Resource Framework to address the specific needs of older adults** in the event of another emergency (e.g., pandemic) and to meet the challenge of the ongoing climate emergency as it specifically impacts older adults.
- **Assess the status and future need for staffing and funding of efforts needed to expand age friendly infrastructure** and design efforts across all city departments.

5. Direct City Departments to Advance or Expand Programming for Older Adults

- **Evaluate and provide additional funding to continue and expand the CEDO/Age Well pilot** to train / develop PCAs to increase workforce for in home supports/Personal and Home Health Aides to increase this critical and skilled workforce providing services in home and institutional settings.
- **City departments that make use of national service programs (e.g., AmeriCorps) will also make use of national service programs for older adults** (e.g., AmeriCorps Senior). These programs can also fulfill some of the functions required to support the future work of the Council.
- **Provide incentives to fill the gaps with volunteer and assisted ride programs.**
- **Expand the 50+ Programming of Burlington Parks, Recreation, and Waterfront Department** to ensure that all older adults can access a variety of affordable opportunities for exercise within an inclusive environment. Align planning with the state's comprehensive physical activity plan and provide evidence-based physical activity and strength training programs to promote positive health outcomes.
- **Build on the success of the CORE Adult Center (run by Burlington Parks, Recreation, and Waterfront Department)** and engage partners to support the development of a part-time care facility in Burlington to assist older adults with higher intensity care needs (Adult daycare) and provide respite to family caregivers.
- **Expand funding for and promotion of the Housing Access Modifications** program at CEDO.

6. Support a Robust Outreach and Engagement Process

- **Allocate funding to support the education of the BIPOC and New American advocates and associations on family caregiving practices and supports.** Develop multilingual resources for Burlington residents, and support training and education for service providers to better understand and support the variety of cultures of caregiving in our community.
- **Fund a Marketing Campaign to highlight older worker experiences** and employer success stories and narratives.
- **Work with GMT to increase usage of public transportation**, with special attention to the needs of older adults.
- **Conduct a comprehensive Needs Assessment, with targeted emphasis on understanding the needs of the older adults, including BIPOC and New American communities**, addressing technology access, affordability, and supports focused on infrastructure, capabilities, training/education, path to 6G.

7. Support New and Existing Partnerships

- **Work with GMT, DPW, and other relevant agencies on processes and funding needed to support a standardized bus stop amenity plan that addresses winter maintenance.** Apply a similar process to handicapped parking spaces.
- **Direct City Departments, such as the Police Department to pursue partnerships with community organizations (e.g., UVMHC Emergency Department, Chittenden Housing Alliance, CVOEO)** to identify older individuals at risk of experiencing homelessness (or experiencing homelessness) so that they can more effectively connected with resources.
- **Collaborate with and include diverse social and cultural groups to ensure inclusion of all older residents** in a concerted effort to increase usage of public transportation, with special attention to the needs of older adults, and support GMT staffing and resource needs to accomplish this.
- **Work with GMT to ensure that the fare structure is transparent and understandable to riders**, and that it considers the needs of older riders in terms of access, comfort, and AFFORDABILITY.
- **Build a Technology for Connection Initiative for older adults, based on a community needs assessment.** Identify and secure funding for technology infrastructure and access. Collaborate with partner groups (e.g., [Technology for Tomorrow](#)) to expand and standardize the use of in-home technology to help older adults age in place.
- **Promote the newly adopted BTV Neighborhood Code to increase opportunities for middle housing** with an emphasis on accessibility and affordability for older adults.
- **Increase collaboration between city departments (e.g., Fletcher Free Library and Parks and Recreation) to collaborate with community partners** to expand the accessibility to and participation in volunteer programs, especially those that offer additional support and assistance to help older adults stay in their homes. Provide focus on outreach to local BIPOC, New American, LGBTQ+, and other groups to promote volunteer information and opportunities within these groups.
- **Support the expansion of existing Burlington programs that work to connect housing, health care, and social supports for aging residents**, with an emphasis on broadening the provision of diverse types of housing options/situations depending on level of independence.
- **Expand the supply of affordable age-specific housing options.** Work with housing organizations to increase affordable and accessible assisted living opportunities. Collaborate with developers and partners to create opportunities to provide affordable dementia-focused housing.

AGE STRONG BURLINGTON: Vision of an Age-Friendly City

Burlington Aging Council Mission: To understand the opportunities and challenges facing all older community members, and to recommend policies and programs that respect and empower all older Burlington community members, to ensure and expand their quality of life.

On April 26, 2021, the City Council [formally created the Burlington Aging Council](#), and on May 2nd the Mayor signed the resolution, with the purpose of:

- elevating the contributions of older adults in Burlington;
- raising issues facing older adults in Burlington and the organizations that serve them;
- making policy recommendations to the Mayor and City Council to address gaps, needs, and opportunities that impact older adults in Burlington;
- ensuring that the voices of older adults in Burlington are at the forefront of City policy; and
- creating and maintaining a “Burlington Plan on Aging,” a guiding template for policy and initiatives.

The Burlington Aging Council built a **plan of action** for the City around five core areas.

Age Strong Burlington Goals

Social Connection and Engagement: Older Residents will be free from isolation and loneliness, with affordable and accessible opportunities for social connectedness, including work, volunteering, lifelong learning, civic engagement, arts, culture, broadband access, and other technologies. Older Residents are critical to our local communities and their contributions are valued by all.

Family Caregiver Support: Family caregivers are fundamental to supporting the health and well-being of older Vermonters, and their hard work and contributions are respected, valued, and supported. Family caregivers of all ages should have affordable access to education, training, counseling, respite, and support that is both coordinated and efficient.

Financial Security: Older Residents will receive an adequate income and maintain assets for a reasonable quality of life as they age. They can seek and maintain employment without fear of discrimination and with any needed accommodations. Mechanisms are in place to protect from consumer and financial fraud. Older Residents can retire after a lifetime of work, if they so choose, without fear of poverty and isolation.

Housing, Transportation, and Community Design: Burlington is designed, zoned, and built to support the health, safety, and independence of older residents, with affordable, accessible, appropriate, safe, and service-enriched housing, transportation, and community support options that allow them to age in a variety of settings along the continuum of care and that foster engagement in community life.

Optimal Health and Wellness: Older Residents receive, without discrimination, optimal physical, dental, mental, emotional, and spiritual health through the end of their lives. Holistic options for health, exercise, counseling, and good nutrition should be both affordable and accessible. Access to coordinated, competent, and high-quality care is provided at all levels and in all settings.

Finally, the Burlington Aging Council acknowledges that an Age Strong Burlington will balance offering and enhancing self-determination and self-actualization with an infrastructure for safety and protection.

- **Self Determination** will be at the core of a coordinated and efficient system of opportunity. Older residents bring years of experience, wisdom, and energy to their lives and communities. They are an asset to the community and pathways to afford them opportunity to contribute to the social, civic, and economic fabric of the community should be enhanced, and they should be actively engaged as workers, volunteers, and leaders.
- **Safety and Protection** will be at the heart of a coordinated, efficient, and self-evident system of services. Older residents can benefit from a system of services, support, and protections, that is coordinated, equitable, and efficient, promoting choice, flexibility, and creativity. The system should be easy for individuals and families to access and navigate, including as it relates to the major transitions of care.

Burlington Aging Council

Burlingtonians should be able to direct their own lives as they age so that aging is not something that merely happens to them but a process in which they actively participate.

Mission: To understand the opportunities and challenges facing all older community members, and to recommend policies and programs that respect and empower all older Burlington community members, to ensure and expand their quality of life.

Whatever services, supports, and protections are offered, older residents in Burlington deserve dignity and respect and must be at the core of all decisions affecting their lives.

Self-Determination

Safety and Protection

Coordinated and Efficient System of Opportunity: Older residents bring years of experience, wisdom, and energy to their lives and communities. They are an asset to the community and pathways to afford them opportunity to contribute to the social, civic, and economic fabric of the community should be enhanced, and they should be actively engaged as workers, volunteers, and leaders.

Coordinated and Efficient System of Services: Older residents can benefit from a system of services, supports, and protections, that is coordinated, equitable, and efficient, promoting choice, flexibility, and creativity. The system should be easy for individual and families to access and navigate, including as it relates to the major transitions of care.

Financial Security

Older Residents should be able to receive an adequate income and maintain assets for a reasonable quality of life as they age. They should be able to seek and maintain employment without fear of discrimination and with any needed accommodations. Mechanisms should be in place to protect from consumer and financial fraud. Older Residents should also be able to retire after a lifetime of work, if they so choose, without fear of poverty and isolation.

Optimal Health and Wellness

Older Residents should receive, without discrimination, optimal physical, dental, mental, emotional, and spiritual health through the end of their lives. Holistic options for health, exercise, counseling, and good nutrition should be both affordable and accessible. Access to coordinated, competent, and high-quality care should be provided at all levels and in all settings.

Social Connection and Engagement

Older Residents should be free from isolation and loneliness, with affordable and accessible opportunities in their communities for social connectedness, including work, volunteering, lifelong learning, civic engagement, arts, culture, and broadband access and other technologies. Older Residents are critical to our local economies and their contributions should be valued by all.

Housing, Transportation, and Community Design

Burlington should be designed, zoned, and built to support the health, safety, and independence of older residents, with affordable, accessible, appropriate, safe, and service-enriched housing, transportation, and community support options that allow them to age in a variety of settings along the continuum of care and that foster engagement in community life.

Family Caregiver Support

Family caregivers are fundamental to supporting the health and well-being of older Vermonters, and their hard work and contributions should be respected, valued, and supported. Family caregivers of all ages should have affordable access to education, training, counseling, respite, and support that is both coordinated and efficient.

Board of Finance and City Council Submission Checklist

Department: CEDO Submitter: Brian Pine

Title/Subject: Age-Strong Burlington Plan

	Approval:	Meeting Date:
☐	Board of Finance	N/A
☒	City Council	5/19/2025
☐	Concurrent	Click or tap to enter a date.

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	5/12/2025	Brian Pine
Mayor's Office informed and approved memo	Yes	5/14/2025	Erin Jacobsen
Board/Commission, if required	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	5/14/2025	Emmett Wood
CAO has reviewed budget, financing, and memo	Yes	5/15/2025	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Cover memo
Contract Attached, if applicable?	No	N/A
Additional Materials, if necessary	Yes	Plan and Summary document
Draft Resolution or Motion?	Yes	Resolution
If for submission to Council, are sponsors identified?	Yes	Carpenter, Schachter

Age Strong Burlington Plan

by the Burlington Aging Council (BAC)



May 19, 2025

Presented by: Brian Pine, CEDO Director &
Glenn McRae, Co-Chair, BAC

Mission & Vision

The City Council created the Burlington Aging Council by resolution at their April 26, 2021 meeting. The purpose of the committee is to elevate the contributions of older adults in Burlington, raise issues facing older in Burlington and the organizations that serve them, and make policy recommendations to the Mayor and City Council to address service gaps, needs, and opportunities that impact older adults in the Burlington community.



To make Burlington a community where older residents have the respect, support and connections to maintain independence, continue making contributions to their community and have the ability to age in place with dignity and security.

City Council charge for the Aging Council

- Elevate the contributions of older adults in Burlington;
- Raise issues facing older adults in Burlington and the organizations that serve them;
- Make policy recommendations to the Mayor and City Council to address gaps, needs, and opportunities that impact older adults in Burlington;
- Ensure that the voices of older adults in Burlington are at the forefront of City policy;
- Create and maintain a “Burlington Plan on Aging” to act as a guiding template for City policy and initiatives.

Burlington Aging Council

- Symphorien Sikyala, Congolese Community
- Frederick Neu, UVM Center on Aging
- Molly Dugan, Cathedral Square
- Jane Catton, Age Well Vermont
- Kelly Stoddard Poor, AARP-VT
- Andrea Viets, Heineberg Senior Ctr
- Alison Miley, Howard Center
- Christopher Damiani, GMT
- Brian Pine, CEDO
- Barbara Shaw-Dorso, Resident
- Martha Molpus, Resident
- Charles J Messing, Resident
- Lorna Kay, Resident
- Glenn McRae, Resident

Why is this a priority now?

The census estimates there are 5,400 people in Burlington 65 and older.

There are an additional 3,744 people between the ages of 55 and 64.

20% of people in Burlington are older than 55, 12% are 65 and older.

Does this program/service advance our priorities of community safety, housing, or climate sustainability? The work proposed to achieve Age Strong Burlington directly addresses community safety and housing and given that climate change disproportionately impacts the health and well-being of older adults it matches this city priority as well.

Does this program/service fill a gap in community programming or services for underserved community members? There is limited city investment in key services and programming for older residents, and our nonprofit community partners are also strapped to fill the gaps. There is a unfulfilled need that requires city leadership to coordinate a response.

Creating an Age-Friendly Burlington

How we accomplish that charge: Age Strong Burlington Action Areas

1. The Age-Strong Burlington Plan requires a coordinated effort, with central facilitation and tracking.
 - a. ACTION: Formalize BAC as a City commission. Re-establish BAC membership with an "implementation" oriented membership.
 - b. ACTION: ID one city department to host staffing support and allow BAC initiatives to be embedded in multiple departments. Designate a key contact in each City Department, as well as partner organizations, to coordinate and connect with the BAC.
2. Tracking Progress: Baseline data on key indicators
 - a. ACTION: Working with City Data resources and local partners, create baseline data on key indicators of successful social connection and engagement with all city departments around their programming
3. Create an Official Online City Resource Site
 - a. ACTION: City Staff working with the BAC will set up a web-based City Resource site

Creating an Age-Friendly Burlington

How we accomplish that charge: Age Strong Burlington Action Areas (Continued)

4. Advance an age-friendly city policy agenda.
ACTION: Conduct a comprehensive policy review and identify key policy development to best advance the Age Strong Burlington Action Plan.
5. Support City Departments & Partners to Advance or Expand Programming for Older Adults.
ACTION: Expand and create new programming in City departments and community partners.
6. Community Outreach and Engagement
ACTION: Support a Robust Outreach and Engagement Process.
ACTION: Focus on Specific Initiatives & Identify Funding to advance Action Plan and Outcomes.
7. Support New and Existing Partnerships.
ACTION: Build out new and enhanced partnerships as the strategy to advance Age Strong Burlington.
BPRW, DPW, CEDO, Planning, Police Department, GMT, Heineberg Community Senior Center, Age Well, Howard Center, UVM Center on Aging, AALV, Congolese Community, Cathedral Square, AARP-VT, Age Strong Vermont (DAIL)

Discussion

*Age-Strong
Burlington*

THANK YOU!

Resolution Relating to

**ADOPT THE BURLINGTON AGING COUNCIL AGE
STRONG BTV PLAN**

RESOLUTION 8.2

Sponsor(s): Carpenter, Schachter

Introduced: 05/19/25

Referred to: _____

Action: adopted

Date: 05/19/25

Signed by Mayor: 05/22/25

CITY OF BURLINGTON

In the year Two Thousand Twenty-Five.....

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

1 That WHEREAS, in 2019, City Council created the Senior Study Committee to review and make
2 recommendations regarding the long-term provision of senior services in Burlington; and

3 WHEREAS, the concept of a local council focused on issues affecting older residents was revived after
4 almost a year of COVID-19 by way of the City Council Community Development and Neighborhood
5 Revitalization (CDNR) Committee; and

6 WHEREAS, the CDNR Committee tasked the creation of an informal group to develop a framework
7 proposal for a “Council on Aging”, and the four main goals of the Burlington Aging Council include:

- 8 1. to elevate the contributions of older adults in Burlington
- 9 2. to raise issues facing older adults in Burlington and the organizations that serve them
- 10 3. to make policy recommendations to the Mayor and City Council to address gaps, needs, and
- 11 opportunities that impact older adults in Burlington
- 12 4. to ensure that the voices of older adults in Burlington are at the forefront of City policy; and

13 WHEREAS, the premise for the work was that older residents of Burlington must be valued members
14 of the community, noting that such residents in Burlington are: homeowners, renters, taxpayers; business
15 owners, entrepreneurs, and employees; volunteers; civic leaders; artists, musicians, writers and more; and

16 WHEREAS, older adults are as diverse as the communities in which they live, spanning a 50-year
17 multigenerational age range, and as older adults age, their contributions and needs for support change over
18 time; and

19 WHEREAS, ageism is a real problem embedded in our culture, leading to increased mortality and poor
20 health outcomes for older adults regardless of income or geography, and part of the way that Burlington can
21 address ageism is through education and intentional inclusion; and

22 WHEREAS, 12% of the City’s population is age 65 and over, and the overall share of the city and state
23 population over age 65 is projected to continue increasing at a faster rate than any other age cohort;

24 NOW, THEREFORE, BE IT RESOLVED that the Age-Strong Burlington Plan is hereby accepted by
25 the City Council and is referred to the CDNR Committee to perform a review of the Plan and to conduct an

* * * * *

DISTRIBUTION:

I hereby certify that this resolution
has been sent to the following
department(s) on

ORIGINAL

RESOLUTION RELATING TO

.....
.....
.....

Adopted by the City Council

....., 20.....

..... Clerk

Approved....., 20.....

..... Mayor

Vol. Page

* * * * *

evaluation of the current services for older adults supported by the City (e.g., CORE senior programs, Heineberg Community Senior Center), and additional resources will be identified and allocated to the Heineberg Community Senior Center to assist in aiding in a transition as other current services are curtailed in the City; and

BE IT FURTHER RESOLVED that the Age-Strong Burlington Plan should be thoughtfully considered for implementation due to its close coordination and synergy with the State's Age-Strong Plan and the identification of opportunities to bring a new and important lens to City policy and program deliberations and investments offering a pathway to accentuate efforts to make the city increasingly vibrant and resilient for all ages; and

BE IT FURTHER RESOLVED that the Age-Strong Burlington Plan is the basis for forming appropriate creative and innovative approaches to address challenges, and the City Council accepts the report for further consideration and action, thanking all the members of the council for their work and diligence; and

BE IT FURTHER RESOLVED that the CDNR Committee give due consideration to identify and recommend to City Council clear action steps to move appropriate recommendations to action beginning with the renewal of a Burlington Council on Aging populated by an appropriate set of members to develop and further these recommendations for the benefit of the city, supported by the many city partners who participated in the development of the plan.

BTP/Resolutions 2025/*Age-Strong BTV Plan*

Date: 5/19/25

* * * * *

DISTRIBUTION:

I hereby certify that this resolution
has been sent to the following
department(s) on

CDNR Committee

* * * * *

ORIGINAL

RESOLUTION RELATING TO

Adopt The Burlington Aging Council Age Strong BTV Plan

Adopted by the City Council

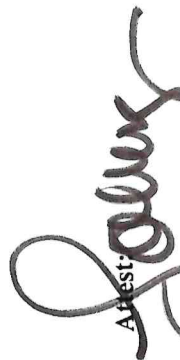
May 19....., 20 25.....

Clerk

Approved..... May 22....., 20 25.....

Mayor

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Attest:


Lori Olberg
Council and Licensing Coordinator



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine St. Suite A
Burlington, VT 05401
802.865.7200 VOX
802.863.0466 FAX
802.863.0450 TTY

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

To: Burlington City Council

From: Chapin Spencer, Director of Public Works
Lee Perry, Division Director – Maintenance Division

CC: Colby Delaire, AFSCME President, Local 1343
Erin Jacobsen, Chief of Staff, Mayor's Office
Katherine Schad, Chief Administrative Officer
Lynn Reagan, Human Resources Interim Director
Tony Berry, Human Resources Manager

Re: City's Recycling Program Next Steps

Date: May 19, 2025

DPW Management has taken many additional steps since the Council's 4-14-25 work session on the future of the City's Recycling program. Activities have included:

- Provided a written summary of Councilor questions and answers from the work session (see attached)
- Presented the current status of the program and management's proposed direction to the DPW Commission on 4-16-25
- Provided more resources on DPW's Recycling future planning webpage:
www.burlingtonvt.gov/recyclingfuture
- Posted to Front Porch Forum and social media with updates on recycling planning and promoted the public meetings
- Continued conversations and updates with private haulers and Chittenden Solid Waste District
- Hosted two public meetings – one on 4-17-25 at the Miller Center in the New North End and a hybrid public meeting on 4-23-25 at 645 Pine Street in the South End
- Met with AFSCME leadership on 4-21-25 and with the Street Maintenance and Recycling teams on 4-22-25
- Advanced an array of recruitment and retention strategies that seek to fill a growing number of Recycling and Street Maintenance vacancies and retain our remaining staff (strategies outlined below)
- Met with the Transportation, Energy & Utilities Committee (TEUC) on 4-22-25 to provide updates and develop a recommended motion for the upcoming Council meeting.

Based on the additional work and public engagement as well as the continued pressure that municipally operating recycling collection is putting on our staff, DPW management is recommending the following strategies:

**SHORT TERM STRATEGY: STRENGTHEN STAFF RECRUITMENT & RETENTION
(Now through end of 2025)**

- Raise wage for seasonal Recycling Worker to \$30/hour, up from a recent wage increase of \$28/hour, up from \$25/hour previously (Implemented and posted)
- Provide a \$4/hour premium, retroactive to April 22, 2025 (when Management, and AFSCME met with the Street Maintenance and Recycling teams about this proposal) to any full-time Recycling and Street Maintenance employee with CDL who drives and collects recycling (Proposed)
- Offer \$2,000 recruitment bonuses and \$500 referral bonuses to assist the division with filling vacant positions.
- Institute the following scheduling order for Recycling if more workers are needed beyond the Recycling Workers:
 - Ask for volunteers from Street Maintenance
 - If more workers are needed with more than 24-hour notice, ask other DPW CDL drivers to volunteer to work after 3pm as overtime
 - If more workers are needed, assign Street Maintenance employees to do the work on a rotating basis
- Build the FY'26 Recycling budget to more sustainably fund the program – both for the interim and for the future should the City decide to maintain the municipal operation. The projected FY'26 direct and indirect expenses for the Recycling program are \$1,440,000 – requiring an estimated 48% increase in the Solid Waste Generation Tax – in order to increase staffing by 2-3 FTEs, provide interim recruitment and retention bonuses, acquire more reliable vehicles, and more fully cover indirect costs. Adding an additional \$260,000 of solid waste capital needs (Manhattan Dr landfill maintenance and 201 Flynn Ave soil management facility fit up) will increase the SWGT by 75% overall (from \$6.90 to \$12.00 per residential dwelling unit) in FY'26.

DPW management has worked with AFSCME leadership to draft a Memorandum of Agreement outlining the premiums and protocols above for the May 19 BOF and City Council meeting – see the attached document.

**MEDIUM TERM STRATEGY: DECIDE ON MID-TERM RECYCLING COLLECTION APPROACH
(Next 3-5 years)**

- Put out a request for price quotes (RFPQ) to area haulers in May or June 2025 for a 3-5 year contracted operation of the City's Recycling program
- Develop, in parallel, a municipally-run operational model and a full cost estimate for a sustainable Recycling program delivered by DPW staff for the next 3-5 years (DPW management will use the FY'26 budget as a starting point and will make any further adjustments needed).
- Return to the TEUC and the City Council in the summer of 2025 to provide detail on the bid results and the municipal model so that policy makers can determine next steps

**LONG TERM: EVALUATE A FULLY CONSOLIDATED COLLECTION SYSTEM
(2029/2030 and beyond)**

- When time and resources allow, initiate a planning process, with an advisory committee, to explore implementation of a consolidated collection system for solid waste after the 3-5 year contract period ends

Context:

The time for action is now as the Recycling program is in crisis and it is directly impacting the core functions of the City's Street Maintenance operations.

- Only 1 of the 4 Recycling positions is filled at this time and 2-3 Street Maintenance Field Technicians are having to fill in every single day
- Raising the seasonal wage for Recycling workers to \$28/hr and then to \$30/hr has yet to generate any applicants
- Continued over-reliance of Street Maintenance Field Technicians to collect recycling will lead to:
 - Further staff departures beyond the Recycling group
 - Inability to meet our budgeted earned revenue targets in Street Maintenance
 - Inadequate maintenance of vital City infrastructure such as sidewalks, roadways and Water Resources infrastructure
 - Second shift recycling pick-ups in residential neighborhoods after dark with employees having to work extended shifts
 - Service reductions city-wide from weekly recycling pick up to every other week pick up

Some have implied that this challenging situation has been management's fault for not proactively addressing the labor issues or engaging Councilors in the discussions. Management has been actively engaged and has taken many steps to address the challenges over the years:

- 2018-2021: Following Council resolutions, DPW management undertook consolidated collection studies in 2018 and 2020 and provided the studies to the Council where the body at the time was deadlocked over the next steps
- 2021: DPW obtained Council approval to provide hiring bonuses to fill open positions
- 2021: DPW obtained Council approval to reclassify recycling workers from Grade 12 to Grade 14
- 2021: DPW obtained Council approval to add a fourth recycling worker for more staff capacity
- 2023: DPW obtained budget approval from the Council to purchase toters and require customers to use toters, not "blue bins"
- 2025: DPW raised the temporary recycling position wage twice from \$25/hr to \$30/hr

DPW also received a question or two at public meetings asking why we don't have more reliable recycling trucks. We have 4 recycling trucks currently (the minimum number necessary) and 2 are well beyond their useful life. We have budgeted for 2 replacement trucks, received Council approval to purchase 2 new trucks in 2023 and 2024, and had put in orders for the trucks. The pandemic and supply chain challenges slowed down production of heavy-duty vehicles such as our recycling trucks. As of this last winter (2024/2025), our trucks were not yet in production, and given the significant operational challenges the Recycling program was facing and the initiation of the Modern Gov initiative, we made the decision to withdraw our orders to give us time to have a dialogue with the Council, the DPW Commission and the public on the program's next steps.

Our front-line staff members are watching and waiting for a clear signal that concrete steps are being made to address the current situation. The sooner policy makers provide a future direction, the better management will be able to work to recruit and retain staff during this transitional period.

The TEUC met on 4-22-25, and after a robust discussion with Councilors, AFSCME President Colby Delaire and DPW management, the TEUC committee approved the following motion 3-1 for the full Council's consideration:

To:

- Support the development of a Memorandum of Agreement regarding a DPW Recycling and Street Maintenance staff recruitment and retention program to be developed by DPW management and AFSCME representatives brought forward to the Council for approval at a May 2025 meeting, and
- Support putting out a request for price quotes (RFPQ) to area haulers in May 2025 for a 3-5 year contracted operation of the City's Recycling program, and
- Support DPW management developing, in parallel, a sustainable municipally-run operational model and full cost estimate for a Recycling program delivered by DPW staff, and
- Request the Transportation, Energy & Utilities Committee work with City staff to develop a plan, timeline and budget to evaluate a potential transition to a fully consolidated solid waste collection system and provide the proposed plan back to the City Council by November 2025

DPW Management subsequently worked with AFSCME leadership to develop a Memorandum of Agreement that details the proposed recruitment and retention strategies discussed above. The estimated cost of the premiums and the bonuses through the end of the calendar year is projected to be ~\$39,600.00. Funding for these payments can be accommodated in FY'25 budgets due to the savings from current vacancies and are being accommodated in the FY'26 budget as well. DPW management is requesting Board of Finance and City Council approval of the motions below.

Board of Finance Motion

To:

- Approve and recommend that the City Council authorize the DPW Director to execute the DPW Employee Retention and Recruitment Memorandum of Agreement between AFSCME Local 1343 and City of Burlington, Department of Public Works

City Council Motion

To:

- Authorize the DPW Director to execute the DPW Employee Retention and Recruitment Memorandum of Agreement between AFSCME Local 1343 and City of Burlington, Department of Public Works
- Support putting out a request for price quotes (RFPQ) to area haulers in May or June 2025 for a 3-5 year contracted operation of the City's Recycling program, and
- Support DPW management developing, in parallel, a sustainable municipally-run operational model and full cost estimate for a Recycling program delivered by DPW staff, and
- Request the Transportation, Energy & Utilities Committee work with City staff to develop a plan, timeline and budget to evaluate a potential transition to a fully consolidated solid waste collection system and provide the proposed plan back to the City Council by November 2025

Attachments:

- DPW Employee Retention and Recruitment Memorandum of Agreement between AFSCME Local 1343 and City of Burlington, Department of Public Works

Please don't hesitate to reach out with any questions or requests for additional information (cspencer@burlingtonvt.gov or lperry@burlingtonvt.gov). Thank you.

**DPW Employee Retention and Recruitment Memorandum
of Agreement between
AFSCME Local 1343 and
City of Burlington, Department of Public Works**

This Memorandum of Agreement is entered into on this ___ day of May, 2025 (“Effective Date”) is by and between the City of Burlington, Vermont (hereafter “City”) and the American Federation of State, County, and Municipal Employees, Local #1343, (hereafter “Union” or “AFSCME”). This Agreement memorializes the understanding between the City and the Union (hereafter “Parties”) over practices relating to DPW employee retention and recruitment.

WHEREAS, The Parties agree on the shared goals of retaining existing Recycling and Street Maintenance staff, while the decision for the future of the City’s Recycling program is being contemplated and filling open positions in both Recycling and Street Maintenance for a better staffed team while this decision is being discussed.; and

WHEREAS, Retaining workers through this decision-making process and making strategic staffing recruitment efforts in the Recycling and Street Maintenance programs, will limit times Street Maintenance Workers are pulled off other jobs to assist with recycling, benefiting both Parties; and

WHEREAS, The Parties have worked quickly, collaboratively, and productively together to address these urgent needs and mutually wish to employ certain retention and recruitment tactics in furtherance of these shared goals.

NOW, THEREFORE, in light of these shared goals, and recognition and incorporation of the foregoing, the Parties agree as follows:

1. The Parties agree that the following recruitment and retention measures shall be implemented by the City on upon the Effective Date and shall be in force and effect through December 31, 2025, unless otherwise extended or altered by further written agreement of the Parties:

A. Provide a Four Dollars (\$4.00) per hour premium, retroactive to April 22, 2025, when Management, and AFSCME met with the Street Maintenance and Recycling teams about this proposal, to any current City employee employed full-time Recycling and Street Maintenance employee with a Commercial Driver’s License (CDL) who drives and collects recycling Such premium shall be paid for the hours worked performing recycling duties. Any new hire in Recycling or Street Maintenance that receives the hiring bonus in lieu of such premium, will not be eligible for the Four Dollars (\$4.00) per hour premium pay.

B. Institute the following scheduling order for Recycling if more workers are needed beyond the Recycling Workers, to:

- Ask for volunteers from Street Maintenance; At least three (3) total recycling drivers per shift shall be required;

- If more workers are known to be needed at least 24 hours in advance of a Recycling Driver shift, ask other DPW CDL drivers to volunteer to work after 3pm as overtime; and
- If more workers are needed, assign Street Maintenance employees to do the work on a rotating basis.

If there is more interest than need, workers shall be selected based upon seniority within each tier of the scheduling order.

C. Implement hiring bonuses for AFSCME Street Maintenance and Recycling positions until filled, as follows:

- \$2,000 hiring bonuses for Regular Full-time Union positions, paying out \$500 after each quarter of the year worked.

D. Implement a referral bonus:

- A \$500 referral bonus for any City employee that refers an applicant to the Right of Way Field Technician I, or II, and the Recycling Driver positions, the applicant is hired, and they successfully complete their probationary period.
2. The Parties agree that beginning on May 13, 2025, any open Recycling slots will be filled by Street Maintenance Workers on a voluntary-basis with the previously stated premiums as described in section 1, A of this agreement, and if there are not enough volunteers, Section 1, B will be instituted until open slots are filled on a daily basis.
 3. The above-mentioned terms, beliefs and conditions are agreed upon by both Parties and shall not be altered or amended unless further agreed upon and reduced to writing by both parties. The Parties agree that this Agreement in no way alters the terms or conditions of the agreed upon collective bargaining agreement between the City and the Union and merely clarifies the Parties' understanding with respect to the rates of pay, incentives, and scheduling of recycling work while the future of the recycling program is determined. This Agreement shall expire in its entirety on December 31, 2025 unless otherwise modified by agreement as described herein.

Dated at Burlington, VT this ___ day of _____, 2025.

City of Burlington

By: _____
Emma Mulvaney-Stanak, Mayor

AFSCME, LOCAL #1343

By: _____
Duly Authorized Representative and Agent

Board of Finance and City Council Submission Checklist

Version: April 2025

Department: Public Works Submitter: Lee Perry

Title/Subject: City's Recycling Program Next Steps

Approval Requested:

☐ Board of Finance

☐ City Council

☒ Both BOF and Council

Meeting Date:

Click or tap to enter a date.

Click or tap to enter a date.

5/19/2025

Instructions

1. This form must be completed by the person submitting the materials.
2. This form must be sent with the final submission of materials in advance of the meeting.
3. Do not indicate that a sign-off was received until it has actually been obtained.
4. Commission reports and presentations do not need to be reviewed by the CAO or Attorneys.
5. Name the reviewing Attorney or HR Manager in the Note column.

Signoff Needed	Received?	Approval Date	Note
Department Head	Yes	5/6/2025	Approved by Chapin Spencer
Mayor's Office	Yes	5/14/2025	Approved by Erin Jacobsen
Board/Commission	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and contracts or legal documents	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and motion(s) or resolution(s)	Yes	5/13/2025	Approved by Erik Ramakrishnan
CAO for budget, financing, and memo	Yes	5/14/2025	Approved by Katherine Schad
Human Resources, if personnel action or policy	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if IT-related	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.



FUTURE OF RECYCLING & SOLID WASTE COLLECTION

CITY COUNCIL MEETING
May 19, 2025

Chapin Spencer, DPW Director

Lee Perry, DPW Division Director – Maintenance

BACKGROUND



- ▶ Burlington was a leader in establishing a city-wide recycling collection service in the early 1990's
- ▶ Recycling and organics diversion remain critical pieces of reducing trash and landfilled material
- ▶ Today, Burlington is not considering whether to recycle – just how best to collect the recyclables



BACKGROUND



Solid Waste Collection in Burlington is Fragmented:

- ▶ **RECYCLING:** The City has a consolidated collection model for residential recycling whereby the City picks up recycling from residential areas (1-10 units) and funds the program through a Solid Waste Generation Tax (SWGT) on trash haulers' bills. Commercial recycling is done through a subscription service.
- ▶ **TRASH:** Residential and commercial property owners subscribe with a local hauler for solid waste services (called subscription service) or bring their trash to one of the Chittenden Solid Waste District (CSWD) Drop-Off Centers.
- ▶ **COMPOST:** Residential property owners or renters subscribe with a local hauler for compost collection services, or bring their compost to a CSWD Drop-Off Center, or compost in their backyard. Commercial businesses subscribe with a local hauler.



BACKGROUND



City's Current Recycling Program is Challenged:

- ▶ High staff turnover
- ▶ High vacancy rate
- ▶ Previously high injury rate
- ▶ Historically inadequate resourcing
- ▶ Old equipment with frequent breakdowns and costly repairs
- ▶ Low staff morale
- ▶ Competing municipal priorities



BACKGROUND



City Actions to Address Recycling Operational Challenges:

- ▶ 2021: Offered hiring bonuses
- ▶ 2021: Reclassified recycling workers from Grade 12 to Grade 14
- ▶ 2021: Added a fourth recycling worker
- ▶ 2023: Required customers to use toters, not "blue bins"
- ▶ 2025: Posted temporary recycling positions @ \$30/hr

These efforts have not been able to materially address the operational challenges



PUBLIC OUTREACH & TIMELINE



- ❑ 4/14/25 – Council presentation on the future of City of Burlington recycling and solid waste proposal
- ❑ 4/16/2025 – Public Works Commission presentation on the future of City of Burlington recycling and solid waste proposal, Q&A
- ❑ 4/17/2025 – Public meeting #1, 6pm (Miller Center, 6pm)
- ❑ 4/22/2025 – DPW management meeting with Street Maintenance, Recycling teams, AFSCME
- ❑ 4/22/2025 – Transportation, Energy & Utilities Committee (TEUC) meeting, motion passed 3-1
- ❑ 4/23/2025 – Public meeting #2, 6pm (645 Pine St, 6pm, virtual option)
- ❑ 5/5/2025 – DPW meetings with various Burlington trash haulers
- ❑ 5/19/2025 – Council agenda item on the future of City of Burlington recycling and solid waste proposal

LOOKING AHEAD



Proposed Recommendation:

- ▶ **SHORT-TERM:** Strengthen staff recruitment and retention
 - ▶ Now through the end of 2025
- ▶ **MEDIUM-TERM:** Decide on recycling collection approach
 - ▶ Decision this summer for the next 3-5 years
- ▶ **LONG-TERM:** Evaluate a fully consolidated collection system
 - ▶ 2029/2030 and beyond



LOOKING AHEAD



Solid Waste Generation Tax Impacts:

- ▶ In the next 2-3 years, customers would see an overall increase in their SWGT payment due to additional urgent solid waste projects that the City needs to tackle with SWGT revenues – in addition to maintaining the recycling collection service (whether contracted or in-house).

SWGT USES: PRIOR TO FY'26	SWGT USES: FY'26 - FY'28
• Recycling Program – Municipally run	• Recycling Program - Contracted • Post-Closure Landfill Maintenance • Soil Management Facility @ 201 Flynn Av • CSWD Drop Off Center Expansion

- ▶ These three additional needs in FY'26-FY'28 are largely one-time needs to be paid over multiple fiscal years due to significant deferred investment in these assets. Once the reinvestments are made, we expect such large expenditures won't be needed for many years.



LOOKING AHEAD



Solid Waste Generation Tax Impacts:

- ▶ In the next 2-3 years, customers would see an overall increase in their SWGT payment due to additional urgent solid waste projects that the City needs to tackle with SWGT revenues – in addition to maintaining the recycling collection service (whether contracted or in-house).

FY'25 Solid Waste Generation Tax	FY'26 Solid Waste Generation Tax
• \$6.90 per residential dwelling unit per month	• \$12.00 per residential dwelling unit per month (74% increase – approximately 2/3 of increase is recycling related)



IN-HOUSE OR CONTRACTED RECYCLING



Under either option:

- ▶ Recycling stays consolidated with one hauler picking up recycling from every residential unit on each City street
- ▶ City maintains oversight role under either scenario – and City retains future decision-making authority on solid waste collection
- ▶ Efficient collection reduces truck traffic, emissions, and maximizes diversion

NEXT STEPS & TIMELINE



- ❑ May/June 2025 – Issue request for price quotes (RFPQ) and simultaneously refine sustainable City recycling operating model
- ❑ July/August 2025 – Share bids and City's full cost proposal with Council and Commission, City decides direction
- ❑ August/September 2025 – If contracting, execute 3-5 year contracts for recycling services
- ❑ October/November 2026 – TEUC and DPW staff work on plan, timeline and budget to evaluate a potential transition to a fully consolidated waste collection system – report back to City Council
- ❑ January 1, 2026 – If contracting, transition recycling collection service to new contract model

TEUC-ALIGNED MOTION



- Authorize the DPW Director to execute the DPW Employee Retention and Recruitment Memorandum of Agreement between AFSCME Local 1343 and City of Burlington, Department of Public Works
- Support putting out a request for price quotes (RFPQ) to area haulers in May or June 2025 for a 3-5 year contracted operation of the City's Recycling program, and
- Support DPW management developing, in parallel, a sustainable municipally-run operational model and full-cost estimate for a Recycling program delivered by DPW staff, and
- Request the Transportation, Energy & Utilities Committee work with City staff to develop a plan, timeline and budget to evaluate a potential transition to a fully consolidated solid waste collection system and provide the proposed plan back to the City Council by November 2025

THANK YOU & INPUT WELCOMED



Comments:

btvrecycling@burlingtonvt.gov

Questions:

DPW Division Director Lee Perry
Lperry@burlingtonvt.gov

More information:

www.burlingtonvt.gov/recyclingfuture



OFFICE OF THE CLERK TREASURER

City of Burlington

City Hall, 149 Church Street, Burlington, VT 05401

Voice (802) 865-7000

Fax (802) 865-7014

To: Board of Finance and City Council
From: Katherine Schad, Chief Administrative Officer
Date: May 12 and 19, 2025
Subject: Extension of Letter of Agreement between City of Burlington and University of Vermont

Executive Summary

The University of Vermont (UVM) and City of Burlington (COB) entered into a letter of agreement in June 2019 that quantified an annual payment made by UVM to COB to cover the impact of UVM on City operations. The initial time period covered by the agreement was July 1, 2018 – June 30, 2022. In accordance with the agreement, in May 2021, UVM informed the City of its intent to opt in to the three-year renewal clause in the agreement. At this time by mutual understanding UVM and the City would like to extend the agreement until June 30, 2026 to allow for thoughtful negotiations to occur.

Background

The University of Vermont (UVM) and City of Burlington (COB) entered into a letter of agreement in June 2019 that quantified an annual payment (called the “omnibus payment”) made by UVM to COB to cover the impact of UVM on City operations including police and fire services as well as any and all other resources the City or its agents render to UVM and its community. The initial time period covered by the agreement was July 1, 2018 – June 30, 2022. Payment from UVM was laid out as follows:

FY19: \$1,340,000

FY20: \$1,366,800

FY21 and further: FY20 rate + 2% per year additional

In addition to the omnibus payment, the letter of agreement clarifies that the other separate agreements between the City and UVM continue to remain in force:

- February 18, 2028 10-year Capital Plan
- March 16, 1989 PILOT agreement for UHC at DeGoesbriand Unit, including amendment #1 May 31, 2001
- Any other agreement between UVM and the City regarding extra Police patrols or special events
- September 15, 2009 Memorandum of Agreement re: 2009 Zoning Amendments “the 2009 Agreement” and any agreement that extends or replaces it

In accordance with the agreement, in May 2021, UVM informed the City of its intent to opt in to the three-year renewal clause in the agreement and the extension was approved by City Council on May 24, 2021.

The agreement is set to expire on June 30, 2025 and as UVM has new leadership and the City would like to allow sufficient time for thoughtful negotiations to occur, both parties are in agreement that the existing agreement should be extended for one year, until June 30, 2026.

Financial

The current agreement includes a 2% increase each year for inflation. The 2% increase will apply to the extension.

Motions

Board of Finance Motion:

- To approve and recommend that the City Council approve a one-year extension to the Letter of Agreement between the City of Burlington and University of Vermont dated June 24, 2019.

City Council Motion:

- To approve the one-year extension to the Letter of Agreement between the City of Burlington and University of Vermont dated June 24, 2019.

**SECOND AMENDMENT TO CITY OF BURLINGTON AND
UNIVERSITY OF VERMONT LETTER OF AGREEMENT**

This Second Amendment to Letter of Agreement ("Agreement") is executed by and between the University of Vermont and State Agricultural College ("UVM") and the City of Burlington, Vermont ("the City") (collectively, "the Parties").

RECITALS

WHEREAS, the Parties entered into an Amendment, dated June 2, 2021 ("Amendment"), to the Letter of Agreement between the Parties dated June 24, 2019. The Agreement addresses the financial commitment by UVM to the City in exchange for the City's provision to UVM of customary municipal services for the benefit and general welfare of UVM as well as City residents and visitors; and

WHEREAS, the Agreement is now set to expire on June 30, 2022 and the Parties now wish to further extend its term as set forth below:

NOW, THEREFORE, in consideration of the mutual promises herein contained and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the Parties, it is hereby agreed:

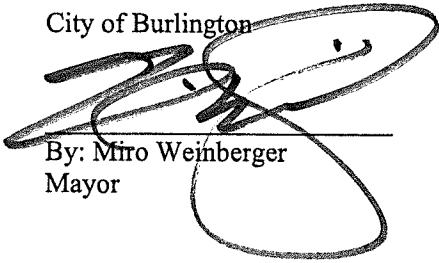
1. Term: Section 7 of the Agreement as amended by the Amendment, is deleted in its entirety and is hereby replaced with the following language:

"Duration of Agreement: Except as otherwise provided in this Agreement, the Agreement term shall be for a period commencing with an effective date of July 1, 2018 and terminating on June 30, 2025.

2. No Other Modifications: Except as set forth herein, or otherwise agreed by the parties in writing, the Agreement dated shall remain in full force and effect without further modification.

IN WITNESS WHEREOF, the Parties have caused this Second Amendment to the Agreement to be duly executed as of the Date below.

City of Burlington



By: Miro Weinberger
Mayor

Date: 11/28/22

University of Vermont

Richard H
Cate

Digitally signed by
Richard H Cate
Date: 2022.06.10
12:20:51 -04'00'

Date: _____

By: Richard H. Cate
Vice President for Finance & Administration

CITY OF BURLINGTON AND UNIVERSITY OF VERMONT

LETTER OF AGREEMENT

This Letter of Agreement (“Agreement”) is executed by and between the University of Vermont and State Agricultural College (“UVM”) and the City of Burlington, Vermont (“the City”) (collectively, “the parties”).

WHEREAS, the City expressly recognizes that UVM greatly benefits the City in its contribution to the intellectual life, cultural vitality, and economic welfare of the overall community, as well as other enhancements, both direct and indirect; and

WHEREAS, UVM expressly recognizes that the City provides an array of public health, safety, and welfare services necessary for the operation and well-being of the University as well as the larger community; and

WHEREAS, this Agreement is in no way intended to disregard or diminish the quality or extent of UVM’s positive contributions to the City but rather establishes a voluntary payment for services related to UVM’s property tax exemptions on the City;

THEREFORE, it is provided:

- 1. Scope and Purpose of the Agreement.** This Agreement sets forth UVM’s financial commitment to the City in consideration of its impact upon the City, in exchange for the City’s provision to UVM of customary municipal services for the benefit and general welfare of UVM as well as City residents and visitors. The parties recognize that such payments are intended to address the impact UVM and its community members have on the City, its services, and resources, and thus to benefit the general welfare of such persons as well as City residents and visitors.
- 2. Taxes and Fees.** The parties recognize and agree that UVM shall pay all municipal taxes and fees to which it may otherwise be subject as a matter of law such as real property taxes applicable to non-tax-exempt use of its property; building permit and planning/zoning regulatory fees; encumbrance and license fees; utility fees for utility services provided by the City; and the following fire

services-related charges insofar as City ordinances customarily require such payments: radio call box installation fees, annual radio call box fees, malfunctioning fire alarm fees, and intentional false alarm fees. UVM nonetheless reserves the right to contest the applicability of such taxes and fees in specific instances under applicable contest procedures. In addition, this Agreement is not intended to affect in any way the obligations of the State of Vermont to the City pursuant to 32 V.S.A. sections 3701-3708.

3. Continuation of Separate Agreements. The following agreements entered into between the parties shall remain in full force and effect:

- a. Agreement dated February 28, 2018 regarding UVM's participation in the City's Ten Year Capital Plan; and
- b. Agreement for Payment in Lieu of Taxes entered into on March 16, 1989, as amended by Amendment No.1 to Agreement for Payments in Lieu of Taxes dated May 31, 2001, relative to The DeGoesbriand Unit.
- c. Any separate agreement(s) between the City and UVM regarding extra police patrols or special events.
- d. City of Burlington and University of Vermont Memorandum of Agreement Re: 2009 Zoning Amendments entered into on September 15, 2009 (the "2009 Agreement") which was extended with respect to sections 3, 4, 5, 6, 7, 8 and 10, until September 30, 2019, and any agreement that extends or replaces that 2009 Agreement.

4. Payments for Services. Omnibus Payment. Recognizing that the impact of UVM on City services is apparent and yet difficult to quantify, UVM shall make an annual payment to the City, intended by the parties to cover any and all impact UVM personnel, students, and operations may have upon the City and any associated services, including, but not limited to police and fire services, and resources the City or its agents render to UVM and its community ("Omnibus Payment"). The Omnibus Payment amount shall be made on a City Fiscal Year basis (payable in full as of the 1st day of the start of the fiscal year unless an alternative schedule of payments is agreed upon in writing by the duly authorized representatives of each party). The annual Omnibus Payment for FY19 of this Agreement shall be \$1,340,000. The annual Omnibus Payment for FY20 shall be \$1,366,800. For the remaining term of this Agreement, the Omnibus Payment shall increase at a rate of 2% per annum. UVM's voluntary agreement to make

any Omnibus Payment is expressly conditioned upon the City's reimbursement to UVM for the City's net overbilling to UVM for water and wastewater services in the amount of \$1,815,226, within two weeks of execution of this Agreement, and waiver of payment of outstanding invoices between 11/30/17 and 1/31/19 totaling \$70,493 (collectively "the Water Payment"). The University will make the FY 19 Omnibus payment to the City within two weeks of receipt of the Water Payment. The University will make the FY 20 Omnibus payment to the City on or before July 12, 2019, so long as the University has already received the Water Payment by said date.

- 5. Mutual Releases.** Each party agrees that the payments made under this Agreement are in full and final settlement of all claims by either party related to: 1) the City's overbilling, of which the University was notified, with respect to provision of and UVM's use of City water and wastewater services up to January 31, 2019, of which the repayment for overbilling to the University was the subject of discussions and negotiations between the parties, and 2) the September 26, 2007 City of Burlington and University of Vermont Letter of Agreement; specifically the calculation of past payments and amounts due based on the NIPA inflator. Each party agrees to release and hold harmless the other for any claim related to either of these two matters up to the date of execution of this Agreement.
- 6. Information Exchange.** Each party agrees upon reasonable request of the other party to respond promptly to requests for information or documentation relevant to obligations assumed under this Agreement. Further, the City will report to the University annually, within 30 days of the end of each City FY, a report describing how funds received from the University were allocated for expenditure by the City for that fiscal year.
- 7. Duration of Agreement.** Except as otherwise provided in this Agreement, the Agreement term shall be for a period commencing with an effective date of July 1, 2018 and terminating on June 30, 2021. The University shall have the option to renew the Agreement on the same terms and conditions for a period of an additional three years, and shall provide written notice to the City of any intention to renew on or before May 31, 2021.
- 8. Termination of UVM Obligations.** The parties respectively and mutually agree that UVM's obligations for any payment(s) for which this Agreement provides are expressly contingent upon its tax-exempt status. UVM's payment obligations under this Agreement shall thus cease automatically, without further notice, act,

or recourse in the event that the tax-exempt status of UVM and/or its real property materially changes during the term of the Agreement and the City thereby becomes legally entitled to payments from UVM relative to property currently tax-exempt as a matter of law. In such instance, any amount(s) otherwise due and owing from UVM to the City under this Agreement shall be prorated, with further obligation(s) ceasing effective as of the date of the imposition of tax liability. The City shall reimburse UVM for any payments made prospectively, prorated with reference to the date on which tax liability becomes effective.

- 9. Forbearance; Exceptions.** The City hereby acknowledges and agrees that the UVM payments for which the Agreement provides are intended to be all-inclusive during the term of this Agreement except as otherwise provided herein. The City accordingly agrees to forebear from any, and shall make no, request, claim, and/or demand against UVM for any additional payment(s) in dollars or services for the duration of the Agreement, provided that each party and both parties hereby agree to enter into negotiations in good faith regarding any proposed amendment to the Agreement designed to cover impact or services that are not reasonably foreseeable at the time of execution of this Agreement, and that will materially and substantially affect the extent of UVM's impact on City services or resources or the cost to the City of providing existing or new services. Except as otherwise provided herein, routine cost inflation increases shall not be considered a material and substantial effect under this provision.
- 10. Effective Date.** This Agreement shall be effective as of the date of its execution by the second party.
- 11. Notice.** A copy of notices given under this Agreement shall be delivered as follows:

To the City: City of Burlington
City Attorney
City Hall, 149 Church St., Suite 11
Burlington, Vt. 05401

To UVM: University of Vermont
General Counsel
Office of the General Counsel
351 Waterman Bldg.
Burlington, Vt. 05405

12. Modifications; Authorized Representatives. No modification to this Agreement shall be effective unless memorialized in writing and signed and dated by duly authorized agents of each party.

13. Applicable Law. This Agreement shall be interpreted in accordance with the laws of the State of Vermont.

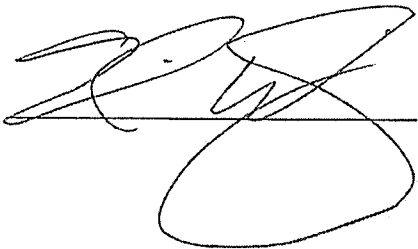
AGREED:

For the University:

E. Thomas Sullivan

Date: 6-24-19

For the City:



Date: 6/24/19

CITY OF BURLINGTON

In the Year Two Thousand Twenty-Five

An Ordinance in Relation to

GROSS RECEIPTS TAX

ORDINANCE _____
Sponsor: Clerk-Treasurer _____
Public Hearing Dates: _____
First reading: _____
Referred to: _____
Rules suspended and placed in all
stages of passage: _____
Second reading: _____
Action: _____
Date: _____
Signed by Mayor: _____
Published: _____
Effective: _____

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

That Chapter 21, Offenses and Miscellaneous Provisions, of the Code of Ordinances of the City of

Burlington be and hereby is amended by amending Sec. 31, thereof to read as follows:

Paragraph (I), as written.

(II) TAXES IMPOSED:

(A) Restaurant Tax: There is hereby imposed a business occupation tax upon all persons engaged in the restaurant business of whatever name or character in the City of Burlington. The tax imposed shall be at the rate of two and one-half (2.5) percent of the gross receipts from taxable business, as defined herein, done per monthly period in accordance with the provisions of this section.

Subparagraphs (B) to (F), as written.

~~(G) — Temporary Tax Rate: Notwithstanding any other provision of this section, for the fiscal year commencing on July 1, 2024, and ending on June 30, 2025, the restaurant, amusements, and admissions taxes on gross receipts set forth in subsections (A), (D), and (E) of this section shall be increased from two (2) percent of gross receipts to two and one-half (2.5) percent. Commencing July 1, 2025, said tax rates shall again be set at two (2) percent.~~

Paragraphs (III) to (XV), as written.

* Material stricken out deleted.

** Material underlined added.

er/Ordinances 2025/Ordinance re GR Tax
May 19, 2025 (First Reading)

JESSICA C. BROWN, ESQ.
City Attorney
KIMBERLEE J. STURTEVANT, ESQ.
ACA, Director of Litigation
HAYLEY I. McCLENAHAN, ESQ.
Assistant City Attorney
ERIK RAMAKRISHNAN, ESQ.
ACA, Director of Gen. Gov't
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CITY OF BURLINGTON, VERMONT
OFFICE OF
THE CITY ATTORNEY
AND
CORPORATION COUNSEL

MEMORANDUM

To: City Council

From: Erik Ramakrishnan, A.C.A.

Date: May 19, 2025

Re: Gross Receipts Ordinance

In 2024, the City Council approved an ordinance increasing gross receipts tax permanently for hotels to 4-percent and temporarily for restaurants to 2.5-percent. The temporary increase for restaurants is set to sunset on July 1, 2025. The Administration's proposed budget assumes making the increase for restaurants permanent. The proposed ordinance is sponsored by the Clerk-Treasurer's Office and would accomplish the foregoing purpose.

On May 14, 2025, the Ordinance Committee voted to request that the City Council vote to suspend the rules and to refer this item to the Board of Finance instead of the Ordinance Committee. This is both for scheduling reasons and because taxation is within the Board of Finance's competence. Based on this recommendation, the City Council is asked to waive and approve the first reading of the ordinance and to suspend the rules to refer this item to the Board of Finance to discuss on June 2, 2025, to return to the City Council the same evening for a second reading.

Proposed Motion (2/3 Vote Required): To waive and approve the first reading of the proposed ordinance re gross receipts, and to suspend the rules to refer it to the Board of Finance to report back by June 2, 2025.