



## Board of Finance

**Monday, July 14, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor**

Join from PC, Mac, iPad, or Android:

<https://zoom.us/j/98424959560>

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### 1. Agenda

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<b>Subject</b>	<b>1.1. Motion to adopt agenda</b>
Meeting	July 14, 2025 - Board of Finance Meeting - Monday, July 14, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adopt agenda

### 2. Public Forum

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<b>Subject</b>	<b>2.1. Verbal Comments</b>
Meeting	July 14, 2025 - Board of Finance Meeting - Monday, July 14, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	2. Public Forum
Department	Council and Board

Type	Action Procedural
Recommended Action	open the Public Forum close the Public Forum

### 3. Consent Agenda

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<b>Subject</b>	<b>3.1. Motion to adopt the consent agenda and take the actions indicated</b>
Meeting	July 14, 2025 - Board of Finance Meeting - Monday, July 14, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Council and Board
Type	Action (Consent) Procedural
Recommended Action	Motion to adopt the consent agenda and take the actions indicated

<b>Subject</b>	<b>3.2. June 23, 2025 Board of Finance Meeting Minutes - C/T</b>
Meeting	July 14, 2025 - Board of Finance Meeting - Monday, July 14, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Minutes
Recommended Action	approve the minutes

<b>Subject</b>	<b>3.3. June 25, 2025 Special Board of Finance Meeting Minutes - C/T</b>
Meeting	July 14, 2025 - Board of Finance Meeting - Monday, July 14, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Minutes
Recommended Action	approve the minutes

### 4. Deliberative Agenda

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<b>Subject</b>	<b>4.1. Authorization to accept grant funds for the operation of the Elmwood Emergency Shelter Community-Housing Opportunity Grant Program SFY 2026 \$1,326,555 - CEDO</b>
Meeting	July 14, 2025 - Board of Finance Meeting - Monday, July 14, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category	4. Deliberative Agenda
Department	Community & Economic Development Office (CEDO)
Type	Action
Recommended Action	to approve and recommend that the City Council approve the acceptance of SFY 2026 grant funds in the amount of \$1,326,555 from the State of Vermont Housing and Opportunities Program for the operations of the Elmwood Emergency Shelter Community and authorize the Chief of Staff to execute all contracts and documents necessary to accept the funding through the period of July 1, 2025 – June 30, 2026, including retroactive approval for the period of July 1st to July 14, 2025, subject to the final review and approval of the City Attorney’s Office
<b>Subject</b>	<b>4.2. Authorization To Submit 2025 Burlington One-Year Action Plan - CEDO</b>
Meeting	July 14, 2025 - Board of Finance Meeting - Monday, July 14, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Community & Economic Development Office (CEDO)
Type	Action Resolution
Recommended Action	to approve and recommend that the City Council approve the attached resolution relating to the Authorization to submit the 2025 Burlington One-Year Action Plan and direct the Mayor or her designee to sign the accompanying documents for submittal to HUD
<b>Subject</b>	<b>4.3. Authorization of Improvement Bonds for FY26 - C/T</b>
Meeting	July 14, 2025 - Board of Finance Meeting - Monday, July 14, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Clerk/Treasurer's Office
Type	Action Resolution
Recommended Action	to approve and recommend that the City Council approve the proposed resolution providing authorization of improvement bonds for FY26
<b>Subject</b>	<b>4.4. Security Services for City Hall - HR</b>
Meeting	July 14, 2025 - Board of Finance Meeting - Monday, July 14, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Human Resources
Type	Action

Recommended Action	to approve and recommend that the City Council exercise the City’s first one-year renewal option under its service agreement with Chocolate Thunder for City Hall security services, for an amount not to exceed \$200,000
<b>Subject</b>	<b>4.5. Troy Hughes Reclassification - I&amp;T</b>
Meeting	July 14, 2025 - Board of Finance Meeting - Monday, July 14, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Innovation & Technology
Type	Action
Recommended Action	to approve and recommend that the City Council:
	(1) Reclassify Troy Hughes from the Help Desk Technician position at the Burlington Police Department to the Technology Support Specialist in Innovation & Technology at the City of Burlington
<b>Subject</b>	<b>4.6. Impact Fee Request for \$200,000 towards Library Preservation Project for the 1904 building (Preservation Project) - Library</b>
Meeting	July 14, 2025 - Board of Finance Meeting - Monday, July 14, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Fletcher Free Library
Type	Action
Recommended Action	1. To approve and recommend that the City Council authorize the use of \$200,000 from Impact Fees in support of the FFL Preservation Project at 235 College Street.
	2. To approve and recommend that the City Council authorize the Chief Administrative Officer to take all such further actions, including by taking any necessary steps to ensure the creation of the project budget reflecting the use Impact Fees, and to execute such further instruments approved as to form by the City Attorney, as may be necessary or convenient to effectuate the transactions contemplated hereby.
<b>Subject</b>	<b>4.7. Water Resources Water Personnel Reorganization - Various - DPW/Water Resources</b>
Meeting	July 14, 2025 - Board of Finance Meeting - Monday, July 14, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Public Works Department - Water Resources
Type	Action
Recommended Action	1. To approve and to recommend that City Council approve the:
	<input type="checkbox"/> Reclassification of the Senior Water Plant Mechanic, a Regular, Full-time, Non-Exempt, AFSCME, Grade 18 position to Senior Water Plant Mechanic, a Regular, Full-time, Non-Exempt, AFSCME, Grade 19 position.
	2. To approve and recommend that the City Council authorize the Chief Administrative Officer to approve budget neutral amendments to the FY26 Water budgets to move

budgeted amounts from Salaries and Wages Total Compensation Contingency lines 460-19-400-000.5000\_910 to the appropriate personnel lines as needed to implement the above actions.

**Subject** **4.8. Budget Amendment Authorization - Champlain Parkway Project Initial Construction Contract - DPW**

Meeting July 14, 2025 - Board of Finance Meeting - Monday, July 14, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Public Works Department

Type Action

Recommended Action 1. To approve and recommend the City Council authorize the Chief Administrative Officer (or their designee) execute a neutral Champlain Parkway project budget amendment to modify and correct project revenues, and further approve and authorize the Chief Administrative Officer (or their designee) to execute necessary transfers in furtherance of the neutral project budget adjustment.

**Subject** **4.9. FY26 Vehicle Purchase Recommendation - Fleet Committee**

Meeting July 14, 2025 - Board of Finance Meeting - Monday, July 14, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Public Works Department

Type Action

Recommended Action 1. To approve and recommend the City Council approve the proposed FY26 Fleet Purchasing List as detailed in Attachment A vehicle replacement list and authorize the Director of the Department of Public Works to purchase the vehicles listed therein, for a total authorized expenditure in an amount not to exceed \$3,771,000.  
2. To approve and recommend that the City Council authorize the Director of the Department of Public Works or designee to dispose of the FY26 replaced vehicles/equipment through any of the following means, as they shall in their reasonable judgement determine to be in the City's best interest, and to take such further actions and execute such further instruments approved as to form by the City attorney as may be necessary or convenient to effectuate the transactions contemplated hereby; auction the vehicles/equipment through any of various online public auctions; by trade-in where vehicle/equipment is being purchased; or, if the vehicle is of no value to the vendor, Fleet Maintenance will have the vehicle/equipment, hauled away for scrap at the current market price.

## 5. Adjournment

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**Subject** **5.1. Motion to adjourn**

Meeting July 14, 2025 - Board of Finance Meeting - Monday, July 14, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 5. Adjournment

Department Council and Board

Type	Action Procedural
Recommended Action	Motion to adjourn



**BURLINGTON BOARD OF FINANCE  
CONTOIS AUDITORIUM, 149 CHURCH STREET, 2ND FLOOR  
MINUTES OF MEETING  
June 23, 2025**

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## **1. Agenda**

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### **1. Agenda**

Mayor Mulvaney-Stanak convened the meeting at 5:07 pm.

Members present: Mayor Mulvaney-Stanak, Councilors Carpenter, Barlow, Neubieser and City Council President Traverse.

City Attorney Brown was present.

<b>Subject</b>	<b>1.1. Motion to amend/adopt agenda</b>
Meeting	June 23, 2025 - Board of Finance Meeting - Monday, June 23, 2025, 5:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to amend/adopt agenda as follows: add agenda item 4.4. Reclassification and retitling of Assistant Director of Community Works - BWD

#### **1.1. Motion to amend/adopt agenda**

Motion made by Councilor Carpenter, seconded by City Council President Traverse, to adopt the agenda as presented. Motion passed unanimously.

## **2. Public Forum**

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### **2. Public Forum**

<b>Subject</b>	<b>2.1. Verbal Comments</b>
Meeting	June 23, 2025 - Board of Finance Meeting - Monday, June 23, 2025, 5:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	2. Public Forum
Department	Council and Board
Type	Action Procedural



Department Mayor's Office  
Type Communication  
Action (Consent)  
Information

Recommended Action waive the reading, accept the communication and place it on file  
3.3. FY26 Final Mayor's Budget

## 4. Deliberative Agenda

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### 4. Deliberative Agenda

**Subject 4.1. Request for City Council Initiative Funds for Memorial Auditorium Beautification - BCA**  
Meeting June 23, 2025 - Board of Finance Meeting - Monday, June 23, 2025, 5:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor  
Category 4. Deliberative Agenda  
Department City Arts  
Type Action  
Recommended Action to recommend that City Council approve the use of \$14,000 from the City Council Initiative Fund for Memorial Auditorium Beautification and authorize CAO to effectuate any budget amendments needed

4.1. Request for City Council Initiative Funds for Memorial Auditorium Beautification - BCA  
Doreen Kraft spoke to this agenda item.  
Motion made by City Council President Traverse, seconded by Councilor Neubieser, to approve the motion as presented. Motion passed unanimously.  
Amended language:  
After consideration of City Council Initiative Funds appropriated for the City Council's "Canada Street" resolution on June 16, 2025 and the Arts So Wonderful Juneteenth Mural on June 23, 2025, approve the remainder of City Council Initiative Funds in FY25 for use on Memorial Auditorium Beautification and authorize CAO to effectuate any budget amendments needed.

**Subject 4.2. Council Initiative Funds request for Arts So Wonderful and its Juneteenth mural**  
Meeting June 23, 2025 - Board of Finance Meeting - Monday, June 23, 2025, 5:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor  
Category 4. Deliberative Agenda  
Department Council and Board  
Type Action  
Recommended Action recommend the approval of \$869.32 in Council Initiative Funds for Arts So Wonderful and its Juneteenth mural

4.2. Council Initiative Funds request for Arts So Wonderful and its Juneteenth mural  
 Bruce Wilson spoke to this agenda item.  
 Motion made by Councilor Carpenter, seconded by Councilor Barlow, to approve the motion as presented. Motion passed unanimously.

**Subject** **4.3. Great Streets Main Street - Traffic Mitigation - DPW**

Meeting June 23, 2025 - Board of Finance Meeting - Monday, June 23, 2025, 5:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor

Category 4. Deliberative Agenda

Department Public Works Department

Type Discussion  
 Information  
 Action

Recommended Action 1. To approve and recommend that the City Council authorize the Director of Public Works to execute an amendment to the contract with S.D. Ireland Brothers Corporation in the amount of \$600,000, bringing the total contract value up to \$27,143,720.62. This will be funded with one of the new funding sources noted in the memo rather than the previously authorized project contingency (which consists of \$2,628,795.83, made up by TIF and \$32,541 of Wastewater Capital). This will bring the total authorized amount to \$29,772,516.45 for the Great Streets Main Street project.  
 2. To approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to effect all necessary budget amendments and transfers of funds to and from the above-referenced funding sources as needed to pay the above-referenced project expenses and Overall Project Budgets, in substantial conformance with the attached budget transfer request

4.3. Great Streets Main Street - Traffic Mitigation - DPW  
 Laura Wheelock, Chapin Spencer and Ashley Parker spoke to this agenda item.  
 Motion made by Councilor Barlow, seconded by Councilor Carpenter, to approve the motion as presented. Motion passed unanimously.

**Subject** **4.4. Reclassification and retitling of Assistant Director of Community Works - BWD**

Meeting June 23, 2025 - Board of Finance Meeting - Monday, June 23, 2025, 5:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor

Category 4. Deliberative Agenda

Department Business and Workforce Development

Type Action

Recommended Action to approve and recommend to City Council the retitling of the Assistant Director for Community Works to Real Estate Development Manager and to reclassify this position from grade 26 down to grade 23

4.4. Reclassification and retitling of Assistant Director of Community Works - BWD

Kara Alnasrawi spoke to this agenda item.

Motion made by City Council President Traverse, seconded by Councilor Neubieser, to approve the motion as presented. Motion passed unanimously.

## 5. Adjournment

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### 5. Adjournment

**Subject** 5.1. Motion to adjourn

Meeting June 23, 2025 - Board of Finance Meeting - Monday, June 23, 2025, 5:00 PM,  
Contois Auditorium, 149 Church Street, 2nd Floor

Category 5. Adjournment

Department Council and Board

Type Action  
Procedural

Recommended Action Motion to adjourn

5.1. Motion to adjourn

Mayor Mulvaney-Stanak adjourned the meeting at 6:00 pm.



**BURLINGTON BOARD OF FINANCE  
SPECIAL BOARD OF FINANCE MEETING, BUSHOR CONFERENCE ROOM, 149  
CHURCH STREET, 1ST FLOOR  
MINUTES OF MEETING  
June 25, 2025**

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## **1. Agenda**

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### **1. Agenda**

Mayor Mulvaney-Stanak convened the meeting at 5:33 pm.

Members present: Mayor Mulvaney-Stanak, CAO Schad, City Council President Traverse, Councilors Carpenter and Barlow (all in person); Councilor Neubieser (online).

Others present: City Attorney Brown, Councilor Litwin, COS Jacobsen, DOF Kukenberger, Councilor Grant (online); Courtney Lamdin (Seven Days).

**Subject**

**1.1. Motion to adopt agenda**

Meeting

June 25, 2025 - Special Board of Finance Meeting - Wednesday, June 25, 2025, 5:30 PM, Special Board of Finance Meeting, Bushor Conference Room, 149 Church Street, 1st Floor

Category

1. Agenda

Department

Council and Board

Type

Action  
Procedural

Recommended Action      Motion to adopt agenda

1.1. Motion to adopt agenda

Motion made by Councilor Barlow, seconded by Councilor Carpenter, to adopt the agenda as presented. Motion passed unanimously.

## **2. Public Forum**

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### **2. Public Forum**

**Subject**

**2.1. Verbal Comments**

Meeting

June 25, 2025 - Special Board of Finance Meeting - Wednesday, June 25, 2025, 5:30 PM, Special Board of Finance Meeting, Bushor Conference Room, 149 Church Street, 1st Floor

Category

2. Public Forum

Department

Council and Board

Type Action  
Procedural

Recommended Action open Public Forum  
close Public Forum

#### 2.1. Verbal Comments

In person: Councilor Litwin: raised a question re: 9% tax (ordinance language) on short-term rentals-wants to ensure full 9% goes to HTF

Online:

Keren Sita: clear direction re: REIB \$; Kemp Center "as promised" \$

Sharon Bushor: is \$ increase per household inclusive of fees? line 135-what do we gain? line 216-collection of impact fees

### 3. Deliberative Agenda

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#### 3. Deliberative Agenda

**Subject** **3.1. Resolution: Annual Appropriation And Budget For Fiscal Year Beginning July 1, 2025, And Ending June 30, 2026**

Meeting June 25, 2025 - Special Board of Finance Meeting - Wednesday, June 25, 2025, 5:30 PM, Special Board of Finance Meeting, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Deliberative Agenda

Department Mayor's Office

Type Action  
Resolution

Recommended Action to recommend that the City Council approve the attached resolution

3.1. Resolution: Annual Appropriation And Budget For Fiscal Year Beginning July 1, 2025, And Ending June 30, 2026

Motion made by Councilor Barlow, seconded by City Council President Traverse, to approve the motion as presented. Motion passed unanimously.

**Subject** **3.2. Resolution: Annual Tax Assessments On The Property Grand List Of The City For The Fiscal Year Beginning July 1, 2025 And Ending June 30, 2026**

Meeting June 25, 2025 - Special Board of Finance Meeting - Wednesday, June 25, 2025, 5:30 PM, Special Board of Finance Meeting, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Deliberative Agenda

Department Clerk/Treasurer's Office

Type Action  
Resolution

Recommended Action to recommend that the City Council approve the attached resolution

3.2. Resolution: Annual Tax Assessments On The Property Grand List Of The City For The Fiscal Year Beginning July 1, 2025 And Ending June 30, 2026  
Motion made by Councilor Barlow, seconded by City Council President Traverse, to approve the motion as presented. Motion passed unanimously.

## 4. Adjournment

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### 4. Adjournment

**Subject**

**4.1. Motion to adjourn**

Meeting

June 25, 2025 - Special Board of Finance Meeting - Wednesday, June 25, 2025, 5:30 PM, Special Board of Finance Meeting, Bushor Conference Room, 149 Church Street, 1st Floor

Category

4. Adjournment

Department

Council and Board

Type

Action  
Procedural

Recommended Action

Motion to adjourn

4.1. Motion to adjourn

Mayor Mulvaney-Stanak adjourned the meeting at 6:07 pm.



## MEMORANDUM

DATE: June 30, 2025  
TO: Board of Finance, City Council  
FROM: Sarah Russell, Special Assistant to End Homelessness  
CC: Mayor Emma Mulvaney-Stanak  
Erin Jacobsen, Chief of Staff  
Katherine Schad, CAO  
Emmett Wood, Asst. City Attorney

RE: Authorization to accept grant funds for the operation of the Elmwood Emergency Shelter Community – Housing Opportunity Grant Program SFY 2026 \$1,326,555

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### **Request:**

The Mayor's Office is requesting Board of Finance and City Council approval to accept \$1,326,555 in FY26 grant funds from the State of Vermont, Department of Children and Families Office of Economic Opportunity Housing and Opportunities Program (SoV OEO HOP) and authorization for the Chief of Staff to execute all documents necessary to accept the funding. The above referenced grant will support operations and services of the Elmwood Emergency Shelter Community, an activity of the City of Burlington's Initiative to End Homelessness.

### **Background:**

The number of people experiencing homelessness and housing insecurity continues to be almost triple those pre-pandemic, and access to emergency housing is restricted and often times far too inaccessible. Mayor Miro Weinberger launched a 10 point action plan to fulfill the promise of housing as a human right in Burlington in 2021 and on October 25<sup>th</sup> 2021, the City Council called for the use of ARPA funds to meet the needs of those experiencing homelessness.

In February 2022, the Council approved the allocation of \$2.975 million in ARPA dollars to address the issue of chronic homelessness in the City of Burlington, which included the creation of an emergency shelter community and a community resource center.

The emergency shelter commenced operations in February 2023. The Elmwood Emergency Shelter Community offers a service enriched environment and 24 hour per day low-barrier emergency shelter for up to 35 individuals experiencing unsheltered homelessness. The emergency shelter operations are

managed by Champlain Housing Trust, and Champlain Valley Office of Economic Opportunity provides essential services. As fund administrator, the City oversees development of policies and tracks outcomes on a quarterly basis.

The Department for Children and Families Office of Economic Opportunity Housing Opportunity Grant Program provides funding to operate emergency overnight shelter for the State of Vermont, in addition to other homeless response programs.

**Funding for the Elmwood Emergency Shelter Community**

On February 7, 2022, the Board of Finance and City Council approved the allocation of \$2.975M in ARPA funds for the specific purpose of addressing and ameliorating homelessness in the City of Burlington including \$1.47M for the construction and operation of a new low barrier emergency shelter community. Over the last two years, the City has worked to transition utilizing ARPA funds for operations to the HOP grant. In addition, the City has now been awarded the third year of annual operating funds from the SoV OEO HOP for the operation of the Elmwood Emergency Shelter Community. During FY26, we will fully expend remaining/contracted ARPA funds, therefore, we will seek to fund 100% of Elmwood Shelter operations from the HOP grant in FY27.

**Motions**

**Action for Board of Finance:**

To approve and recommend that the City Council approve the acceptance of SFY 2026 grant funds in the amount of \$1,326,555 from the State of Vermont Housing and Opportunities Program for the operations of the Elmwood Emergency Shelter Community and authorize the Chief of Staff to execute all contracts and documents necessary to accept the funding through the period of July 1, 2025 – June 30, 2026, including retroactive approval for the period of July 1<sup>st</sup> to July 14, 2025, subject to the final review and approval of the City Attorney’s Office.

**Action for City Council:**

To approve and the acceptance of SFY 2026 grant funds in the amount of \$1,326,555 from the State of Vermont Housing and Opportunities Program for the operations of the Elmwood Emergency Shelter Community and authorize the Chief of Staff to execute all documents and contracts necessary to accept the funding through the period of July 1, 2025 – June 30, 2026, including retroactive approval for the period of July 1 – July 14, 2025, subject to the final review and approval of the City Attorney’s Office.

**Attachments**

AHS-DCF-OEO HOP SFY26 Award Notice

## Lori Olberg

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**From:** Kisler, Ari <Ari.Kisler@vermont.gov>  
**Sent:** Tuesday, June 24, 2025 8:44 AM  
**To:** Sarah Russell  
**Cc:** Brian Pine; Sojourner, Lily; Winters, Chris; Schrade, Karli; Kerri.Duquette-Hoffman  
**Subject:** SFY26 HOP Award Notice (CEDO)

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

Good morning Sarah,

I am pleased to let you know that the Department for Children and Families is awarding CEDO **\$1,326,555** in Housing Opportunity Grant Program (HOP) funds for SFY 2026 (7/1/2025 – 6/30/2026). In the coming weeks, we will process a SFY 2026 Grant Agreement which will detail the terms and requirements for this award. This will be routed for electronic approval and signature and reflect the following:

<b>Activity</b>	<b>OEO-GSF</b>
Emergency Shelter Operations	\$1,082,661.00
Emergency Shelter Essential Services	\$227,319.00
Administration	\$16,575.00
<b>SFY26 Total</b>	<b>\$1,326,555.00</b>

Please let me know if you have questions or concerns!

On behalf of all of DCF, please express our sincerest gratitude to your team for their ongoing commitment and dedication to Vermonters.

**Ari Kisler** (she/her)  
Community Services Director  
Vermont Office of Economic Opportunity  
802-760-9872



**Resolution Relating to**

**RESOLUTION** \_\_\_\_\_

AUTHORIZATION TO SUBMIT  
2025 BURLINGTON ONE-YEAR ACTION PLAN

Sponsor(s): Councilor 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, Burlington, Vermont (the “City”) is eligible to participate in the Federal Department of
- 2 Housing and Urban Development (HUD) Community Development Block Grant (CDBG) and HOME
- 3 Investment Partnership Programs (HOME) as an entitlement jurisdiction; and
- 4 WHEREAS, the City of Burlington is required by HUD to adopt a Consolidated Plan and One-Year
- 5 Action Plan as part of the federal requirements for these two formula grant programs; and
- 6 WHEREAS, the City’s 2024-2028 Consolidated Action Plan, contains a housing and community
- 7 development needs assessment; a survey of available resources; and a five-year strategy that specifies achievable
- 8 housing and community development goals and programs; and
- 9 WHEREAS, the City of Burlington adopted the 2024-2028 Consolidated Plan for Housing and
- 10 Community Development in June 2024 as federally required by HUD; and
- 11 WHEREAS, the City has prepared a one-year action plan (Annual Action Plan) that is reflective of the
- 12 2024-2028 Consolidated Action Plan; and
- 13 WHEREAS, the 2025 Annual Action Plan establishes a one-year program in compliance with HUD
- 14 funding allocations and requirements; and
- 15 WHEREAS, citizen participation leading to the development of the One-Year Action Plan included
- 16 workshops; public meetings; consultation with community and state agencies; and an Advisory Board which
- 17 made recommendations on the allocation of 2025 CDBG funds for sub-grantees; and
- 18 WHEREAS, the 30-day comment period on the 2025 One-Year Action Plan was held from June 11,
- 19 2025 through July 11, 2025, and
- 20 WHEREAS, notice of the proposed Plan was circulated in June by notice published in Seven Days, a
- 21 weekly newspaper, and online on the website of the Community & Economic Development Office, and by e-
- 22 mail notice to all City Councilors, to the CDBG mailing list, to the CDBG Advisory Board, to the Continuum
- 23 of Care mailing list, and to city residents via social media; and
- 24 WHEREAS, the recommendations of the Advisory Board together with a proposed 2025 One-Year
- 25 Action Plan was published for public comment on June 11, 2025; and

26 WHEREAS, notice of the recommendations of Advisory Board and of the proposed 2025 One-Year Action  
27 Plan was circulated to all applicants and by notice published in Seven Days and online on the website of the  
28 Community & Economic Development Office; and

29 WHEREAS, a duly warned public hearing was held on June 23, 2025 to receive further input; herein;  
30 NOW, THEREFORE, BE IT RESOLVED that City Council hereby adopts the 2025 One-Year Action  
31 Plan; and

32 BE IT FURTHER RESOLVED that Mayor Emma Mulvaney-Stanak is hereby authorized to sign on  
33 behalf of the City of Burlington the application for CDBG and HOME funding which accompanies this 2025  
34 One-Year Action Plan, and any and all documents deemed necessary to accept and disperse such Department  
35 of Housing and Urban Development grant funds, subject to the review and approval of the City Attorney's  
36 Office; and

37 BE IT FURTHER RESOLVED that the City Council hereby approves the expenditure of 2025  
38 Community Development Block Grant Entitlement and HOME funds as described in the 2025 One-Year  
39 Action Plan.

40  
41 *CC/ Resolutions 2025/Authorization to Submit 2025 Burlington One-Year Action Plan*  
42 *7/14/2025*



## 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](http://www.burlingtonvt.gov/cedo)

### MEMORANDUM

TO: Mayor Emma Mulvaney-Stanak, Board of Finance and City Council  
FROM: Christine Curtis, Senior Community Development Specialist, CEDO  
DATE: July 14, 2025  
RE: Approval of Community Development Block Grant and HOME Investment Partnerships  
Proposed Allocations for the 2025 Action Plan for Housing & Community Development

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The Community & Economic Development Office (CEDO) is seeking approval of the City's 2025 One-Year Action Plan for Housing & Community Development (Action Plan) for the planning and allocation of federal funds from Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and other U.S. Department of Housing and Urban Development (HUD) administered programs. Pending final HUD approval, the City is expecting to receive \$745,925 in CDBG entitlement funds and \$331,651 in new HOME funds to support housing, community and economic development activities for the 2025 program year (July 1, 2025 – June 30, 2026). A breakdown of the funding recommendations can be found below for both the CDBG and HOME programs.

The funding recommendations and draft 2025 Action Plan were subject to a Public Hearing to solicit input on Burlington's housing and community development needs at the June 23<sup>rd</sup>, 2025 City Council meeting. Public comments on the Action Plan were also accepted through July 11<sup>th</sup>, 2025 via email at [ccurtis@burlingtonvt.gov](mailto:ccurtis@burlingtonvt.gov). The Action Plan will be submitted to HUD after Board of Finance and City Council approval.

The proposed subrecipient allocations for the City's 2025 CDBG funds were recommended by the CDBG Advisory Board. The Advisory Board includes a seat for a representative from each of the City's eight wards (selected by the Neighborhood Planning Assemblies), Mayoral appointees, and one seat filled by the State of Vermont. CEDO's leadership, with the support of the Mayor, makes CDBG funding recommendations for programs administered by CEDO staff and other City departments. All funding recommendations are outlined below.

#### MOTIONS:

##### Board of Finance Motion:

To approve and recommend that the City Council approve the attached resolution relating to the Authorization to submit the 2025 Burlington One-Year Action Plan and direct the Mayor or her designee to sign the accompanying documents for submittal to HUD.

City Council Motion:

To waive the reading and adopt the attached resolution related to the Authorization to submit the 2025 Burlington One-Year Action Plan and direct the Mayor or her designee to sign the accompanying documents for submittal to HUD.

**2025 CDBG – Public Service Awards**

*The following organizations and programs have received CDBG grants in previous years*

<u>Organization</u>	<u>Program Name</u>	<u>Awards for 2025 Action Plan</u>	<u>Program summary</u>	<u># of Beneficiaries served (projected)</u>
Pathways	Housing First Services in Chitt. County	\$25,000	permanent housing placement services for individuals with histories of homelessness	45 households
Vermonters for Criminal Justice Reform (VCJR)	VCJR Re-Entry and Recovery Center with Contingency Management	\$17,388	to support existing services which include overdose prevention, recovery, and other supportive services for people living with substance use disorders	60 persons
Steps to End Domestic Violence	Safe Tonight	\$34,500	emergency housing and support services for adults and children fleeing domestic violence	564 persons
CVOEO	Volunteer Income Tax Assistance (VITA)	\$15,000	free tax preparation and electronic filing services for LMI households	700 persons
Lund	Lund’s Parent Child Center and Clinical Treatment Services	\$20,000	childcare services and resources for vulnerable children and families	95 persons

**2025 CDBG - Development Awards**

*The following organizations and programs have received CDBG grants in previous years*

<u>Organization</u>	<u>Program Name</u>	<u>Awards for 2025 Action Plan</u>	<u>Program summary</u>	<u># of Beneficiaries served (projected)</u>
Mercy Connections	Small Business Equity Project	\$75,000	entrepreneurial and English language learning education to support the growth of small businesses in Burlington	100 persons
CVOEO	Micro Business Development Program	\$70,642	coaching, classes, and technical assistance for low-mod Burlington residents to start, sustain, and expand micro businesses	80 persons

Champlain Housing Trust (CHT)	Supportive Housing at 322 St. Paul Street	\$252,210	rehab and new construction – 10 new affordable apartments to provide supportive housing for adults with intellectual and developmental disabilities	10 persons
Champlain Housing Trust (CHT) & DPW	Ravine Sewer Project	\$135,000**	grouting old, brick sewer to ensure the stability and safety of the roadway and buildings – directly supporting the Post Apartments project	City-wide benefit
Dismas of Vermont	Buell Street Dismas House Sprinkler System	\$52,000	installation of new sprinkler and fire alarm system at Buell Street Dismas House	20 persons
Business & Workforce Development	Microenterprise Technical Assistance	\$35,000	technical assistance for entrepreneurs and small businesses	28 persons
CEDO	CDBG Administration	\$149,185	implement City planning efforts; administer community and economic development programs	N/A

**\*\*funded with prior year, carryover funds**

**2025 CDBG Funding**

CDBG	Subtotal	Item	Amount
Programs/Projects	\$731,740	Public Service	\$111,888
		Development	\$484,852
		Carryover funds	\$135,000
Admin and Planning	\$149,185	CDBG Administration	\$149,185
<b>TOTAL</b>	<b>\$880,925</b>		<b>\$880,925</b>

**2025 HOME Awards/Funding**

HOME Project Category	Subtotal	Item	Amount
Affordable Housing	\$298,486.79	Affordable Housing Projects	\$248,738.99
		15% CHDO Set-Aside	\$49,747.80
Admin and Planning	\$33,165.20	HOME Administration	\$33,165.20
<b>TOTAL</b>	<b>\$331,651.99</b>		<b>\$331,651.99</b>

# ***2025 Action Plan for Housing & Community Development***

## ***City of Burlington, Vermont***



Prepared by  
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This document is available upon request in alternative format for persons with disabilities.

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# Executive Summary

## AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

### 1. Introduction

The 2025 Action Plan explains how the City plans to spend the Community Development Block Grant (CDBG) and HOME Investment Partnership Act (HOME) funds that the City receives from the U.S. Department of Housing & Urban Development (HUD), together with other leveraged resources, during the upcoming program year beginning on July 1, 2025. The national CDBG program is a principal revenue source to grow local communities and improve the quality of lives for low- and moderate- income persons. The HOME program is designed to create affordable housing for low-income households through building, buying, and/or rehabilitating housing for rent or homeownership.

The overall goal of these community planning and development programs is to develop viable communities by providing decent housing, expanded economic opportunities, and a suitable living environment, principally for low- and moderate-income persons. HUD administers these programs on a national basis and awards grants to entitlement communities and participating jurisdictions – including the City of Burlington – each year on a formula basis. The City in turn awards grants and loans to local nonprofits as well as providing direct services to residents and businesses through several CDBG-funded programs.

### 2. Summarize the objectives and outcomes identified in the Plan

Affordable housing continues to be the City's highest priority. Cost of housing, age of the housing stock, and a low vacancy rate are three significant factors that contribute to the need for affordable housing in Burlington. The following initiatives are on the City's housing agenda: preserving existing affordable units; creating new affordable units; renovating rental and owner-occupied affordable housing; and promoting homeownership opportunities among income-qualified households.

A suitable living environment is the City's next highest priority. The City has historically used the maximum available CDBG resources to support the provision of social services by local nonprofits. The City also uses CDBG to support public facilities and infrastructure and nonprofit facilities.

Economic opportunity is the City's third priority. The City uses CDBG funds to support projects that create and retain businesses and jobs through technical assistance and to support low-income residents in business ownership through entrepreneurial training and loans. The City also uses CDBG to address barriers to economic opportunity, including through the provision of affordable, quality early childcare and assistance in filing taxes and developing financial literacy.

### **3. Evaluation of past performance**

The City continues to focus its CDBG and HOME dollars on high priority activities, primarily comprised of housing, economic development, and suitable living environment projects. Burlington continues to focus essentially all expenditures to assist low and moderate-income persons, as a result approximately 98% of CDBG beneficiaries fall in the low to moderate income category. Below are the City's most recent highlights of past performance that contributed to the selection and focus of this year's goals and projects.

#### **Highlights of Outcomes**

**The City's highest priority under its Consolidated Plan is affordable housing. Highlights include:**

- In December 2024, the City of Burlington's Lead Program received \$4,301,890 in lead hazard control funds and \$529,000 in health homes supplemental funding to improve indoor air quality and reduce other health hazards such as asbestos and tripping. The Lead Program's previous grant ended in July 2024. During the reporting period of July 1, 2023 – June 30, 2024 the Lead Program completed testing for Lead-Based Paint hazards in seven rental housing units, performed Lead Hazard Control activities in 35 rental housing units and three owner-occupied units, performed Healthy Homes interventions in 36 housing units, trained 22 individuals on the EPA Renovate, Repair, and Painting (RPP) Rule, trained 12 individuals to be lead-based paint abatement workers and supervisors, trained 125 individuals on the VT Lead Law, Inspection, Repair, & Cleaning Practices, and conducted 12 outreach and education events that reached over 630 individuals.
- Funds have been committed to two new construction rental housing projects that together will have ten HOME-assisted units and an additional 44 mostly affordable units. Additional rental housing development projects are in the pipeline.
- Funds have also been used to rehabilitate existing affordable properties, including those reserved for older community members, thus improving safety and comfort for residents.

**A suitable living environment is the City's second priority. Highlights include:**

- CDBG-funded agency Steps to End Domestic Violence, provided emergency shelter and services to 576 persons fleeing domestic violence.
- Feeding Champlain Valley (previously Feeding Chittenden) and the co-located Community Resource Center served nearly 900 Burlington residents.

- Development work and programming continued at the Moran – FRAME project.
- Pathways Vermont served 65 individuals experiencing homelessness by providing a variety of housing support services including service coordination, housing location services, retention supports, benefits coordination, and mental health and substance use services.
- Vermont Center for Criminal Justice Reform’s Re-Entry and Recovery Center provided case management services to 177 justice-involved individuals living with substance use disorder.

**Economic opportunity is the City's third priority. Highlights include:**

- CEDO and CDBG funded partners provided technical assistance and business development services to 205 microenterprises.
- The Lund Early Childhood Education program provided early childhood services to 18 residents, with a focus on supporting vulnerable children and families.
- The Volunteer Income Tax Assistance (VITA) program served over 800 Burlington residents, providing tax preparation and other income tax related assistance.
- 34 Burlington residents took part in training programs provided by CEDO and CDBG-funded partners, including the Personal Care Assistant Plus program and youth construction training programs provided by ReSOURCE.

**4. Summary of Citizen Participation Process and consultation process**

The Community & Economic Development Office followed the Citizen Participation Plan in the development of this Plan. A Public hearing was held on June 23<sup>rd</sup>, 2025 at a Burlington City Council meeting. The hearing notice was published in a local paper. Organizations were consulted, including the Continuum of Care.

The most meaningful way in which Burlington residents participate in the Action Plan process is their involvement in spending decisions. Through the Neighborhood Planning Assemblies (NPAs) each of the City’s eight wards elects a representative to the CDBG Advisory Board and collectively, those residents have a majority voice in making recommendations to the Mayor about how to spend the City’s CDBG funding each year. The NPAs are grassroots associations, created by City Charter, which exist in each of the City’s wards and meet monthly as organized, democratic forums where neighbors can learn about public issues that affect them and advise city government of their concerns and needs. The Board’s recommendations have traditionally been adopted without change by the Mayor and City Council.

The City engaged in alternative public involvement techniques during the development of this Plan. The Plan was posted on the City’s website and citizens were invited to comment via social media and email lists.

The public comment period will begin on June 11<sup>th</sup>, 2025 and end on July 11<sup>th</sup>, 2025.

## **5. Summary of public comments**

*TBD*

## **6. Summary of comments or views not accepted and the reasons for not accepting them**

All comments were accepted.

## **7. Summary**

To summarize, the following document represents the housing, community and economic development needs and priorities as well as the chosen projects and activities to implement for the City of Burlington's 2025 Action Plan.

**PR-05 Lead & Responsible Agencies – 91.200(b)**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

<b>Agency Role</b>	<b>Name</b>	<b>Department/Agency</b>
CDBG Administrator	Burlington, VT	Community & Economic Development Office
HOME Administrator	Burlington, VT	Community & Economic Development Office

**Table 1 – Responsible Agencies**

**Narrative (optional)**

The Community & Economic Development Office (CEDO) is a department of the City of Burlington. The department engages our community to build a healthy, safe, and vibrant city with opportunities for all. CEDO staff members and programs seek to foster economic vitality; preserve and enhance neighborhoods, quality of life, and the environment; and promote opportunities for all residents of Burlington.

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**AP-10 Consultation – 91.100, 91.200(b), 91.215(l)**

**1. Introduction**

The City works closely with a range of stakeholders to determine community needs and priorities and to allocate CDBG and HOME funds to projects addressing these needs. Stakeholders consulted during the preparation of this Plan, including decisions around funding awards, include: the CDBG Advisory Board, which includes representatives from each of the City’s wards, Mayoral representatives, and representatives from state agencies; nonprofit housing developers and service providers operating within the city; the Chittenden County Homeless Alliance (a HUD-recognized Continuum of Care); business owners; City residents; landlords; and colleagues within the City’s Community & Economic Development Office, including the Burlington Lead Program.

**Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))**

Community Economic & Development Office staff serve as co-chair and Collaborative Applicant for the Chittenden County Homeless Alliance (CCHA), a HUD-recognized Continuum of Care (CoC) that aims to make homelessness rare and brief for persons in Burlington and throughout Chittenden County. CCHA members include representatives from nonprofit organizations, including service providers and affordable housing developers, local businesses, persons with lived experiences of homelessness, and local, state, and federal agencies, who meet regularly to coordinate City- and county-wide approaches to addressing the needs of vulnerable residents. The CCHA has implemented best practices in its approach to addressing homelessness, including the use of a common assessment tool for Coordinated Entry, prioritizing units for the most vulnerable, developing a community waitlist, and using a shared information management system with the Balance of State, the statewide Continuum of Care. These efforts help to ensure that the diverse agencies and organizations operating in Burlington are collaboratively working towards a common goal.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The CoC manages the Coordinated Entry System (CES), coordinating the implementation of a housing and service system that engages multiple service providers and organizations to connect with and to address the needs of persons experiencing homelessness in the county. The CES models a no-wrong-door approach to accessing the CES; service providers and community partners throughout Chittenden County are Access Points to the CES (including Vermont 211 as a virtual access point), allowing individuals and families experiencing a housing crisis to be directly engaged and linked to the CES. The CES matches households experiencing homelessness with eligible services based on vulnerability, sustainability, and length of homelessness through a standardized, scored assessment. Each eligible household will be assigned a housing navigator and added to a master list of homeless households which is reviewed weekly by CES partners for housing opportunities. Currently, eligible households include HUD-defined “literally homeless” and “imminent risk” households. In the 2023 program year, the Coordinated Entry system placed 305 households into permanent housing and is on track to match that for the 2024 program year. Many housing projects funded by the City, including through the use of HOME and CDBG funds, include units dedicated for households exiting homelessness. These units are usually filled in coordination with the Coordinated Entry system and are paired with supportive services. CDBG services have also been targeted to address emerging needs through the CoC and public service funds have supported housing navigation and supportive services program that operate within the umbrella of the CCHA and CoC.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

ESG funding allocations are made by the State of Vermont. Several state offices, including the Office of Economic Opportunity which administers ESG participate actively in the CoC and its numerous committees, including strategic planning and coordinated entry. VT's Emergency Solutions Grant funds are blended with state funds and administered under the Housing Opportunity Grant Program. Funding decisions are based on thorough knowledge of this Continuum’s operations and priorities, with an emphasis on how best to realize value for investment. The State solicits specific feedback from the CoCs and stakeholders through presentations, discussions, and surveys regarding priorities and how to allocate ESG funds to eligible activities as well provide an annual review of funding priorities and performance.

The Chittenden County Homeless Alliance has developed a single HMIS with the Vermont Balance of State including joint governance, policies and procedures. One of our CoC-funded projects supports the HMIS lead - the Institute for Community Alliances. The Alliance members use BitFocus/Clarity HMIS and the CoC utilizes reports and information for strategic planning.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction’s consultations with housing, social service agencies and other entities**

Table 2 – Agencies, groups, organizations who participated

1	<b>Agency/Group/Organization</b>	AARP Vermont
	<b>Agency/Group/Organization Type</b>	Housing Services-Elderly Persons
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Phone call with representative of AARP Vermont. Goal of phone call was to better understand needs of older Vermonters in Burlington.
2	<b>Agency/Group/Organization</b>	Age Well
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Online meeting with agency representative. Goal of meeting was better understanding needs of older residents including housing, food security, and safety.
3	<b>Agency/Group/Organization</b>	Agency of Human Services
	<b>Agency/Group/Organization Type</b>	Other government - State

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Market Analysis Anti-poverty Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Individual online meeting with Field Services Director. Goal for interview was information on community needs including supporting persons who are unhoused and special populations as well as addressing other needs in the community.
4	<b>Agency/Group/Organization</b>	ANEW Place
	<b>Agency/Group/Organization Type</b>	Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Meeting with agency leadership. Goal was to understand services and needs for people who are unhoused including shelter operations and transitional housing services.
5	<b>Agency/Group/Organization</b>	ASSOCIATION OF AFRICANS LIVING IN VERMONT
	<b>Agency/Group/Organization Type</b>	Housing Services-Children Services-Persons with Disabilities Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	In-person meeting with multiple members of AALV staff. Goal of meeting was learning more about the needs and challenges experienced by individuals and families served by AALV. Conversation included insights on housing, employment, mental health and substance use services, education, economic opportunities and other topics.
6	<b>Agency/Group/Organization</b>	Bissonnette Properties
	<b>Agency/Group/Organization Type</b>	Housing Business Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Market Analysis
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	In-person meeting with property manager of large real estate investment and property management company in Burlington. Goal for interview was understanding housing needs from perspective of large property owner who has been in business multiple years.
7	<b>Agency/Group/Organization</b>	BURLINGTON HOUSING AUTHORITY
	<b>Agency/Group/Organization Type</b>	PHA
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Non-Homeless Special Needs
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Meeting with Executive Director both one-on-one and in group conversation. Goal of meetings were collaboration with PHA, coordination of consolidated plans, and strategies for affordable housing within the City.

8	<b>Agency/Group/Organization</b>	Burlington Lead Program
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Lead-based Paint Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Meeting with manager of Burlington Lead Program. Goal of meeting was better understanding City's needs and responses to lead-based paint and other health hazards in Burlington.
9	<b>Agency/Group/Organization</b>	Burlington Telecom
	<b>Agency/Group/Organization Type</b>	Services - Broadband Internet Service Providers Services - Narrowing the Digital Divide
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development Market Analysis
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Written correspondence and conversation with internet provider. Goal was to understand digital access and broadband internet service availability for folks in Burlington.
10	<b>Agency/Group/Organization</b>	Cathedral Square Corporation (CHDO)
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Elderly Persons
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Meeting with Executive Director both one-on-one and in group conversation.
11	<b>Agency/Group/Organization</b>	Champlain Housing Trust
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Regional organization

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Non-Homeless Special Needs
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Conversations with individual staff, including executive director, services director, properties director. Also participated in group conversations.
12	<b>Agency/Group/Organization</b>	Champlain Valley Office of Economic Opportunity
	<b>Agency/Group/Organization Type</b>	Housing Service-Fair Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Anti-poverty Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Met online with Executive Director and four leadership team members. Goal of meeting was to discuss the needs of individuals and families in Burlington including fair housing needs, preventing homelessness through back-rent payment, tax assistance, general housing needs, experiences of persons with financial poverty, food resources, services for persons who are unhoused and other community needs.
13	<b>Agency/Group/Organization</b>	Chittenden County Regional Planning Commission
	<b>Agency/Group/Organization Type</b>	Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Economic Development
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Met in-person with three members of the CCRPC. Goal of meeting was better understanding housing and community development needs of Burlington within a regional context.
14	<b>Agency/Group/Organization</b>	City of Burlington

	<b>Agency/Group/Organization Type</b>	Agency - Managing Flood Prone Areas Agency - Management of Public Land or Water Resources Agency - Emergency Management Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Market Analysis flood prone areas, etc.
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Correspondence, communication, data review with several City departments and individuals to review risks, concerns, opportunities and responses to areas and happenings of high environmental impact.
15	<b>Agency/Group/Organization</b>	COMMITTEE ON TEMPORARY SHELTER
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Held several in-person meetings with organization leadership. Also met with individuals in the Daystation - a daytime space for unhoused adults. Goal of meetings were to better understand the needs of people who are unhoused, understand if/what has been working well to serve households, what are Burlington's greatest needs related to experiences of homelessness and to learn about the agency's experience as a property owner and landlord.
16	<b>Agency/Group/Organization</b>	Department of Corrections
	<b>Agency/Group/Organization Type</b>	Publicly Funded Institution/System of Care Other government - State
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs

	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Met online with five staff from local correctional facility. Goal of meeting was better understanding the needs of persons existing incarceration into the community and the steps Corrections takes to ensure persons returning to community have sufficient housing and supports.
17	<b>Agency/Group/Organization</b>	Disability Rights Vermont
	<b>Agency/Group/Organization Type</b>	Services-Persons with Disabilities
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Met online with Executive Director of DRVT. Goal of meeting was better understanding the needs of persons with disabilities in Vermont. Discussion included housing and support needs for persons with disabilities.
18	<b>Agency/Group/Organization</b>	Five Seasons Property Management
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	In-person meeting with owner of property management company and rental properties. Goal of meeting was understanding barriers to creating more housing and housing affordability in Burlington.
19	<b>Agency/Group/Organization</b>	HOMESHARE VERMONT
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Met in-person with executive director of HomeShare Vermont. Goal of meeting was understanding the needs of older Vermonters and persons who may be experiencing challenges with independence in housing as well as persons who are seeking out an affordable living option.
20	<b>Agency/Group/Organization</b>	Howard Center
	<b>Agency/Group/Organization Type</b>	Services-homeless Health Agency

	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	In-person meeting with 4 members of Howard Center's Street Outreach team. Goal of meeting was better understanding of the challenges and difficulties facing folks who are unhoused in Burlington. Howard Center is a designated provider of mental health and substance use services for Burlington.
21	<b>Agency/Group/Organization</b>	Neighborhood Planning Assembly Steering Committee
	<b>Agency/Group/Organization Type</b>	Planning organization Neighborhood Organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Economic Development
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Joined all wards Neighborhood Planning Assembly (NPA) online and CEDO staff joined in-person local NPA meetings. Goal of meetings was hearing from these representative groups as residents and interested parties about the housing and community development needs in Burlington.
22	<b>Agency/Group/Organization</b>	Pathways Vermont Inc.
	<b>Agency/Group/Organization Type</b>	Services-Persons with Disabilities Services-homeless Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Homeless Needs - Chronically homeless Non-Homeless Special Needs
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	In-person meeting with direct service leadership team. Goal for interview was better understanding the needs of people experiencing homelessness especially persons with mental health and substance use challenges. Also visited briefly with individuals and staff in their community space that provides an alternative to traditional mental health services.
23	<b>Agency/Group/Organization</b>	Safe Harbor - Community Health Centers of Burlington
	<b>Agency/Group/Organization Type</b>	Services-homeless Services-Health Health Agency

	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Homeless Needs - Chronically homeless Homelessness Needs - Unaccompanied youth
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	In-person meeting with Practice Manager of the Homeless Healthcare program. Goal for interview was to understand healthcare, housing and service needs for persons who are unhoused.
24	<b>Agency/Group/Organization</b>	Shoeless Property Management
	<b>Agency/Group/Organization Type</b>	Housing Business Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Economic Development Market Analysis
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Phone meeting with owner of large number of residential properties in Burlington. Goal for interview was understanding housing needs from perspective of large property owner who has been in business multiple years.
25	<b>Agency/Group/Organization</b>	Spectrum Youth and Family Services, Inc.
	<b>Agency/Group/Organization Type</b>	Housing Services-homeless Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Homelessness Needs - Unaccompanied youth
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	In person meeting with operations director and clinical director of organization that provides a variety of supports including housing and service coordination for youth and young adults experiencing homelessness. Goal for interviews were to understand number and needs of community's unaccompanied youth experiencing homelessness.
26	<b>Agency/Group/Organization</b>	Steps to End Domestic Violence

	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Victims of Domestic Violence Services - Victims
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Homeless Needs - Families with children
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Online meeting with executive director and leadership staff person. Goal for interview was information on supports for persons who are survivors of domestic violence and the challenges and struggles faced by persons who are leaving unsafe domestic experiences. Conversation included information about DV shelter and challenges with housing availability (not enough housing), substance use and mental health needs for survivors and their household members.
27	<b>Agency/Group/Organization</b>	Trusted Community Voices - CEDO
	<b>Agency/Group/Organization Type</b>	linguistic and cultural liaisons
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Economic Development Market Analysis Anti-poverty Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Online meeting with five persons who serve as Trusted Community Voices - linguistic and cultural liaisons to several communities in Burlington. Goal of interview was information related to the housing and economic development needs of a more diverse range of Burlington residents, especially those who may not speak English as their first language or not be represented in other outreach efforts.
28	<b>Agency/Group/Organization</b>	Turning Point
	<b>Agency/Group/Organization Type</b>	Services-Persons with Disabilities Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs

	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	In-person meeting with executive director. Goal for interview was information on supports for persons who struggle with substance use; specifically peer abstinence models.
29	<b>Agency/Group/Organization</b>	U.S. Committee for Refugees and Immigrants Vermont
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Elderly Persons Services-homeless Service-Fair Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Online meeting with two staff members of USCRI. Goal of interview was information related to the housing and economic development needs of New Americans and immigrants. Discussion included needs of households which include members who are elderly and children, challenges with accessing housing, lack of large and appropriate housing, opportunities for employment that align with households responsibilities, challenges with financial poverty and other exceptional challenges faced by individuals served by USCRI.
30	<b>Agency/Group/Organization</b>	University of Vermont Medical Center
	<b>Agency/Group/Organization Type</b>	Services-Persons with Disabilities Services-Health Health Agency Publicly Funded Institution/System of Care Major Employer

	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Non-Homeless Special Needs Anti-poverty Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Meeting online with Emergency Department social work lead and additional online meeting with three members of medical center team in direct service and community liaison roles. Goal of meetings were information on public health needs, needs of individuals accessing short and long-term care at the hospital (ED and in-patient), needs that are bringing people into the hospital for care, challenges with discharging from care and how to better serve community members who are accessing the hospital.
31	<b>Agency/Group/Organization</b>	Vermont CARES
	<b>Agency/Group/Organization Type</b>	Services-Persons with HIV/AIDS
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Online meeting with operations director of Vermont CARES. Goal of meeting was better understanding City's needs and available supports for persons with HIV/AIDS.
32	<b>Agency/Group/Organization</b>	Vermont Department for Children and Families
	<b>Agency/Group/Organization Type</b>	Services-Children Other government - State
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Online meeting with small group of providers who serve children involved with the foster care system and youth and young adults who are aging out of foster care. Goal of meeting was better understanding and identifying needs of families involved with the Department for Children and Families, children who are in foster care and young adults who are aging out of foster care services. Many served by this system of care have disabilities and housing insecurity.

33	<b>Agency/Group/Organization</b>	Vermont Interfaith Action
	<b>Agency/Group/Organization Type</b>	Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Anti-poverty Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	In-person meeting with six local faith leaders. Goal for meeting was information on community needs - highlighted areas of concern included lack of housing, displacement of people who are unhoused and camping, substance use services and safety and other needs of people in the community and persons experiencing financial poverty.
34	<b>Agency/Group/Organization</b>	Vermont Real Estate Cooperative, LTD
	<b>Agency/Group/Organization Type</b>	Housing Business Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Anti-poverty Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	In-person meeting with founding board member of VREC. Goal for interview was information on affordable housing models and creative solutions for addressing housing needs, maintaining affordable housing and addressing the needs of persons experiencing financial poverty. Also representative of a growing cooperative business in the community.
35	<b>Agency/Group/Organization</b>	Vermont Works for Women
	<b>Agency/Group/Organization Type</b>	Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development Anti-poverty Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Online meeting with executive director. Goal for interview was information on employment resources for women and underserved populations.

36	<b>Agency/Group/Organization</b>	Veterans Administration Lakeside Clinic
	<b>Agency/Group/Organization Type</b>	Services-homeless Services-Health Other government - Federal
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Needs - Veterans
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	In-person meeting with person who is HUD VASH Program Coordinator, Health Care for Homeless Veterans Social Worker/Case Manager and VT VAHCS Coordinated Entry Representative & VT CoC Representative for Veterans. Communications via email and phone as well. Outcomes: Improved collaboration for needs of veterans experiencing homelessness and ongoing coordination of best practices and services for individuals in Burlington and throughout the state.

**Identify any Agency Types not consulted and provide rationale for not consulting**

There were no agencies not consulted in our process.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Chittenden County Homeless Alliance	Shared goal of housing for everyone who is experiencing homelessness through a responsive, comprehensive and coordinated system of care.
Burlington, VT Climate Action Plan	City of Burlington	Providing a safe, comfortable living environment and sufficient housing for folks in Burlington impacted by the changing climate and persons who are moving to Burlington for its environment.
planBTV: Comprehensive Plan 2019 Update	City of Burlington	Shared goals and priorities of affordable housing, sufficient services, public facilities and infrastructure for the City's community members.
Housing for Vermonters w/Intellectual and Develop	Vermont Developmental Disabilities Council	Full title: Report: Service Supported Housing for Vermonters with Intellectual and Developmental Disabilities (I/DD) 2023 Research Brief. Consideration of housing needs and preferences for persons with I/DD in Burlington.
An Infrastructure Plan for a Sustainable City	City of Burlington	Shared goal of broadband access for all residents, management of public facilities and infrastructure to ensure resident safety and access.

**Table 3 – Other local / regional / federal planning efforts**

## **AP-12 Participation – 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

The citizen participation process can be summarized as followed:

- Citizen participation on the 2024-2028 Consolidated Plan was solicited through an online survey, meetings with more than fifty local organizations, in-person outreach to vulnerable communities, and public posters where participants were able to identify housing and community need priorities
- A public hearing was held in September 2024 to review the Consolidated Annual Performance and Evaluation Report (CAPER) and to hear any citizen input on housing and community development needs
- A notice about the availability of funds for CDBG was published online, in a local newspaper, and via direct email to nonprofits, City departments, and residents in October 2024
- An informational workshop was held for candidates
- All applications were published online for review
- The CDBG Advisory Board, comprised of residents, Mayoral appointees, and state agency representatives, held three meetings in January - March 2025 to determine funding recommendations, which were published online along with the draft Action Plan
- A public hearing was held on June 23<sup>rd</sup>, 2025 to gather input on housing and community development needs, funding recommendations, and the Action Plan. The Plan was available for public comment for 30 days. The public hearing and public comment period were advertised via local news, email, social media, and the City website.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Hearing	Non-targeted/ broad community	Public hearing soliciting feedback for the needs assessment portion of the Consolidated Plan hosted in conjunction with the City Council meeting 2/12/24.	Request for ongoing support for persons who are older and Cathedral Square Corporation. Questions regarding outreach to underserved and non-English speaking communities (CEDO shared outreach efforts including meeting with AALV, USCRI and Trusted Community Voices as well as survey translation).	All comments were accepted and considered in developing Consolidated Plan.	
2	Public Hearing	Non-targeted/ broad community	A public hearing was held in September 2024 to review the CAPER and to hear any citizen input on housing and	Focus on neighborhoods outside the Old North End where multi-unit housing developments are occurring.	All comments were accepted	

			community development needs			
3	Newspaper Ad	Non-targeted/broad community	Notice of funding availability for the 2025 CDBG Action Plan was advertised on October 30, 2024 in the Seven Days paper to the general public.			
4	Public Meeting	Nonprofits & potential sub-grantees	One workshop was held for potential sub-grantees on November 7, 2024 to offer technical assistance. Approximately 20 people attended from a variety of nonprofits.			
5	Internet Outreach	Non-targeted/broad community	The applications for CDBG funding were placed on the CEDO/City of Burlington			<a href="http://www.burlingtonvt.gov/157/Community-Economic-Development-Office-CE">www.burlingtonvt.gov/157/Community-Economic-Development-Office-CE</a>

			website. The applications remain available for view online.			
6	Newspaper Ad	Non-targeted/broad community	An ad was placed in Seven Days newspaper on June 11, 2025 as a legal notice for the public comment period and public hearing for the 2025 Action Plan			
7	Internet Outreach	Non-targeted/broad community	The 2025 Action Plan was published online on the CEDO/City of Burlington website during the public comment period. Over 100 individuals and nonprofits, in addition to the CoC, received an			<a href="http://www.burlingtonvt.gov/157/Community-Economic-Development-Office-CE">www.burlingtonvt.gov/157/Community-Economic-Development-Office-CE</a>

			email link to the Plan.			
8	Public Hearing	Non-targeted/broad community	A public hearing was held on June 23, 2025. Attendance included members of the City Council and City Staff as well as members of the public.	TBD	All comments were accepted	

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources – 91.220(c)(1,2)

#### Introduction

CDBG and HOME Program funding are critical for assisting the City of Burlington with addressing its needs for affordable housing and community development. The anticipated funding amounts for the remainder of the Consolidated Plan are projections based on current year awards. There are a multitude of factors that affect HUD allocations each year and future funding is uncertain.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Remainder of ConPlan	Narrative Description
			Annual Allocation:	Program Income:	Prior Year Resources:	Total:		
<b>CDBG</b>	Public-federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$745,925	\$0	\$135,000	\$880,925	\$2,184,483	The City expects to leverage significant federal, state, local and private resources over the course of the Consolidated Plan.
<b>HOME</b>	Public-federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for	\$331,651.99	\$0	\$0	\$331,651.99	\$1,056,545	The City expects to leverage significant federal, state, local and private resources over the course of the Consolidated Plan.

		ownership TBRA						
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Table 5 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

The City anticipates leveraging additional funds and resources to support priority needs identified in this plan and satisfy matching requirements of these funds. Additional resources and approximate values over the duration of the City's Consolidated Plan (2024-2028) are listed below:

- McKinney-Vento funds under the HEARTH Act - \$6,000,000
- Lead Hazard Control Grant - \$4,301,890
- Healthy Homes Supplemental Funding - \$529,000
- Low Income Housing Tax Credits - \$15,950,000 (this is a statewide allocation)
- City of Burlington Housing Trust Fund - \$5,825,000
- Burlington Housing Authority rental subsidies - \$125,000,000

The City will meet or exceed the requirement that “contributions must total not less than 25% of funds drawn from the jurisdiction’s HOME Investment Trust Fund Treasury account in that fiscal year,” excluding funds drawn for administrative and planning costs pursuant to 24 CFR 92.207. Sources of matching funds include, but are not limited to, funds administered by the Vermont Housing and Conservation Board, the Burlington Housing Trust Fund, waiver of impact fees, and Burlington Electric Department energy efficiency grants to affordable housing projects.

**If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

The City is utilizing City-owned land to house shelter pods that provide temporary housing to persons experiencing homelessness in the community. This location is within the City's NRSA and the City hopes to partner with a non-profit housing developer to build permanent affordable housing at the site in the future.

**Discussion**

CDBG's anticipated resources includes \$135,000 of prior year resources - 2022 funds that were originally allocated to Champlain Housing Trust's Housing Improvement Program that did not move forward. Therefore, these funds have been reallocated in the current Action Plan to fund a critical infrastructure project that will directly support a new housing project, also being executed by Champlain Housing Trust. This funding adjustment will be accurately reflected in the City's 2025 Consolidated Annual Performance and Evaluation Report (CAPER) – Report #PR26. See "Projects" section below for more details on these activities.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Create New Affordable Housing	2024	2028	Affordable Housing Homeless	City-Wide NRSA	Affordable Housing Addressing Homelessness	CDBG: \$0 HOME: \$248,738.99	Rental units constructed: 4 Household Housing Unit
2	Improve Existing Affordable Housing	2024	2028	Affordable Housing Homeless Non-Homeless Special Needs	City-Wide	Affordable Housing Addressing Homelessness	CDBG: \$0 HOME: \$49,747.80	Rental units rehabilitated: 5 Household Housing Unit
3	Public Services	2024	2028	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	City-Wide	Affordable Housing Addressing Homelessness Community Services and Safety	CDBG: \$91,888 HOME: \$0	Public service activities other than Low/Moderate Income Housing Benefit: 1,369 Persons Assisted

4	Economic Development	2024	2028	Non-housing community development	City-Wide NRSA	Economic Development	CDBG: \$180,642 HOME: \$0	Businesses assisted: 208 Businesses Assisted
5	Improve Economic Opportunities	2024	2028	Non-housing community development	City-Wide	Economic Development	CDBG: \$20,000 HOME: \$0	Public service activities other than Low/Moderate Income Housing Benefit: 95 Persons Assisted
6	Improve Public Facilities and Infrastructure	2024	2028	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	City-Wide	Addressing Homelessness Affordable Housing Public Facilities and Infrastructure Improvements	CDBG: \$439,210 HOME: \$0	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 35,420 Persons Assisted Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 30 Persons Assisted
7	Planning and Administration	2024	2028	Other	City-Wide	Planning and Administration	CDBG: \$149,185 HOME: \$33,165.20	Other: 1 Other

Table 6 – Goals Summary

## Goal Descriptions

1	Goal Name	Create New Affordable Housing
	Goal Description	During this Action Plan, HOME funds will be used for the construction of 4 new affordable housing units.
2	Goal Name	Improve Existing Affordable Housing
	Goal Description	During this Action Plan, HOME funds will be used to rehabilitate approximately 5 housing units.
3	Goal Name	Public Services
	Goal Description	During this Action Plan, CDBG funds have been allocated to Steps to End Domestic Violence-Safe Tonight which provides services and shelter to survivors of domestic violence; to Pathways-Housing First Services in Chittenden County which provides permanent housing placement along with intensive community-based services for individuals with histories of homelessness; to CVOEO-Volunteer Income Tax Assistance (VITA) which provides free tax preparation and electronic filing services for low-mod-income households; and to Vermonters for Criminal Justice Reform (VCJR) to support existing services for a specialized re-entry and recovery center and overdose prevention for people living with substance use disorders and co-occurring mental health disorders.
4	Goal Name	Economic Development
	Goal Description	During this Action, CDBG funds will be used to fund three microenterprise programs, CVOEO-Micro Business Development Program and Mercy Connections-Small Business Equity Project. Additionally, the City's business support team will provide technical assistance to small businesses and entrepreneurs.
5	Goal Name	Improve Economic Opportunities
	Goal Description	During this Action Plan, CDBG funds will be allocated to Lund's Parent Child Center and Clinical Treatment Services Program which provides childcare services, treatment, and family support for vulnerable children and families.
6	Goal Name	Improve Public Facilities and Infrastructure
	Goal Description	During this Action Plan, CDBG funds will be allocated to Champlain Housing Trust-Ravine Sewer Project that directly supports Post Apartments affordable housing project; to Dismas of Vermont to upgrade the sprinkler system at Buell Street Dismas House; and to Champlain Housing Trust for Supportive Housing at 322 St. Paul Street project.

7	Goal Name	Planning and Administration
	Goal Description	To support the capacity of the nonprofit institutional delivery structure in the City; pursue State and Federal resources in support of City initiatives; implement City planning efforts; administer community and economic development programs; and support affordable housing efforts in the City.

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b)**

It is anticipated that HOME funds will directly assist the construction of 4 new permanently affordable units for extremely low-income, low-income, and moderate-income families and leverage other resources enabling the construction of another 16 new permanently affordable units in Burlington.

## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

This part of the Action Plan provides a summary of the eligible projects and activities that will take place during the program year to address the priority needs and specific objectives outlined in the Strategic Plan. The eligible projects are associated with at least one priority need and at least one or more goals.

#### Projects

#	Project Name
1	Affordable Housing
2	Public Facilities & Infrastructure
3	Microenterprise/Economic Development
4	Public Service
5	Admin and Planning

Table 7 - Project Information

#### Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Allocation priorities are based on the City's 2024 Consolidated Plan Needs Assessment, the extensive public participation process including in-person interviews and surveys directed at Burlington community partners and all Burlington residents, the City's 2024 Strategic Plan, and the CDBG Advisory Board's recommended awards to local non-profits.

The biggest obstacle to addressing underserved needs continues to be insufficient funding resources. The City will continue to pursue additional federal, state, and private resources but does not expect to overcome the obstacle of declining local and federal resources.

## AP-38 Project Summary

### Project Summary Information

1	<b>Project Name</b>	Affordable Housing
	<b>Target Area</b>	NEIGHBORHOOD REVITALIZATION STRATEGY AREA City-Wide
	<b>Goals Supported</b>	Create New Affordable Housing Improve Existing Affordable Housing
	<b>Needs Addressed</b>	Affordable Housing Addressing Homelessness
	<b>Funding</b>	CDBG: \$0 HOME: \$298,486.79
	<b>Description</b>	To create/sustain affordable housing units through rehab and/or construction.
	<b>Target Date</b>	6/30/2026
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	<u>9 low-moderate income households:</u> HOME projects: 9 housing units (projects TBD)
	<b>Location Description</b>	Scattered sites – City-Wide and NRSA
	<b>Planned Activities</b>	\$298,486.79 HOME projects - TBD
2	<b>Project Name</b>	Public Facilities & Infrastructure
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	Improve Public Facilities & Infrastructure

	<b>Needs Addressed</b>	Addressing Homelessness Affordable Housing Public Facilities and Infrastructure Improvements
	<b>Funding</b>	CDBG: \$439,210
	<b>Description</b>	To repair a City sewer that directly supports Post Apartments affordable housing project; to upgrade the sprinkler system at Buell Street Dismas House; and to develop affordable housing units for people with disabilities
	<b>Target Date</b>	6/30/2026
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Champlain Housing Trust (CHT)– Supportive Housing at 322 St. Paul Street: 10 low-moderate income persons CHT – Ravine Sewer Project: City-Wide benefit Dismas of Vermont – Buell Street Dismas House Sprinkler System: 20 low-moderate income persons
	<b>Location Description</b>	City- Wide
	<b>Planned Activities</b>	\$252,210 CHT – Supportive Housing at 322 St. Paul Street \$135,000 CHT – Ravine Sewer Project \$52,000 Dismas of Vermont – Buell Street Dismas House Sprinkler System
3	<b>Project Name</b>	Microenterprise/Economic Development
	<b>Target Area</b>	NEIGHBORHOOD REVITALIZATION STRATEGY AREA City-Wide
	<b>Goals Supported</b>	Economic Development
	<b>Needs Addressed</b>	Economic Development
	<b>Funding</b>	CDBG: \$180,642

	<b>Description</b>	To fund three microenterprise programs: Mercy Connections Small Business Equity Project; CVOEO Financial Futures: Microbusiness Development Program; and the City's Business and Workforce Development's Microenterprise Technical Assistance Program.
	<b>Target Date</b>	6/30/2026
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	208 low-moderate income business owners supported: Mercy Connections Small Business Equity Project: 100 CVOEO Financial Futures: Microbusiness Development Program: 80 Business and Workforce Development Microenterprise Technical Assistance Program: 28
	<b>Location Description</b>	City-Wide and NRSA
	<b>Planned Activities</b>	\$75,000 - Mercy Connections Small Business Equity Project \$70,642 - CVOEO Financial Futures: Microbusiness Development Program \$35,000 - Business and Workforce Development Microenterprise Technical Assistance Program
<b>4</b>	<b>Project Name</b>	Public Services
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	Public Services Improve Economic Opportunities
	<b>Needs Addressed</b>	Affordable Housing Addressing Homelessness Community Services and Safety Economic Development
	<b>Funding</b>	CDBG: \$111,888

	<b>Description</b> To provide funds to Steps to End Domestic Violence - Safe Tonight, which provides services and shelter to women and children fleeing domestic violence; to Pathways-Housing First Services in Chittenden County, which provides permanent housing placements along with intensive community-based services for individuals with histories of homelessness; to CVOEO - Volunteer Income Tax Assistance (VITA), which provides free tax preparation and electronic filing services for low/mod-income households; to Vermonters for Criminal Justice Reform (VCJR) to support existing services for a specialized re-entry and recovery center for justice-involved individuals living with substance use disorder; and to Lund's Parent Child Center and Clinical Treatment Services program, which provides childcare services, treatment, and family support for vulnerable children and families
	<b>Target Date</b> 6/30/2026
	<b>Estimate the number and type of families that will benefit from the proposed activities</b> 1,464 low-moderate income individuals: <ul style="list-style-type: none"> <li>• CVOEO Volunteer Income Tax Assistance: 700</li> <li>• Lund's Parent Child Center and Clinical Treatment Services: 95</li> <li>• Steps to End Domestic Violence Safe Tonight: 564</li> <li>• Vermonters for Criminal Justice Reform Re-entry and Recovery Center: 60</li> <li>• Pathways Housing First Services in Chittenden County: 45</li> </ul>
	<b>Location Description</b> City-Wide
	<b>Planned Activities</b> \$15,000 - CVOEO Volunteer Income Tax Assistance (VITA) \$20,000 – Lund's Parent Child Center and Clinical Treatment Services \$34,500 - Steps to End Domestic Violence Safe Tonight \$17,388 - VCJR Re-entry and Recovery Center \$25,000 - Pathways Housing First Services in Chittenden County
5	<b>Project Name</b> Admin and Planning
	<b>Target Area</b> City-Wide

<b>Goals Supported</b>	Planning and Administration
<b>Needs Addressed</b>	Planning and Administration
<b>Funding</b>	CDBG: \$149,185 HOME: \$33,165.20
<b>Description</b>	Administration funding for CDBG and HOME grants.
<b>Target Date</b>	6/30/2026
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A
<b>Location Description</b>	City-Wide
<b>Planned Activities</b>	To support the capacity of the nonprofit institutional delivery structure in the City; pursue State and Federal resources in support of City initiatives; implement City planning efforts; administer community and economic development programs; and support affordable housing efforts in the City.

## AP-50 Geographic Distribution – 91.220(f)

### Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City of Burlington's Neighborhood Revitalization Strategy Area was approved in January 2006 and reapproved with the 2018 Consolidated Plan. A revised NRSA was approved with the 2024 Consolidated Plan that focuses solely on Burlington's Old North End neighborhood which includes census tract 42, the western portion of census tract 6 and the southern portion of census tract 3. The NRSA as a whole is primarily residential, with 75% of parcels being residential units. The NRSA contains 75% low- and moderate-income residents (based on HUD's low- and moderate-income area data) with approximately 30% of the total population in the NRSA living below the federal poverty level.

### Geographic Distribution

Target Area	Percentage of Funds
NEIGHBORHOOD REVITALIZATION STRATEGY AREA	32
City-Wide	68

Table 8 - Geographic Distribution

### Rationale for the priorities for allocating investments geographically

The rationale for allocating investments into the NRSA is based on low-and moderate-income residential density and the need to create or improve affordable housing units, the need for neighborhood facility upgrades and expansion of services, and the need for microenterprise expansion and support. These needs were considered and assessed through the City's 2024 Consolidated Plan public participation process, the CDBG RFP response from community non-profits, and an assessment of the housing market in the area which shows a concentration of old homes in need of maintenance.

Nonetheless, CDBG and HOME resources may be directed to projects outside of the NRSA based on individual household needs and on the City's desire to have affordable housing, economic opportunity, and a suitable living environment available to low- and moderate-income residents living throughout the city.

### Discussion

Data sources – ESRI; US Census ACS 2022, 2011-2015 ACS

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

This section of the Action Plan specifies the goals for the number of homeless, non-homeless, and special needs households to be provided affordable housing within the program year.

One Year Goals for the Number of Households to be Supported	
Homeless	
Non-Homeless	9
Special-Needs	10
Total	19

**Table 9 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	
The Production of New Units	14
Rehab of Existing Units	5
Acquisition of Existing Units	
Total	19

**Table 10 - One Year Goals for Affordable Housing by Support Type**

#### Discussion

CDBG funds will be used for Champlain Housing Trust's Supportive Housing at 322 St. Paul Street Project which will create 10 new affordable apartments for adults with disabilities. HOME funds will be used for the construction and rehabilitation of 9 affordable housing units.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

Burlington Housing Authority (BHA) has successfully converted all of its housing properties to the HUD Rental Assistance Demonstration (RAD) program, meaning that there is no public housing in Burlington. Nonetheless, the City of Burlington has taken steps to support the success of BHA-owned properties in Burlington; for instance, in the last year the City has leveraged monies from its Housing Trust Fund to support security improvements at a BHA-owned property downtown.

### **Actions planned during the next year to address the needs to public housing**

Our jurisdiction no longer has any public housing units.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

As noted, the City no longer has any public housing units. However, staff at BHA continue to support residents in various ways. They support Resident Advisory Board meetings, have sponsored a number of on- and off-site health and wellness events, and support tenant organizational initiatives at LIHTC properties.

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

Burlington Housing Authority is designated as a High Performer.

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

In this section of the Plan, the City addresses the one-year goals and specific activities planned this program year to carry out the homeless strategy outlined in the Strategic Plan for the City's Five-Year Consolidated Plan. Activities that will address outreach, emergency shelter, transitional housing, homelessness prevention, housing placement, supportive housing and independent living are listed below and under the project section.

Goals and actions for this program year are described in the “Discussion” section.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

Burlington is working to implement a ten-point action plan that addresses homelessness and recognizes housing as a human right. Much of this work is done in coordination with the Chittenden County Homeless Alliance (CCHA), a HUD-recognized Continuum of Care that aims to make homelessness rare and brief for persons in Burlington and throughout Chittenden County. The CCHA, working in collaboration with partner agencies, coordinates outreach and needs assessment efforts among persons experiencing homelessness in Burlington, and will continue this work in the upcoming program year. CCHA operates a Coordinated Entry System (CES) that models a no-wrong-door approach to accessing the CES; service providers and community partners throughout Chittenden County are Access Points to the CES (including Vermont 211 as a virtual access point), allowing individuals and families experiencing a housing crisis to be directly engaged and linked to the CES. The CES matches households experiencing homelessness with eligible services based on vulnerability, sustainability, and length of homelessness through a standardized, scored assessment. Each eligible household will be assigned a housing navigator and added to a master list of homeless households which is reviewed weekly by CES partners for housing opportunities. Currently, eligible households include HUD-defined “literally homeless” and “imminent risk” households.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

There are a number of facilities in Burlington and neighboring communities that help to address the emergency shelter and transitional housing needs of persons experiencing homelessness.

COTS Waystation and the City’s Elmwood Community Emergency Shelter both serve single adults. COTS also operates the Firehouse and Main Street Family Shelters for households with children. Steps to End Domestic Violence (known as Steps) operates a 21-room emergency shelter serving women and children experiencing homelessness. Survivors of all genders are served through the Safe Tonight program in partnership with Economic Services. Spectrum Youth and Family Services operates a shelter for young persons experiencing homelessness. Participants are offered case management and housing search assistance to facilitate moving into transitional or permanent housing. Champlain Housing Trust (CHT)

operates a shelter in a neighboring town that provides some medical respite beds. ANEW Place offers a longer-term sober shelter in Burlington that provides guests with case management and community supports. The low-barrier shelter at Champlain Place, operated by Champlain Valley Office of Economic Opportunity (CVOEO) and CHT is currently undergoing renovations, supported in part by City CDBG funds. The State of Vermont continues to operate a limited General Assistance program that provides emergency housing to vulnerable populations.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

CCHA coordinates the implementation of a housing and service system (from outreach to housing to services) that meets the needs of individuals and families experiencing homelessness in the county. Street outreach teams, Vermont 211, and daytime shelter providers all work to connect with those experiencing homelessness and to identify their needs and required services. Housing providers aim to rapidly rehouse, stabilize, or provide housing to persons in need, while supportive services agencies provide case management and additional services. Providers serve chronically homeless persons, families with children, veterans, unaccompanied youth, and those at risk of homelessness. In response to low vacancy rates in its jurisdiction, the CoC increasingly emphasizes the importance of housing retention services, including case management. Partner agencies are also actively working with local landlords to reduce the barriers to renting to chronically homeless persons.

CoC partners work to serve specific subpopulations. For instance, each CoC program that serves children has children's advocates or specially trained staff to ensure that children's needs are met. Other partner agencies provide emergency services to youth ages 16-22 who are experiencing or at risk of homelessness, including emergency shelter and transitional housing, counseling, case management, medical services, educational planning, and employment support, among other things.

The CoC partners work with local, state, and federal organizations to combat homelessness among veterans and maintain the federal benchmarks that show veteran homelessness is brief and rare. Increased outreach to veterans at shelters resulted in an uptick in enrollment in VA care, and many veterans are now housed through VA housing programs. CDBG funds have been targeted to address emerging needs identified through the CoC. Public service funds were used to fund housing navigation for permanent supportive housing programs.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address**

**housing, health, social services, employment, education, or youth needs.**

There are several agencies operating in Burlington that administer programs and provide services to help prevent households from becoming homeless. These include both programs that provide general assistance and those designed to support members of specific populations. Chittenden Community Action (CCA), operated by CVOEO, works with households to provide back rent, first month's rent, security deposits, or short-term rental subsidies. They also provide housing navigation services, including advocacy and referral to other support services. Additional assistance with utility bills is provided by the water resources division and Burlington Electric Department. Youth exiting foster care in Vermont have access to several supports, which provide case management and connect youth formerly in foster care with long-term rental assistance through local housing authorities. Vermont Department of Corrections (VDOC) funds transitional housing programs for individuals re-entering the community from incarceration, which assist with housing search and retention and provide support to individuals with serious mental health challenges and previous experiences of homelessness. Persons discharged from a mental health treatment program or community bed receive state-funded assistance with housing costs.

**Discussion**

The City has identified several goals and actions related to homeless and other special needs populations for the upcoming program year: the City will continue to fund a low-barrier shelter community located on City-owned property. Guests have access to onsite supportive services; HOME-funded rental housing development projects are required to set aside at least 20% of the total units for households exiting homelessness; CDBG funds will be used to improve resident safety at Buell St. Dismas House, which provides housing and services for individuals exiting incarceration; CDBG funding will enable several organizations to continue to provide services to vulnerable individuals and households, including persons fleeing domestic violence, households experiencing homelessness, and justice-involved individuals with histories of substance use disorder; CDBG funds will support a pilot project providing housing and supportive services for adults with intellectual and developmental disabilities.

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

Burlington has addressed the barriers to affordable housing under the Market Analysis and Strategic Plan sections of the 2024 Consolidated Plan. There is a limited supply of housing units at all levels of the market and a low vacancy rate exacerbates this challenge. Impacts of pandemic-era changes include an influx of new residents and a stop to new construction and rehabilitation. Other factors impacting the City's housing stock include: the age of the housing stock (one of the oldest in the nation), a high proportion of college and graduate students living off-campus, and changes in household composition - Burlington's average persons per housing unit is 2.13, below the national average of 2.51. Burlington has a significantly higher percentage of renters compared to owners and rent rates have increased significantly in recent years. Public policies that are controlled at the local level which impact the cost of housing include policies on historic preservation, lead-based paint safety practices, zoning restrictions such as minimum lot coverage, limitations on number of units, set-back requirements, height restrictions, fire-safety policies limitations, and others. Older homes need energy efficiency upgrades, lead-based paint hazard reduction, and other rehabilitation to make them safe, affordable and sustainable over the long term.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

In the last several years, the City has implemented various strategies to remove or ameliorate the negative impact of public policies that serve as barriers to affordable housing, including the establishment of short-term rental regulations and zoning reforms that aim to facilitate the construction of a greater volume and variety of housing types. Upcoming and in-progress actions to further ameliorate the negative impact of public policies that serve as barriers to affordable housing include updates to the City's Inclusionary Zoning ordinance and further zoning updates to streamline the permitting process and increase allowed density. Statewide, recently passed legislation aims to reform the state permitting process and facilitate denser development in areas earmarked for growth.

### **Discussion:**

The City of Burlington and, more broadly, the State of Vermont, recognize the need to take action to remove or ameliorate the negative impacts restrictive policies can have on affordable housing production. Recent steps have yielded some progress, although more remains to be done.

Examples include:

- Updates to the City of Burlington’s zoning ordinance related to Accessory Dwelling Units (ADUs) have resulted in a modest increase in the creation of ADUs citywide.
- Statewide broadening of priority housing project exemptions from statewide permitting have resulted in the construction of several large multi-unit rental buildings in Burlington, all of which include designated affordable units.
- The introduction of an ordinance to regulate short-term rentals within the city has resulted in a reduction in the number of short-term rentals operating in the city, increasing the supply of permanent housing and significantly increased revenue for the City’s Housing Trust Fund, which is invested in affordable housing projects.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

Burlington aims to spend over 95% of CDBG expenditures assisting low-and moderate-income residents. The City will continue its commitment to the preservation of affordable housing units and actions that will foster and maintain affordable housing in Burlington. In addition, the City, through the Community & Economic Development Office, will diligently work to reduce lead-based paint hazards in the homes of local residents. The activities listed in this Action Plan work to reduce the number of households in poverty; and with enhanced coordination with nonprofit partners, services will have a greater impact on this goal.

### **Actions planned to address obstacles to meeting underserved needs**

The principal obstacle to meeting underserved needs continues to be insufficient resources. To help address this obstacle, the City will take the following actions: continue to grow the grand list and to pursue additional federal, state, and private resources; work with partners to examine obstacles such as benefits cliffs and to advocate for appropriate policy changes; encourage local agencies to deliver services in a cost-effective and efficient manner, prioritize resources to serve those most in the need, and focus on collaboration between local agencies.

### **Actions planned to foster and maintain affordable housing**

The City is engaged in various actions to foster and maintain affordable housing, including: maintain the City's Special Assistant to end Homelessness Position to provide a single point of accountability for expanded community effort towards reducing homelessness; maintain the Elmwood shelter pods community and investigate developing permanent affordable housing at the City-owned site; invest increased City Housing Trust Fund resources into affordable housing and services for persons experiencing homelessness; continue pre-development and planning of a mixed-use Enterprise Innovation District in the South End and the redevelopment of the downtown Memorial Block area.

### **Actions planned to reduce lead-based paint hazards**

In December 2024, the City of Burlington's Lead Program received \$4,301,890 in lead hazard control funds and \$529,000 in healthy homes supplemental funding to make other health related improvements for residents such as addressing asthma triggers, improving indoor air quality, asbestos and mold testing and abatement. From July 1, 2025 – June 30, 2026, the Burlington Lead Program plans to evaluate 34 units for lead-based paint and other health hazards, reduce lead-based paint hazards in approximately 22 housing units and reduce other health hazards in 20 housing units, conduct 12 community outreach and education events, and provide lead-safety training to approximately 80 individuals.

### **Actions planned to reduce the number of poverty-level families**

All of the activities funded through the City's CDBG and HOME programs are ultimately directed at reducing the number of people living in poverty, providing for basic needs, or preventing individual/family poverty in Burlington. Specific details of the proposed initiatives are described in the project section of this Action Plan.

### **Actions planned to develop institutional structure**

This program year, the City aims to:

- Effectively adapt CEDO's institutional structure to meet the needs of vulnerable populations in a challenging post-pandemic funding landscape by finding ways to implement and monitor programs more efficiently.
- Support the Chittenden County Homeless Alliance (CCHA) as it works to implement its recently adopted five-year strategic plan.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

This program year, the City aims to:

- Continue to work with CCHA to ensure that affordable housing developments in the City dedicate a percentage of units to households exiting homelessness, in partnership with Coordinated Entry.
- Develop programming to encourage private landlords, especially those who own and/or manage City of Burlington Inclusionary Zoning units, to house more tenants with rental assistance.

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

#### Introduction:

This section details the specific requirements of the CDBG and HOME programs.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	0
5. The amount of income from float-funded activities	0
<b>Total Program Income</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
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## **HOME Investment Partnership Program (HOME)**

### **Reference 24 CFR 91.220(l)(2)**

#### **A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:**

All HOME funds are invested in a manner consistent with 24 CFR 92.205(b)(1). Specifically, HOME funds are invested in interest-bearing and non-interest-bearing amortizing loans and in deferred loans and grants.

#### **A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:**

For homebuyer projects where the Program provides HOME funds for low-interest loans for eligible homebuyers to assist with down payment and closing costs on eligible two to four-unit owner-occupied properties, the Program uses “recapture” provisions per 92.254(a)(5)(ii). These loans are secured by subordinate mortgages. When properties assisted with HOME funds for this purpose are sold, transferred, or if the primary residency is violated, then the full amount of the loan plus any accrued interest is to be repaid to the Program. Only the direct subsidy (down payment assistance, closing costs, or other HOME assistance provided directly to the homebuyer and/or the difference between the fair market value of the property and the reduced sales price attributable to HOME development assistance) is subject to recapture. However, the recapture amount shall not exceed the amount available from net proceeds. The net proceeds are the sales price minus loan repayment(s) (other than HOME funds) and closing costs. If this repayment occurs during the Home Affordability Period (HAP), then the funds are not considered to be program income. If this repayment occurs after the HAP, then the funds are considered to be program income. The written agreements shall include language that makes it clear that recaptured funds after the HAP shall be considered program income.

When a property owner assisted with HOME funds for this purpose refinances their principal mortgage, the Program shall consider executing a subordination agreement upon receiving a written request with sufficient documentation on current fair market value and proposed refinancing amount. When considering such requests to subordinate its HOME mortgage, the Program shall require that the loan-to-value ratio be no greater than 100%.

#### **A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:**

The City's guidelines for resale and recapture follow the provisions detailed in 92.254(a)(5)(i) when HOME funds are used.

#### **Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:**

Multi-family projects developed by local housing organizations that receive HOME funds for rehabilitation may utilize HOME funds to refinance existing

debt, consistent with 24 CFR 92.206(b)(2).

**If applicable to a planned HOME TBRA activity, a description of the preference for persons with special needs or disabilities. (See 24 CFR 92.209(c)(2)(i) and CFR 91.220(l)(2)(vii)).**

N/A

**If applicable to a planned HOME TBRA activity, a description of how the preference for a specific category of individuals with disabilities (e.g. persons with HIV/AIDS or chronic mental illness) will narrow the gap in benefits and the preference is needed to narrow the gap in benefits and services received by such persons. (See 24 CFR 92.209(c)(2)(ii) and 91.220(l)(2)(vii)).**

N/A

**If applicable, a description of any preference or limitation for rental housing projects. (See 24 CFR 92.253(d)(3) and CFR 91.220(l)(2)(vii)). Note: Preferences cannot be administered in a manner that limits the opportunities of persons on any basis prohibited by the laws listed under 24 CFR 5.105(a).**

N/A

**Discussion:**

Eligible applicants for HOME funding are non-profit or other affordable housing developers who are engaged in the creation of new affordable housing projects or repair and renovation of existing affordable housing. Funding applications are accepted on a rolling basis and contact information for submitting interest is available on the City's website, by contacting housing program staff, or visiting CEDO's office in City Hall.



**City Attorney**  
**MEMORANDUM**

TO: City of Burlington, Finance Board  
City of Burlington, City Council

FROM: Erik Ramakrishnan, Assistant City Attorney

CC: Katherine Schad, Chief Administrative Officer

DATE: July 14, 2025 (BOF)  
August 4, 2025 (CC)

SUBJECT: Authorization of Improvement Bonds for FY26

---

Section 62(f) of the Burlington City Charter authorizes the City’s Chief Administrative Officer, when authorized by the City Council, to borrow money on the credit of the City in an amount not to exceed \$2,000,000 in any fiscal year. These funds shall be used to accommodate the working capital and capital improvement needs of the City. The City’s FY26 budget assumes the sale of such bonds.

Section 63 of the Charter authorizes the City Council, upon prior recommendation of the Board of Electric Commissioners, to pledge the credit of the City in an amount not to exceed \$3,000,000 in any fiscal year. These borrowed funds shall be used to provide capital improvements, additions, and replacements required for the efficient and economical operation of the electric light department. On June 11, 2025, the Board of Electric Commissioners voted to recommend to the City Council the pledging of such credit during FY26.

Finally, Section 62(f)(3) of the Charter authorizes the City’s Chief Administrative Officer, when authorized and directed by the Board of School Commissioners and the City Council, to borrow money on the credit of the City in an amount not to exceed \$2,000,000 in any fiscal year to accommodate the working capital and capital improvement, additions, and replacements required for the efficient and economical operation of the school department. The School District’s administration has confirmed in writing to the City’s Chief Administrative Officer that the Board of School Commissioners’ approved FY26 budget assumes the sale of such bonds, and that the Board of School Commissioners intends to resolve to direct the Chief Administrative Officer as provided for in Section 62(f)(3).

The proposed resolution would authorize the Chief Administrative Officer to exercise the foregoing authority for FY26. The sale of bonds for the School District would be conditioned upon receipt of the Board of School Commissioners’ resolution described above. Prior to any issuance pursuant to the resolution, staff would be required to report to the Board of Finance, for its approval by motion, the amount of the indebtedness and the

form of the evidence of indebtedness to be issued, the interest rates, and the payment schedule.

Please note that the authorization sought is a routine act of the City Council to implement Section 62 of the Charter. For the past several years, such authorization has been imbedded in the budget itself. However, staff is returning to the former practice of seeking the City Council’s authorization by separate resolution.

**ATTACHMENTS**

A. Proposed Resolution

**MOTIONS**

Staff respectfully request the Board of Finance and City Council approve the following motions:

Board of Finance:

“To approve and recommend that the City Council approve the proposed resolution providing authorization of improvement bonds for FY26.”

City Council:

“To waive the reading and approve the proposed resolution providing authorization of improvement bonds for FY26.”

Thank you for your continued support.

**Resolution Relating to**

**RESOLUTION** \_\_\_\_\_

**AUTHORIZATION FOR PUBLIC IMPROVEMENT BONDS  
FOR FISCAL YEAR 2026**

Sponsor(s):  
Introduced: Bd. of Finance  
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, Section 62(f) of the Burlington City Charter authorizes the City’s Chief Administrative  
2 Officer, when authorized by the City Council, to borrow money on the credit of the City in an amount not to  
3 exceed \$2,000,000 in any fiscal year to accommodate the working capital and capital improvement needs of  
4 the City and to so pledge the credit of the City in such amount for such purpose; and

5 WHEREAS, the City’s approved budget for the 2026 fiscal year assumes the sale of bonds in amounts  
6 and for such purpose as set forth in the prior recital; and

7 WHEREAS, Section 63 of the Charter authorizes the City Council, upon prior recommendation of the  
8 Board of Electric Commissioners, if it finds it necessary, to pledge the credit of the City in an amount not to  
9 exceed \$3,000,000 in any fiscal year for the purposes of providing capital improvements, additions, and  
10 replacements required for the efficient and economical operation of the electric light department, to so pledge  
11 the credit of the City for such purpose; and

12 WHEREAS, on June 11, 2025, the Board of Electric Commissioners voted to recommend to the City  
13 Council the pledging of the credit of the City in an amount not to exceed \$3,000,000 during the City’s 2026  
14 fiscal year, for the purposes of providing capital improvements, additions, and replacements to the electric  
15 light department; and

16 WHEREAS, Section 62(f)(3) of the Charter authorizes the City’s Chief Administrative Officer, when  
17 authorized and directed by the Board of School Commissioners and the City Council, to borrow money on the  
18 credit of the City in an amount not to exceed \$2,000,000 in any fiscal year to accommodate the working  
19 capital and capital improvement, additions, and replacements required for the efficient and economical  
20 operation of the school department and to so pledge the credit of the City in such amount for such purpose;  
21 and

22 WHEREAS, the School District’s administration has confirmed in writing to the City’s Chief  
23 Administrative Officer that the Board of School Commissioners’ approved budget the 2026 fiscal year  
24 assumes the sale of bonds in amounts and for such purpose as set forth in the prior recital, and that the Board

25 of School Commissioners intends to resolve to direct the Chief Administrative Officer to so borrow money on  
26 the credit of the City (the “School Resolution”);

27 NOW, THEREFORE, BE IT RESOLVED that the City Council has determined that it is necessary to  
28 pledge the credit of the City in an amount not to exceed \$7,000,000 in the aggregate for the City’s fiscal year  
29 ending June 30, 2026, and to issue bonds in connection therewith (the “Bonds”), consisting of (1) \$2,000,000  
30 of General Fund Public Improvement Bonds; (2) \$3,000,000 of Electric Department Public Improvement  
31 Bonds; and (3) upon receipt of the School Resolution, \$2,000,000 of School Department Public Improvement  
32 Bonds; and

33 BE IT FURTHER RESOLVED that the pledging of the City’s credit for such Bonds is hereby  
34 authorized, with the amount of the indebtedness and the form of the evidence of indebtedness to be issued, the  
35 interest rates, and payment schedule, to be further determined by the Chief Administrative Officer, or the  
36 Finance Director, upon prior approval of the City’s Board of Finance; and

37 BE IT FURTHER RESOLVED that the Mayor, the Chief Administrative Officer, and the Finance  
38 Director, and each of them is, hereby authorized and directed to prepare an Official Statement of the City as  
39 they deem necessary and in the City’s best interests; and

40 BE IT FURTHER RESOLVED that the Mayor, the Chief Administrative Officer, and the Finance  
41 Director, and each of them, is hereby authorized to execute and deliver a final Official Statement and to  
42 execute and deliver continuing disclosure certificates, certificates as to the use of proceeds, and all other  
43 documents and instruments approved as to legal form by counsel as may be necessary or convenient in  
44 connection with the issuance of the Bonds; and

45 BE IT FURTHER RESOLVED that it is the official intent of the City Council to reimburse some  
46 capital expenditures made within the City’s 2026 fiscal year with the proceeds of the Bonds, in accordance  
47 with § 1.150-2 of the Internal Revenue Service tax regulations; and that the Mayor, Chief Administrative  
48 Officer, and Finance Director, and each of them, is hereby authorized to take all such further actions and to  
49 execute all such documents and instruments approved as to legal form by counsel as may be necessary or  
50 convenient to execute or implement the foregoing authority.

51  
52  
53  
54

# HUMAN RESOURCES DEPARTMENT

## CITY OF BURLINGTON

200 Church Street, Suite 102, Burlington, VT 05401  
Phone: (802) 865-7145  
Fax (802) 864-1777  
Vermont Relay: 7-1-1 or 800-253-0191



## MEMO

Date: 07-14-2025

To: Board of Finance and City Council

From: **Timothy Williams, Safety Manager (HR)**, Lynn Reagan, Interim Director of Human Resources CC:  
**Katherine Schad Chief Administrative Officer (C/T)**

Re: Security Services for City Hall

### **i. Purpose**

This memo seeks approval to exercise a one-year extension option of a service agreement with Chocolate Thunder Security to provide security services at City Hall.

### **ii. Background**

The City of Burlington requires security services at City Hall to ensure the safety and well-being of staff, visitors, and the general public while providing exceptional customer services. In 2024, the City issued an RFP for security services at City Hall, resulting in three qualified proposals. An evaluation committee—comprised of representatives from City Hall departments and the City’s Safety Manager—reviewed submissions based on experience, approach, and pricing.

The committee selected the firm due to its competitive rates, robust security protocols, and a strong emphasis on customer service. Their proposal also included the use of body cameras and clear communication procedures. The company’s proven working relationship with City Hall and familiarity with City policies further supported their selection.

The agreement includes two, one-year options for the City to renew. Because the renewal option for the first renewal term was not exercised timely by June 30, 2025, the vendor has agreed in writing to extend the City’s time to exercise the option. Staff recommends in favor of the extension to allow services to continue without interruption. Board of Finance and City Council approval are required because of the contract amount.

### **iii. Compensation to the Vendor & Terms of Agreement**

FY26 – July 1<sup>st</sup> 2026 – June 2027 \$52.50/hr for 1 guard, and \$50.00/hr for a second guard, this is an increase of \$2.50 from FY25 rate of 50.00/hr for 1 guard, and \$47.50/hr for a second guard for a maximum limiting amount of \$200,000. This represents an increase over the previously approved maximum limiting amount based on actual need for FY 2025.



The City of Burlington does not discriminate on the basis of political or religious affiliation, race, color, national origin, age, sex, sexual orientation, marital status, veteran status or disability. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, contact Human Resources Department at 802-540-2505.

# HUMAN RESOURCES DEPARTMENT

## CITY OF BURLINGTON

200 Church Street, Suite 102, Burlington, VT 05401

Phone: (802) 865-7145

Fax (802) 864-1777

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



Services will be paid from the non-departmental budget line 6500\_103 Professional and Consultant Svs. and were budgeted for in the FY26 budget

### **Recommendation**

#### **Board of Finance Motion:**

To approve and recommend that the City Council exercise the City's first one-year renewal option under its service agreement with Chocolate Thunder for City Hall security services, for an amount not to exceed \$200,000.

#### **City Council Motion:**

To approve the exercise of the City's first one-year renewal option under its service agreement with Chocolate Thunder for City Hall security services, for an amount not to exceed \$200,000.



The City of Burlington does not discriminate on the basis of political or religious affiliation, race, color, national origin, age, sex, sexual orientation, marital status, veteran status or disability. The City is also committed to providing proper access to services, facilities, and employment opportunities.

For accessibility information or alternative formats, contact Human Resources Department at 802-540-2505.



# INNOVATION & TECHNOLOGY DEPARTMENT

## CITY OF BURLINGTON

149 Church Street, Burlington, VT 05401  
 Phone: (802) 865-7000



To: Burlington Board of Finance  
 Burlington City Council

From: Scot Barker, Chief Innovation Officer  
 Tim Clancy, Human Resources Manager

Date: July 14, 2025

Subject: Troy Hughes Reclassification

As part of the ModernGov Initiative, the Innovation & Technology (I&T) department for the City of Burlington is assuming responsibility for the IT functions of the Burlington Police Department. One position (the BPD Network Administrator) was eliminated as part of these changes, and the Help Desk Technician (currently held by Troy Hughes) position is being moved to I&T, which requires a reclassification so that Troy is in the same position as the two people currently in that role in I&T. Through this memorandum, Innovation & Technology respectfully requests that the Board of Finance and City Council approve the following position change:

- 1. Reclassify the Help Desk Technician position formerly within the Burlington Police Department to the Technology Support Specialist position within the Innovation & Technology department of the City of Burlington.** The financial impact for Troy will be net positive, as the Technology Support Specialist role is a market value role and as such is paid slightly more per hour than the Help Desk Technician position at the BPD.

Position	Current Grade/Step	FY 25 Salary	Proposed Grade	FY 26 New Salary
Help Desk Technician	AFSCME PG 15 – Step 5	\$30.8325/\$64,131.60	n/a	n/a
Technology Support Specialist	n/a	n/a	AFSCME PG TSS – Step 5	\$32.7813/\$68,185.1639

We will attend the July 14, 2025 Board of Finance and City Council meetings to answer any questions or provide additional information. Troy’s current Help Desk Technician job description and the new Technology Support Specialist job description are attached as Appendices A and B, respectively.

**Board of Finance Motion:**

“To approve and recommend that the City Council:

- (1) Reclassify Troy Hughes from the Help Desk Technician position at the Burlington Police Department to the Technology Support Specialist in Innovation & Technology at the City of Burlington.

# INNOVATION & TECHNOLOGY DEPARTMENT

## CITY OF BURLINGTON

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149 Church Street, Burlington, VT 05401  
Phone: (802) 865-7000



### City Council Motion:

"To approve:

- (1) Reclassify Troy Hughes from the Help Desk Technician position at the Burlington Police Department to the Technology Support Specialist in Innovation & Technology at the City of Burlington.

# INNOVATION & TECHNOLOGY DEPARTMENT

## CITY OF BURLINGTON

149 Church Street, Burlington, VT 05401  
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### Appendix A

#### Current Position Description: Help Desk Technician at the Burlington Police Department

## City of Burlington Job Description

**Position Title:** Help Desk Technician

**Department:** Police

**Reports to:** Senior Network Administrator

**Pay Grade:** 15 **Job Code:** 1114

**Exempt/Non-Exempt:** Non-Exempt **Union:** AFSCME

**General Purpose:**

The Help Desk Technician plays a vital role in providing technical support and maintaining the operational efficiency of the Police Department's critical infrastructure systems. This position requires a strong understanding of various technologies, excellent problem-solving skills, and the ability to communicate effectively with users at all levels. The Help Desk Technician works in a dynamic and fast-paced environment, ensuring that all systems are functioning optimally to support law enforcement activities and maintain public safety.

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

- Provide technical assistance and support to users within the Police Department.
- Act as the first line of technical support, promptly addressing and resolving support requests, and escalating issues to the appropriate teams or senior technicians when necessary to ensure maximum operational efficiency within the 24/7 public safety operation.
- Install and configure new systems, including desktops, laptops, and peripherals.
- Assist in maintaining and supporting the department phone system for effective communication.
- Provides support for mobile devices such as iPhones, iPads, and tablets used by department personnel.
- Support the software and applications related to the creation of digital case files, digital evidence, and integration of these items into partner agency and vendor computer systems.
- Maintains up-to-date knowledge of IS operating procedures and standards as well as changing technologies so as to be able to stay current with public safety demands.
- Ensure compliance with CJIS/FBI regulations to meet the evolving demands of public safety.

# INNOVATION & TECHNOLOGY DEPARTMENT

## CITY OF BURLINGTON

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- Provide application support to users of the Department's digital security camera system, analog, digital/IP-based telephony and radio recording system, and the Department's digital identification creation system.
- Provide adequate and timely responses to requests for related services.
- Maintains thorough documentation of daily and weekly services provided, including comprehensive reports on completed tasks, ongoing projects, and plans for future needs and demands.
- Act as a liaison for the Department(s) with other technical support staff/vendors and employees as needed, includes support regarding software problems, updates, fixes, new releases, and change requests.
- Ensures and maintains uptime and data recovery as needed, maintaining regular and dependable data backups.
- Maintain, monitor and ensure the integrity of applications and server infrastructure including; but not limited to conducting end user set-up, account management, carrying out routine system virus scans and virus file updates, etc.
- Maintain Active Directory Environment including; but not limited to user/group maintenance, and group policy management.
- Proactively identify and address server, technology, and application issues, taking appropriate actions to maximize operational efficiency within the 24/7 public safety operation.
- Position may require the operation of City vehicles and/or personal vehicles in order to conduct City business.
- Provides backup, support and guidance for other IT staff.
- Other duties as required.

### **Qualifications/Basic Job Requirements:**

- Associates Degree in Computer Science, IS or related field, or related experience, and a minimum of three (3) years experience supporting hardware and applications is required.
- Additional experience may be substituted for a degree requirement on a two-for-one per year basis.
- Public Safety Experience preferred.
- Entry-level experience in working with Windows Servers and Active Directory environments preferred.
- Ability to become certified and maintain certification in a variety of proprietary software and hardware in order to meet position requirements for maintenance, and troubleshooting.
- Technical aptitude and understanding with experience in prioritization.
- Ability to act as the first line of technical support fielding all requests submitted for support.
- Ability to act as a liaison between the Department and vendors regarding software problems, updates, fixes, new releases, and change requests.
- Must have experience identifying and resolving problems in diverse hardware and software environments.

# INNOVATION & TECHNOLOGY DEPARTMENT

## CITY OF BURLINGTON

149 Church Street, Burlington, VT 05401  
Phone: (802) 865-7000



- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to learn and effectively operate within all departmental, City regulations and program standards.
- Must have strong analytical skills.
- Ability to establish and maintain positive working relationships with co-workers, customers and other personnel, in a team environment.
- Must be able to listen to and appropriately react to a supervisor's constructive criticism and incorporate said criticism to improve employee performance.
- Ability to organize and prioritize workflow.
- Ability to improve service to internal and external customers is required as is a high level of personal creativity, initiative and enthusiasm to work within a constantly changing organization.
- Demonstrated ability to work with minimal supervision.
- Must complete a PHI and pass a criminal background check.
- Ability to comply with industry best-practices.
- Ability to travel to and from various work sites within the City of Burlington.
- Ability to obtain a valid driver's license within 45 days of hire and the continued maintenance of a valid driver's license. Operation of a City vehicle or personal vehicle to conduct City business without providing proof of a valid driver's license to Human Resources will not be permitted. A valid driver's license shall be defined as a current state of residence-issued license to operate a motor vehicle on public roadways. Position also requires the ability to be covered under the City's vehicle insurance policy prior to operation of any City vehicles or non-City vehicles for City business
- Ability to work nights, weekends and holidays as required.

### **Physical & Mental/Reasoning Requirements; Work Environment:**

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

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

# INNOVATION & TECHNOLOGY DEPARTMENT

## CITY OF BURLINGTON

149 Church Street, Burlington, VT 05401  
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### Appendix B

#### Reclassification: Technology Support Specialist – Innovation & Technology

#### City of Burlington Job Description

<b>Position Title:</b>	Technology Support Specialist		
<b>Department:</b>	Innovation & Technology		
<b>Reports to:</b>	Chief Innovation Officer	<b>Job Code:</b>	1264
<b>Pay Grade:</b>	TSS MFA	<b>Job Category:</b>	Regular
<b>Exempt/Non-Exempt:</b>	Non-Exempt	<b>Union:</b>	AFSCME
<b>Remote Work Rating:</b>	Tier 2		

This position serves as a main point of contact to the organization for information technology related problems. Responds to incoming requests for assistance with all IT-related issues across the City of Burlington. Triage calls and resolves issues as appropriate. Ensures delivery of excellent customer service through resolution of incidents. Thoroughly documents all actions in ticketing system. Evaluates new information systems products or services and suggests changes to existing products or services to better serve the end user. Recommends and develops systems and tools to more efficiently deliver end-user support, ensure network security, and protect the City's technology assets.

#### ESSENTIAL JOB FUNCTIONS:

- Provide support for any information technology issues and problems reported by phone, email and/or ticket management system including issues from the general City of Burlington employee population, Burlington Police Department, Burlington Fire Department, and the Patrick Leahy Burlington International Airport.
- Prioritize work and ensure successful resolution of all issues, ensuring that the end users' needs are met and work is completed according to criticality, policies, turn-around times and best practices.
- Support computers, laptops, tablets, smart phones and applications. Troubleshoot PC hardware, operating system(s) and application software issues as required.
- Visit end-users to provide support including, but not limited to, assisting with end-users moves, disconnecting and reconnecting PC's, installing and removing hardware, software, and peripheral devices, and troubleshooting application issues.
- Support the software and applications related to the creation of Burlington Police Department digital case files, digital evidence, and integration of these items into partner agency and vendor computer systems.
- Provide application support to users of the Burlington Police Department's digital security camera system, analog, digital/IP-based telephony and radio recording system, and the Department's digital identification creation system.
- Train end-users in the use of applications and technologies. Prepare basic training materials to assist new users.
- Provide application-specific support for core applications used across the City (including but not limited to email, Outlook, Office applications, ERP, CivicPlus, OpenGov).
- Coordinate building and deployment of desktops, laptops and other technology as directed.

# INNOVATION & TECHNOLOGY DEPARTMENT

## CITY OF BURLINGTON

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- Install, configure, and maintain software applications, as required by departments and in accordance with department policies.
- Serve as system administrator for systems and applications as directed.
- Refine and manage asset management system for effectively building and managing all PCs.
- Coordinate provisioning and tracking of technology assets (e.g. computers, tablets, phones).
- Create and maintain user accounts and permissions.
- Maintain user profiles, groups and policy on Active Directory servers.
- Escalate problems as required to colleagues and/or third parties for assistance.
- Log all help-desk requests in the help desk database, ensure descriptions are clear and accurate and prioritize calls to the appropriate technical support personnel.
- Create and maintain an internal knowledge base to track issue resolution details and provide self-help information to users.
- Regularly review tickets to identify patterns and opportunities to modify procedures to improve performance of user hardware and applications.
- Develop and maintain documentation of all procedures.
- Recommend modifications to procedures and workflow to ensure efficient and effective response to requests.
- Prepare regular reports and performance metrics about issues and activities.
- Provide backup and support for other IT staff as directed.
- Position may require the operation of City vehicles and/or personal vehicles in order to conduct City business.

### QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- Associates' Degree (or 3 years equivalent combination of formal education and/or related experience) required.
- Minimum of two years of experience in IT support in a networked office environment required, with a proficiency in a broad range of software and hardware.
- Must achieve and maintain Criminal Justice Information Services (CJIS) certification as established by the Federal Bureau of Investigation (FBI) within six (6) months of hire date.
- Ensure compliance with CJIS/FBI regulations to meet the evolving demands of public safety.
- A strong desire to continually improve service to internal and external customers is required, as is a high level of personal creativity, initiative and enthusiasm to work within a constantly changing organization.
- Ability to obtain a valid driver's license within 45 days of hire and the continued maintenance of a valid driver's license. Operation of a City vehicle or personal vehicle to conduct City business without providing proof of a valid driver's license to Human Resources will not be permitted. A valid driver's license shall be defined as a current state of residence-issued license to operate a motor vehicle on public roadways. Position also requires the ability to be covered under the City's vehicle insurance policy prior to operation of any City vehicles or non-City vehicles for City business.
- Ability to organize and prioritize workflow, ability to manage multiple responsibilities.
- Strong communication skills. Ability to give verbal instruction patiently to non-technical users.
- Familiarity with and/or ability and willingness to learn the following technologies **including but not limited to**:
  - Desktop: Microsoft Office, Office 365, DirSync, Webroot, Internet Explorer
  - Hardware: HP and Dell desktop and laptop computers; and iPad/ tablets; iPhone and Android smartphones, mobile device management, printers and printer management software
  - Dell Kace Management Appliance, Ultra VNC, Windows Active Directory, VPN technologies, support ticket

# INNOVATION & TECHNOLOGY DEPARTMENT

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systems

- Cloud-based applications (e.g. Office 365), Windows Server, FLIR, OpenGov, CivicPlus, ERP system
- Ability to adhere to established standards, policies and procedures and use good IT practices and discipline.
- Ability to learn a variety of software and hardware packages in order to meet position requirements for maintenance and troubleshooting.
- Knowledge of current PC and mobile computing technology
- Ability to establish and maintain positive working relationships with co-workers, customers and other personnel.
- Ability to work effectively in a team environment.
- Demonstrated ability to work with minimal supervision.
- Upon conditional offer of employment candidate must successfully complete background investigation.
- Must be able to listen to and appropriately react to a supervisor's constructive criticism and incorporate said criticism to improve employee performance.
- Ability to travel to and from various work sites within the City of Burlington, acting as courier with the need to transport various desktops, laptops and other technology.
- Ability to work occasional nights, weekends and holidays as required and directed.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Must complete a PHI, provide fingerprints, and pass a criminal background check.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

### Physical & Mental/Reasoning Requirements; Work Environment:

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

<input type="checkbox"/> seeing	<input type="checkbox"/> ability to move distances	<input type="checkbox"/> lifting (specify)
<input type="checkbox"/> color perception (red, green, amber)	within and between warehouses/offices	30 pounds
<input type="checkbox"/> hearing/listening	<input type="checkbox"/> climbing	<input type="checkbox"/> carrying (specify) 30 pounds
<input type="checkbox"/> clear speech	<input type="checkbox"/> ability to mount and dismount forklift/truck	<input type="checkbox"/> driving (local/over the road)
<input type="checkbox"/> touching	<input type="checkbox"/> dexterity	<input type="checkbox"/> pushing/pulling
<input type="checkbox"/> hand		
<input type="checkbox"/> finger		
<input type="checkbox"/> reading - basic	<input type="checkbox"/> math skills - basic	<input type="checkbox"/> analysis/comprehension
<input type="checkbox"/> reading - complex	<input type="checkbox"/> math skills - complex	<input type="checkbox"/> judgment/decision making
<input type="checkbox"/> writing - basic	<input type="checkbox"/> clerical	

# INNOVATION & TECHNOLOGY DEPARTMENT

## CITY OF BURLINGTON

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- writing - complex
- shift work
- works alone
- works with others
- verbal contact w/others
- face-to-face contact
- inside
- outside
- extreme heat
- extreme cold
- noise
- mechanical equipment
- electrical equipment
- pressurized equipment
- moving objects
- high places
- fumes/odors
- hazardous materials
- dirt/dust

### Supervision:

Directly Supervises:   0   Indirectly Supervises:   0  

### Approvals:

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Revised December 2022 with Remote Work Rating.  
Revised July 2025 with CJIS certification and system clarifications included.

## Board of Finance and City Council Submission Checklist

Version: April 2025

Department: Innovation & Technology      Submitter: Scot Barker  
 Title/Subject: Troy Hughes Reclassification from Help Desk Technician at BPD to Technology Support Specialist at City of Burlington Innovation & Technology.

Approval Requested:	Meeting Date:
<input type="checkbox"/> Board of Finance	Click or tap to enter a date.
<input type="checkbox"/> City Council	Click or tap to enter a date.
<input checked="" type="checkbox"/> Both BOF and Council	7/14/2025

### 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	7/8/2025	Scot Barker approved & submitted
Mayor's Office	Yes	7/9/2025	Joe Magee
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	7/9/2025	Erik Ramakrishnan
City Attorney's Office for memo and motion(s) or resolution(s)	Yes	7/9/2025	Erik Ramakrishnan
CAO for budget, financing, and memo	Yes	7/9/2025	Katherine Schad
Human Resources, if personnel action or policy	Yes	7/8/2025	Tim Clancy Approved
CIO, if IT-related	Yes	7/8/2025	Scot Barker approved & submitted



To: Board of Finance, City Council

From: Mary Danko, Library Director

Date: 07/11/25

Re: Impact Fee Request for \$200,000 towards **Library Preservation Project for the 1904 building (Preservation Project)**

## 1. PURPOSE

This memo seeks approval to use Impact Fees in the amount of \$200,000 for the Fletcher Free Library's (FFL) Preservation Project.

## 2. BACKGROUND

The Fletcher Free Library (FFL) was founded in 1873 and has proudly inhabited one of the four Carnegie public libraries in Vermont since 1904. Our beautiful Beaux-Arts building was slated for demolition in the 1970s due to a myriad of structural issues. A group of concerned citizens took action to not only restore the original building, but to add the 1981 addition that maintained the individuality and grandeur of the original building that was meticulously designed by famed architect, Walter R.B. Wilcox.

While FFL programs grow and adapt, the physical building limits opportunities. Our next renovation will transform the interior. Upgraded facilities will bring the building up to today's energy efficiency standards, meet modern technological needs, and serve the community into the future – while preserving a Burlington architectural gem.

The Library has worked on a Vision Plan and then a Schematic Design Project for our transformation. During the Schematic Design phase, a building assessment was completed and several areas in need of restoration and preservation were noted.

Exterior restoration and historic preservation are a critical first step to the larger renovation. The exterior of the building is suffering from lack of maintenance for many years. The building is decaying and in urgent need of attention to preserve a deteriorating historic landmark, protect and restore one of the largest public buildings in our City, and move the Library renovation toward the next phase of interior transformation. The historic windows need to be repaired as well as bricks and terra cotta need to be repointed and replaced as needed, as per recommendations in a 2022 FFL library assessment, to prepare for the larger renovation.

The Preservation Project is a continuing project from the Schematic Design (SD) Phase.

### 3 . PROJECT SCOPE for **Fletcher Free Library - Restoration & Preservation of Windows and Masonry to 1904 building**

The City of Burlington and Dore + Whittier entered into a Schematic Design agreement on 1/13/22 to develop Schematic Design documents that were to build off the FFL Visionary Redesign Project done in 2019.

Dore + Whittier performed the services of developing conceptual Schematic Design documents, which included floor plans, elevations, and sections to describe the building at a Schematic level. Design documents showed compliance with program elements, applicable building and zoning codes/setbacks, environmental and conservation requirements, and included provisions for required permits and variances. Design consideration considered alternative energy and energy conservation design and storm water collection and distribution systems. Also, provided site plans showing utilities, parking and access, site improvements and landscaping.

Recommendations were given based on work with City Utilities to include obtaining rebates, grants and efficiencies. Evaluations of the historical structure and the needs and requirements to maintain the integrity and the feel of the building, was developed.

We then entered into an Amendment with D+W in order to continue to undertake further schematic design work specific and detailed for the Restoration and Preservation of the Windows and Masonry of the 1904 building. This included:

- a. Additional site verification and spot-measurement
- b. Consultation with a Construction Manager (CM) to further develop the scope of work and means & methods of construction.
- c. Consultation with VT Division for Historic Preservation on plans for the façade & roof repairs.
- d. Development of schematic design floor plan for scope location, annotated building elevations and/or photographs assembled on drawing sheets indicating façade renovations and reconditioning, conceptual enlarged window elevations and details.
- e. Development of SD-level written specifications for the work.
- f. Review of the drawings and scope of work, and make modifications if needed.
- g. Prepare an estimated conceptual cost prepared by the CM.

The scope was developed and prepared by D+H and the City put out an RFPQ for construction contract.

### 4. ORIGINAL PROJECT FUNDING SOURCES

The entire FFL Preservation Project was to be funded by several funding sources that are in various stages of acceptance. Each funding source has its own requirements and timelines. All

of the funding sources had expressed their willingness to work together on this project as the goal for all of historic preservation of a significant building in the National Register of Historic Places.

1. NEH - National Endowment Humanities – 3:1 Match Required
  - Federal Government/NEH Grant - \$245,425
  - City of Burlington Match - \$736,275
    - **Total NEH Grant & COB Match funding - \$981,700**
  - Grant accepted by BOF/CC on 9/18/23
2. Senator Patrick Leahy CDS - Congressional Directed Spending - 1:1 Match Required
  - Federal Government/National Parks (NPS)-Save America’s Treasures (SAT) Grant-\$500,000
  - City of Burlington Match - \$500,000
    - **Total NPS/SAT Grant & COB Match Funding - \$1,000,000.00**
  - Grant acceptance by BOF/CC forthcoming
3. Vermont Historic Preservation –1:1 Match required
  - Vermont Historic Preservation (VHP) Grant - \$20,000
  - City of Burlington Match - \$20,000
    - **Total VHP & COB Match Funding - \$40,000.00**
  - Grant acceptance by BOF/CC forthcoming

TOTAL INITIAL FFL RESTORATION & PRESERVATION PROJECT FUNDING: \$2,021,700.00

### **FUNDING CHALLENGES and UPDATE**

During the process of working with the selected contractor, Neagley & Chase, it was discovered that the project would be much more economical to address all the needs of the deferred maintenance of the building while subcontractors are on site. The initial funding is not adequate to cover the breadth of work the entire project needs.

The additional funding needed to complete the entirety of \*ALL\* the preservation work is \$600,000. The Friends are in agreement that this is critical to the ongoing needs of the Library and is part of the Capital Campaign and have agreed to provide these funds as a grant.

Additionally, the Library was informed at around 5 PM on Friday, May 16<sup>th</sup> the National Endowment for the Humanities Grant of \$245,000.00 was rescinded by the Federal Government. This leaves an additional funding gap of \$245,000. Again, in their ever kindness and generosity, the Friends have once again stepped up to fill that gap.

The Friends had magnanimously offered to provide additional funding of \$845,000.00 to allow for the complete funding of this Preservation Project.

The request for approval for a grant from the Friends of \$845,000 to cover the loss of the NEH grant of \$245,000 and to provide an additional \$600,000 to cover the higher project costs for a total of \$845,000. This was approved by BOF and CC on June 2, 2025.

Since this approval it was realized that there are Impact Fees that can be used for this project. Approval of the use of these funds will reduce the Friends' Grant agreement from \$845,000 to \$645,000 allowing the Friends to Keep \$200,000 set aside for future Library support needs. The City Attorney, Mayor, and CAO have approved the use of Impact Fees for this project.

This will adjust the Friend's Grant agreement to \$645,000 and the payment schedule will be changed to 3 installments of \$215,000 on October 1, November 1, and December 1.

As was stated in the June 2, 2025 memo, should the project cost not require the full grant from the Friends, the final payment will be reduced accordingly and this unused amount of the Grant shall be returned to the Friends within 30 days of the work's completion. If the Federal Government rescinds their NEH rescission, any of the \$245,000 already spent from this Friends Grant will be reimbursed to the Friends, and if Federal funds are available before completion of the project, the amount of the Friends Grant will be reduced accordingly.

See table below summarizing updated available project funding.

<b>FFL Preservation Project Budget (7/3/25)</b>			
<b>Funding Type</b>	<b>Grant Revenue</b>	<b>Local Match</b>	<b>Total</b>
NEH	\$0.00	\$736,275.00	\$736,275.00
NPS/CDS	\$500,000.00	\$500,000.00	\$1,000,000.00
ACCD	\$20,000.00	\$20,000.00	\$40,000.00
Friends of FFL	\$645,000.00	\$0.00	\$645,000.00
Impact Fees	\$200,000.00		\$200,000.00
<b>Total:</b>	<b>\$1,365,000.00</b>	<b>\$1,256,275.00</b>	<b>\$2,621,275.00</b>

Below is the updated Project expense lines.

Total Funds Available	\$	2,621,275.00
Architect Fees Already Approved	\$	89,175.00
Construction		\$2,427,525.00
General Project Allowance	\$	104,575.00
Balance	\$	-

The General Project Allowance allows for contingency for both architectural and construction, as well as miscellaneous project costs.

## 6. DEPARTMENT RECOMMENDATIONS & MOTIONS

Board of Finance:

1. To approve and recommend that the City Council authorize the use of \$200,000 from Impact Fees in support of the FFL Preservation Project at 235 College Street.

2. To approve and recommend that the City Council authorize the Chief Administrative Officer to take all such further actions, including by taking any necessary steps to ensure the creation of the project budget reflecting the use Impact Fees, and to execute such further instruments approved as to form by the City Attorney, as may be necessary or convenient to effectuate the transactions contemplated hereby.

City Council:

1. To approve and authorize the use of Impact Fees in the amount not to exceed \$200,000 from the Friends of the Fletcher Free Library in support of the FFL Preservation Project at 235 College Street.

2. To approve and authorize the Chief Administrative Officer to take all such further actions, including by taking any necessary steps to ensure the creation of the project budget reflecting the use of Impact Fees, and to execute such further instruments approved as to form by the City Attorney, as may be necessary or convenient to effectuate the transactions contemplated hereby.

## Board of Finance and City Council Submission Checklist

Version: April 2025

Department: Fletcher Free Library (FFL) Submitter: Mary Danko

Title/Subject: FFL Preservation Project: Friends of the Fletcher Free Library Grant

Approval Requested:	Meeting Date:
<input checked="" type="checkbox"/> Board of Finance	7/14/2025
<input checked="" type="checkbox"/> City Council	8/4/2025
<input type="checkbox"/> Both BOF and Council	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	7/11/2025	Mary Danko
Mayor's Office	Yes	7/10/2025	Deputy Chief of Staff Joe Magee
Board/Commission	N/A	5/29/2025	Click or tap here to enter text.
City Attorney's Office for memo and contracts or legal documents	Yes	7/9/2025	CA K. Sturtevant
City Attorney's Office for memo and motion(s) or resolution(s)	Yes	7/9/2025	CA K. Sturtevant
CAO for budget, financing, and memo	Yes	7/10/2025	Director of Finance Bradley Kukenberger
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.



To: Board of Finance  
City Council

From: Megan Moir, Division Director - Water Resources  
Kate Komorowski, Director of Drinking Water Production

Cc: Chapin Spencer, DPW Director  
Tony Berry, Human Resources Manager

Date: July 14, 2025/August 4, 2025

Subject: Water Resources Water Personnel Reorganization - Various

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#### EXECUTIVE SUMMARY

The Water Resources Division (WRD) of the Department of Public Works (DPW) requests Board of Finance and City Council approval for the following reclassification:

1. Reclassification of the Senior Water Plant Mechanic (AFSCME Grade 18) to ASFCME Grade 19

Additional details are provided below in the background.

The review, update and reclassification of this position is consistent with the review, update and reclassification of the corollary position – Senior Wastewater Plant Mechanic – that was approved in June 2024. This position is currently vacant. There are funds available in the FY26 Water budget for this reclassification.

#### BACKGROUND

Over the last several years, WRD has made incremental and targeted adjustments to its staffing resources and staffing structure to address staffing resiliency (See current organizational chart Attachment A). The last significant personnel update was completed in June 2024<sup>1</sup>. Water Resources management strives regularly to review the job descriptions of positions throughout the organization – and in particular when there is a vacancy for a given position.

The Senior Wastewater Plant Mechanic position was reviewed, updated and regraded in June 2024 as part of a larger reorganization effort for the Wastewater Operations group. The Senior Water Plant Mechanic position is a corollary to the Wastewater position (focusing instead on the Drinking Water operational facilities). The previous Senior Water Plant Mechanic was recently promoted to Drinking Water Production Manager (May 2025), leaving the Senior Plant Mechanic position vacant. Before posting for recruitment, a review and similar update was needed for consistency and to support operational needs. Similar to the changes made for the Wastewater position, additional duties, responsibilities and certification requirements have been added to this position to support increasing the level of responsibility that the organization needs this position to exercise in their role. This includes, but is not limited to:

- Increased responsibility related to improving and leading the maintenance program for drinking water facilities

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<sup>1</sup> See <https://burlingtonvt.portal.civicclerk.com/event/7005/files/attachment/4998>

- Responsibility for identifying and overseeing work that needs to be performed by outside vendors
- Direct involvement in creation and update of standard operating procedures
- Increased experience requirement
- Addition of certifications related to asset management, OSHA 10 and 30 and electrical/arc flash training

The Senior Water Plant Mechanic position is currently AFSCME Grade 18. The Human Resources (HR) Grading Committee graded the Senior Water Plant Mechanic position as AFSCME Grade 19.

*Looking Ahead*

This request represents the continuation of incremental and necessary investment in not just the capital infrastructure for water resources, but also the human resources infrastructure needed to implement those projects and run the essential services provided by the Water Resources Division.

While no new staff additions are currently envisioned at this time, Water Resources continues to review its workgroups to ensure that job descriptions are updated as necessary and to evaluate where job description tiering may yield demonstrable benefits. Tiering is an important tool in the recruitment and retention toolbox for many reasons:

- Supports, encourages and financially compensates employee growth
- Allows the organization to increase the efficiency of its work by placing more responsibility on employees who have demonstrated proficiency and achieved certifications
- Entry level tiering provides the opportunity to hire workers with little to no training but with appropriate training level compensation until they reach basic proficiency levels

**BUDGET IMPACT**

The City’s Human Resources Department has reviewed the position description and determined the recommended pay scale for this updated position. The salary impact was calculated using the FY26 pay-scales. Funding for this proposed personnel change is available in the 5000\_100 and 5000\_910 Salary and Salary-Contingency expense lines of the FY26 Water Budget. Authorization of a budget neutral amendment is requested in this memo to distribute the necessary amount in the contingency line to the appropriate personnel expense lines once the new hire wage is determined.

Position	Grade	Salary Impact <sup>1</sup>
Reclassification of Senior Water Plant Mechanic	AFSCME, Grade 19	\$6,741

Notes

1) As position is currently vacant, using difference between Step 7 of Grade 18 vs. Grade 19.

Motions

Board of Finance Motion:

1. To approve and to recommend that City Council approve the:

- Reclassification of the Senior Water Plant Mechanic, a Regular, Full-time, Non-Exempt, AFSCME, Grade 18 position to Senior Water Plant Mechanic, a Regular, Full-time, Non-Exempt, AFSCME, Grade 19 position.
2. To approve and recommend that the City Council authorize the Chief Administrative Officer to approve budget neutral amendments to the FY26 Water budgets to move budgeted amounts from Salaries and Wages Total Compensation Contingency lines 460-19-400-000.5000\_910 to the appropriate personnel lines as needed to implement the above actions.

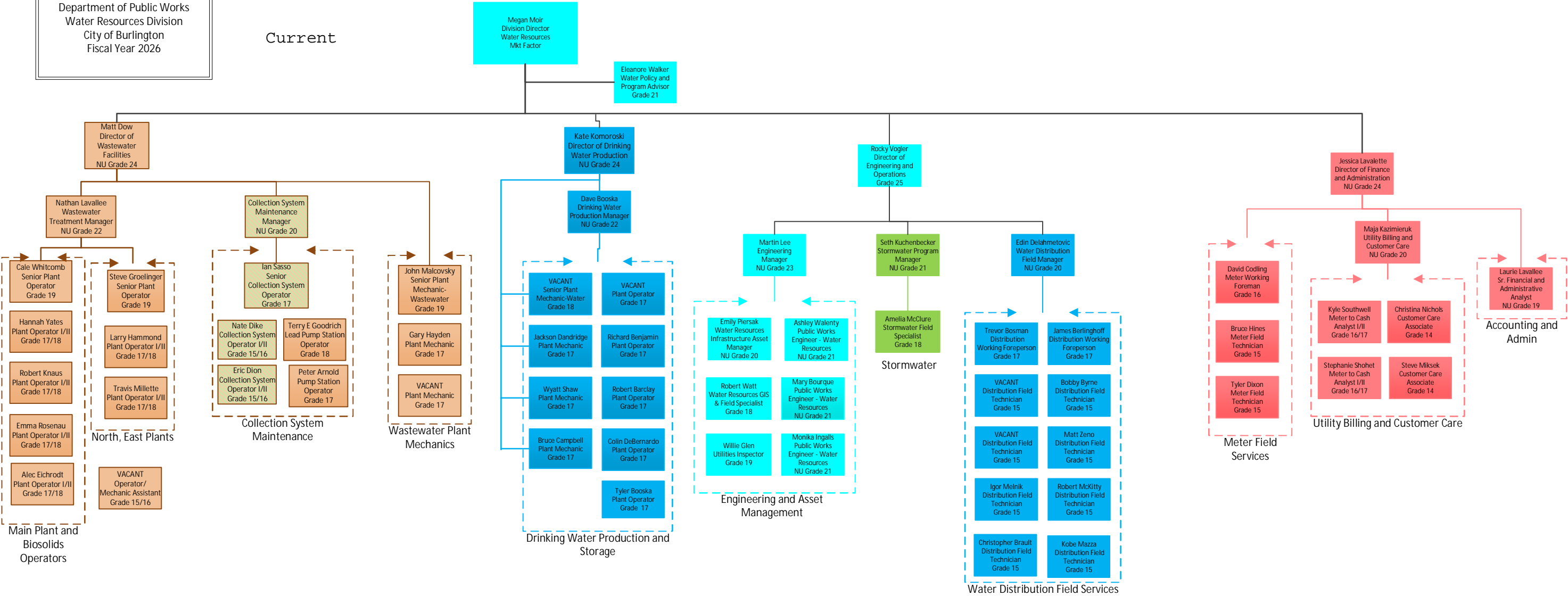
City Council Motion:

1. To approve the:
  - Reclassification of the Senior Water Plant Mechanic, a Regular, Full-time, Non-Exempt, AFSCME, Grade 18 position to Senior Water Plant Mechanic, a Regular, Full-time, Non-Exempt, AFSCME, Grade 19 position.
2. To approve and authorize the Chief Administrative Officer to approve budget neutral amendments to the FY26 Water budget to move budgeted amounts from Salaries and Wages Total Compensation Contingency lines 460-19-400-000.5000\_910 to the appropriate personnel lines as needed to implement the above actions.

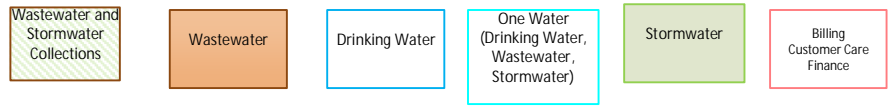
Attachments:

- A. Current Water Resources Division Organizational Chart
- B. Proposed Water Resources Division Organizational Chart
- C. Water Resources – Water Plant Team Current and Proposed Organizational Charts (Close Up)
- D. Job Description

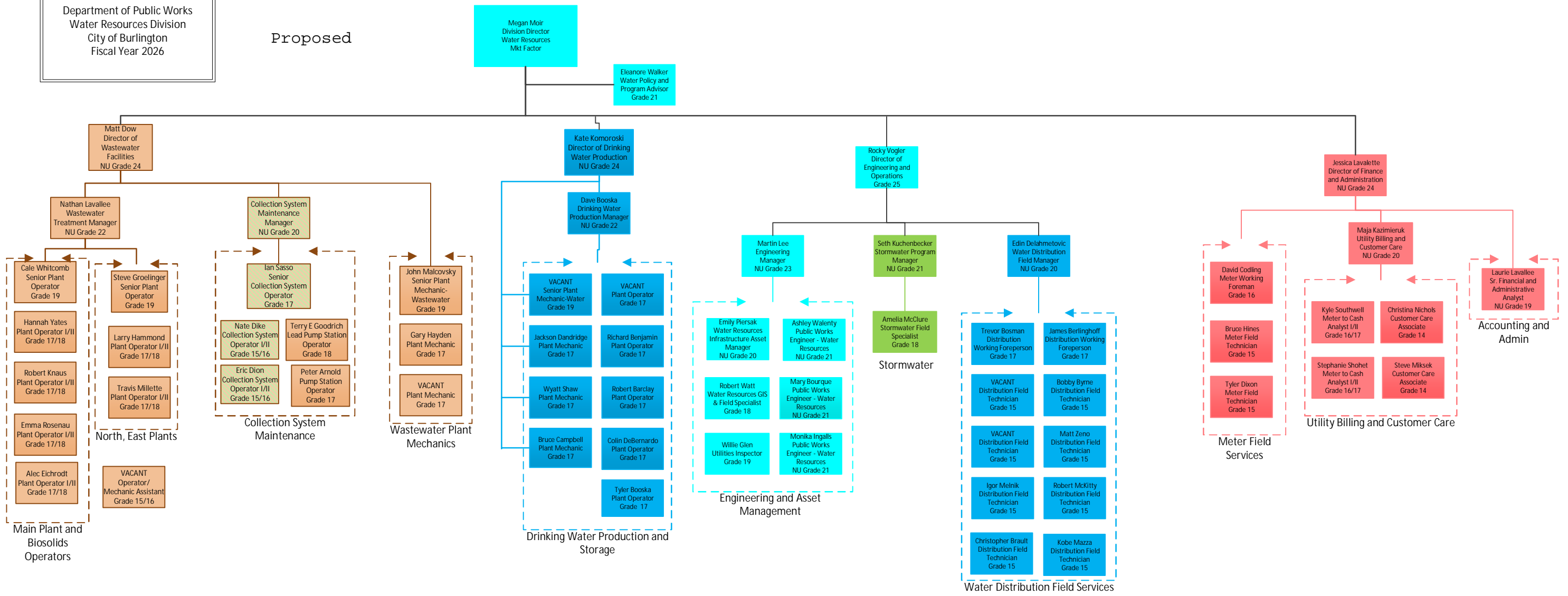
Current



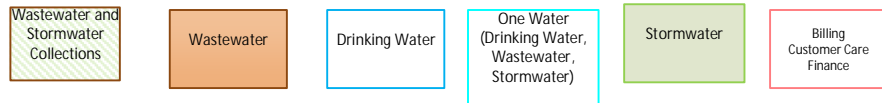
WORKGROUP FUNCTION KEY



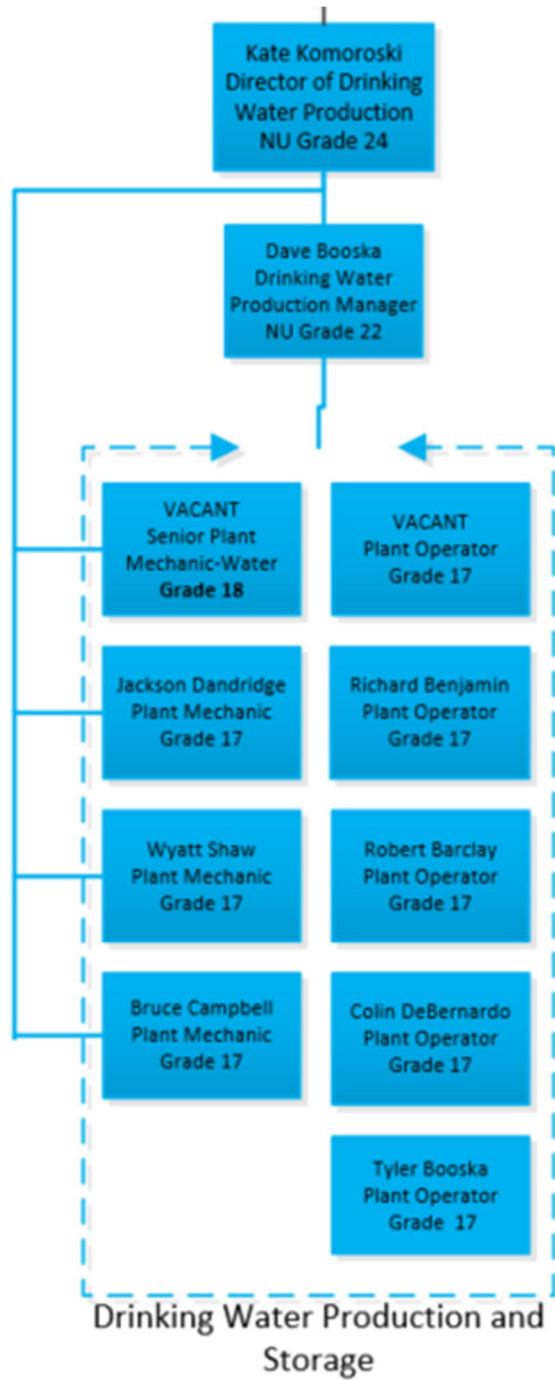
Proposed



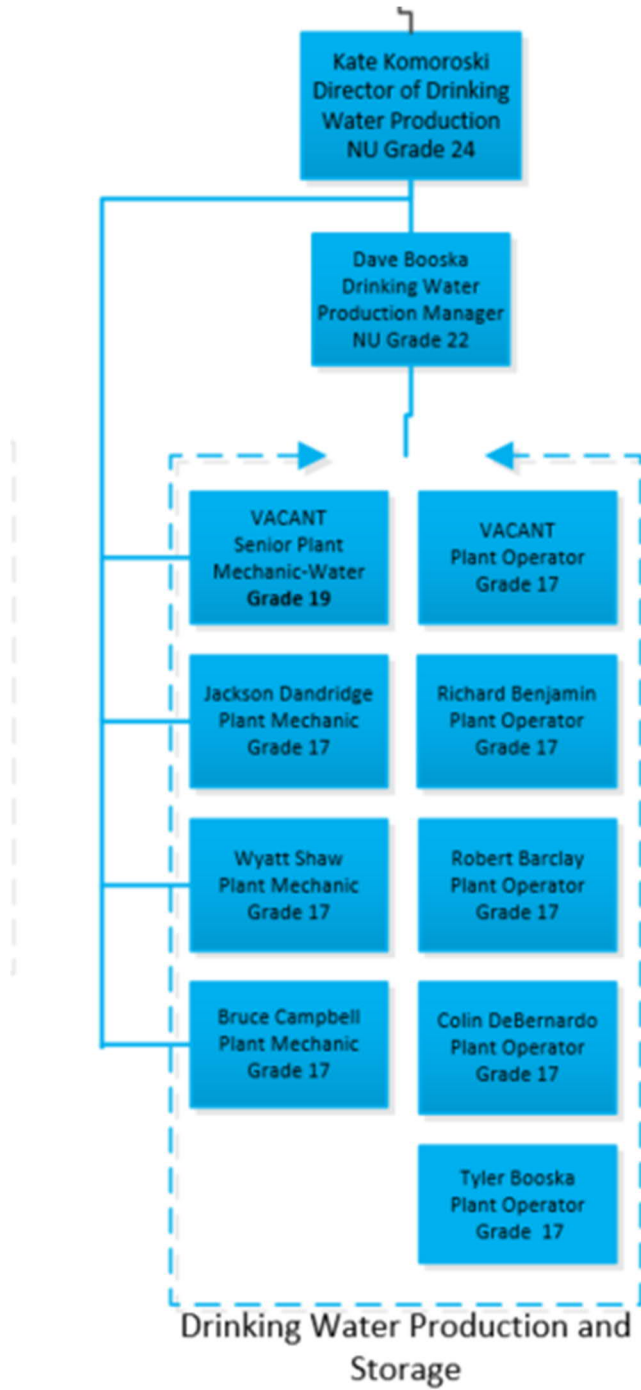
WORKGROUP FUNCTION KEY



Current Organizational Chart of the Workgroup



Proposed Organizational Chart of the Workgroup



## City of Burlington Job Description

**Position Title:** Senior Plant Mechanic - Water

**Department:** Department of Public Works

**Reports to:** ~~Chief Operator—Water Treatment Plant~~ Director of Drinking Water Production Director

**Pay Grade:** ~~1819~~

**Job Code:** 408

**Exempt/Non-Exempt:** Non-Exempt

**Union:** AFSCME

**General Purpose:** Under the direction of the Director of Drinking Water Production, ~~this~~ position is responsible for performing preventative and corrective maintenance at the Water Treatment Plant, reservoir, pump stations and tanks. Includes performing-leading electrical and mechanical maintenance and repairs on a variety of controls, receivers, transmitters, computers and process indicators to maintain the water treatment plant and remote pump stations. This position also schedules and oversees the work of the Water Plant Mechanics. In addition, ~~this~~ position is responsible for performing the duties of a water plant operator.

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

- ~~Under the guidance of the Assist-Chief Operator~~ Drinking Water Production Manager, assists with improving and leading the maintenance program for all aspects of ~~in~~ maintaining the water treatment plant, two pump stations, two-elevated storage tanks, and ~~the~~ reservoir storage system and water system interconnections. ~~and four water storage systems.~~
- Directs, ~~S~~ schedules-and, oversees and tracks the completion of daily shift activities of the Plant Mechanics and the preventative maintenance tasks assigned to Plant Operators.
- ~~Provides mechanical training and mechanical proficiency evaluation of other water staff, including plant mechanics and plant operators.~~
- Perform preventative and corrective maintenance on all plant equipment including pump rebuilding, motor maintenance, lubrication, use of inspection equipment, and cleaning equipment calibration and VFD's.
- Ensure capture and entry of mechanical related data ~~data~~ into applicable tracking systems such as computerized maintenance management systems (CMMS), daily operating sheets, preventative maintenance logs, and inspection logs.
- Troubleshoot, ~~and~~ repair and calibrate instrumentation, including but not limited to: repair or replace all electronic and mechanical instruments used in chemical dosages, monitoring flows, starting and stopping pumps, setting alarm points, calibrate ~~transmitters~~ calibrating transmitters, receivers and recorders, etc.

- Install, repair, operate and maintain all valves, gates, engines, pumps, other machinery and rotating equipment, including but not limited to: electric-driven pumps (up to 500 h.p.), diesel pumps, diesel generators, vacuum pumps, blowers, air compressors, large electric valves, and chemical feed pumps, as well as a variety of other equipment such as ventilators, heating systems, dehumidifiers and air conditioners.
- ~~Perform preventative and corrective maintenance on all plant equipment including pump rebuilding, motor maintenance, lubrication, use of inspection equipment, and cleaning equipment calibration and VFD's.~~
- Install, repair and maintain electrical and controls equipment, including but not limited to: motors, VFDs, PLCs, process instrumentation, telemetry equipment, lighting and security cameras.
- Check and maintain reservoir and high service tanks, including but not limited to, inspect tanks and record readings, inspect pumps, piping, buildings, grounds, and uninterrupted power supply and make repairs, etc.
- Serve as Plant Operator while simultaneously performing Plant Mechanic duties as necessary.
- Schedule equipment runs; record elapsed time reading and schedule pumps, blowers, and chemical feed pumps for even run time distribution and maintenance.
- Maintain parts and supplies; order parts, stock and inventory. Responsible for ensuring adequate supply of parts, supplies and back up equipment for critical plant infrastructure.
- Develop and implement preventative maintenance program for all plant and offsite equipment.
- Observe, report and assist with maintenance or other correction of abnormal conditions within mechanical processes, including safe working conditions.
- Brief Plant Operators on any problems or special situations which affect operation of plant. Monitors and provides updates for on-going mechanical and electrical issues to the Production management, mechanics and plant operators.
- Recommend design changes in the water plant.
- Provide technical expertise to consultants, engineers and contractors on large scale plant upgrades, changes and new systems.
- Schedule, organize and oversees work by contractors when needed for outside support, trouble shooting repairs and installs
- ~~Schedule factory representatives' visits; schedule systems and special projects to be worked on or experimented with in conjunction with factory service personnel.~~
- Follow written safety compliance procedures including but not limited to: Lockout/Tagout ~~and~~ Permit Confined Spaces and NFPA 73E.
- Oversee work performed by contractors on the mechanical or electrical systems.
- Attend training programs to keep skills and knowledge current with improvements and changes in plant equipment.
- With direction from Chief Operator/the Drinking Water Production Manager, implement mechanical and electrical training programs and evaluate skill proficiency of Plant Mechanics. Provides mechanical training and mechanical proficiency evaluation of other water staff, including plant mechanics and plant operators
- Assists Water management in the development and update of standard operating procedures for mechanical and electrical equipment.

- Perform building and grounds custodial duties.
- Participate in formalized training courses for fulfillment of licensing, state, federal or job requirements.
- Response to emergencies on weekends/evenings expected. May be required to participate in on-call rotation.
- Enters purchase orders for maintenance related purchases.
- On-Call and Shift Coverage as required.

**Non-Essential Job Functions:**

- Performs other duties as required.

**Qualifications/Basic Job Requirements:**

- High school diploma or equivalent required.
- Experience requirement Summary Table

<u>Degree</u>	<u>With following number of years experience in working in a an industrial trade performing preventative and corrective maintenance (such as a Water plant or physical plant operations).</u>	
	<u>Required</u>	<u>Preferred</u>
<u>Bachelor of Science in Engineering</u>	<u>Two (2) years</u>	<u>Three (3) years</u>
<u>Associates degree in Engineering, or a two year electrical or mechanical program.</u>	<u>Three (3) years</u>	<u>Four (4) years</u>
<u>High School Degree or equivalent</u>	<u>Eight (8) years</u>	<u>Ten (10) years</u>

- ~~Completion of mechanical/electrical program at a two-year technical college and one year experience in a water or wastewater plant performing preventative and corrective maintenance, or 3 years working in a water or wastewater plant or similar industrial or production setting performing preventative and corrective maintenance required.~~
- Satisfactory completion of training courses in mechanical/electrical maintenance fields required.
- Vermont State Operator Classification, Grade 4C or equivalent required or the ability to ~~obtain above certification~~ pass the licensing exam within one and one-half (1.5) years of date of hire required.
- ~~Demonstrated relevant proficient understanding of equipment and process control for all Water Plant facilities within 1 year.~~
- Completion of OSHA 10 required within 6 months. Completion of OSHA 30 within 2 years required.
- ~~Certification of training in Asset Management (CTAM) or equivalent is preferred; must be obtained within 1 year. is preferred, must be completed within 1 year.~~
- Ability to serve as arc flash qualified person after completion of NFPA 70E and Arc Flash training within 1.5 year.

- Previous experience with programmable logic controllers (PLCs) and variable frequency drives (VFDs) preferred. -
- Experience with computerized maintenance management/[asset management](#) systems preferred.
- Ability to obtain Forklift Operator certification required.
- Familiarity with Supervisory Control & Data Acquisition (SCADA) systems, with troubleshooting experience preferred.
- Journeyman electrician license preferred-.
- Ability to perform electrical and mechanical maintenance.
- Ability to troubleshoot and repair water plant and pump station mechanical and electrical problems.
- Ability to maintain and evaluate simple records and interpret blueprints and electrical diagrams.
- ~~Ability to comprehend and carry out written, oral and diagrammatic instructions.~~
- Ability to assume Water Plant Operator duties required.
- Ability to lead small teams.
- Ability to obtain and maintain a valid VT driver's license required.
- Ability to operate varied equipment such as test equipment, computers, welders, torches, drill press and grinders, etc, required.
- Respond to emergencies on weekends/evenings required.
- Demonstrated ability to perform physical aspects of position.
- Ability to maintain effective work relationships with other staff members
- Ability to comprehend and carry out written, oral and diagrammatic instructions
- Ability to diagnose abnormalities in mechanical and electrical systems.
- Ability to perform ordinary arithmetic calculations involving decimals and fractions.
- ~~Satisfactory completion of training courses in mechanical/electrical maintenance fields required.~~
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Satisfactory completion of training course in mechanical/electrical maintenance fields required.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to work weekdays as regular schedule with overtime as needed.
- Ability to provide relief operator coverage for open 12 hour shifts as needed based on needs of the 24-7 operations team.

### **Physical & Mental/Reasoning Requirements; Work Environment:**

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

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

<input checked="" type="checkbox"/>	<u>seeing</u>	<input checked="" type="checkbox"/>	<u>ability to move distances</u>
<input checked="" type="checkbox"/>	<u>color perception (red, green, amber)</u>	<input checked="" type="checkbox"/>	<u>lifting (75 pounds chest high, 2-3/daily)</u>
<input checked="" type="checkbox"/>	<u>hearing/listening</u>	<input checked="" type="checkbox"/>	<u>carrying (75 pounds)</u>
<input checked="" type="checkbox"/>	<u>clear speech</u>	<input checked="" type="checkbox"/>	<u>climbing</u>
<input checked="" type="checkbox"/>	<u>touching</u>	<input checked="" type="checkbox"/>	<u>driving (local / over the road)</u>
<input checked="" type="checkbox"/>	<u>dexterity</u>	<input checked="" type="checkbox"/>	<u>ability to mount and dismount forklift</u>
<input checked="" type="checkbox"/>	<u>hand</u>	<input checked="" type="checkbox"/>	<u>pushing/pulling</u>
<input checked="" type="checkbox"/>	<u>finger</u>	<input checked="" type="checkbox"/>	<u>shift work</u>
<input checked="" type="checkbox"/>	<u>reading – basic</u>	<input checked="" type="checkbox"/>	<u>moving objects</u>
<input checked="" type="checkbox"/>	<u>reading – complex</u>	<input checked="" type="checkbox"/>	<u>pressurized equipment</u>
	<u>math skills – basic</u>	<input checked="" type="checkbox"/>	<u>extreme heat</u>
<input checked="" type="checkbox"/>	<u>math skills – complex</u>	<input checked="" type="checkbox"/>	<u>extreme cold</u>
<input checked="" type="checkbox"/>	<u>writing – basic</u>	<input checked="" type="checkbox"/>	<u>high places</u>
	<u>writing – complex</u>	<input checked="" type="checkbox"/>	<u>noise</u>
<input checked="" type="checkbox"/>	<u>analysis/comprehension</u>	<input checked="" type="checkbox"/>	<u>fumes/odors</u>
<input checked="" type="checkbox"/>	<u>judgment/decision making</u>	<input checked="" type="checkbox"/>	<u>dirt/dust</u>
<input checked="" type="checkbox"/>	<u>clerical</u>	<input checked="" type="checkbox"/>	<u>hazardous materials</u>
<input checked="" type="checkbox"/>	<u>inside</u>	<input checked="" type="checkbox"/>	<u>electrical equipment</u>
<input checked="" type="checkbox"/>	<u>outside</u>	<input checked="" type="checkbox"/>	<u>mechanical equipment</u>
<input checked="" type="checkbox"/>	<u>works alone</u>		
<input checked="" type="checkbox"/>	<u>works with others</u>		
<input checked="" type="checkbox"/>	<u>face-to-face contact</u>		
<input checked="" type="checkbox"/>	<u>verbal contact w/others</u>		

**Supervision:**

Directly Supervises:   0  

Indirectly Supervises:   83  

**Disclaimer:**

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

**Approvals:**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

This position description is provided to AFSCME for information only. The City has no obligation to negotiate with AFSCME regarding changes in position descriptions. The City’s provision of revised position descriptions is in no way an admission of any obligation to negotiate or voluntary commitment to negotiate changes in position descriptions.

Created November 2015. Updated ~~April 2022~~ May June 2025

## City of Burlington Job Description

**Position Title:** Senior Plant Mechanic - Water

**Department:** Department of Public Works

**Reports to:** Director of Drinking Water Production

**Pay Grade:** 19

**Job Code:** 408

**Exempt/Non-Exempt:** Non-Exempt

**Union:** AFSCME

**General Purpose:** Under the direction of the Director of Drinking Water Production, this position is responsible for performing preventative and corrective maintenance at the Water Treatment Plant, reservoir, pump stations and tanks. Includes leading electrical and mechanical maintenance and repairs on a variety of controls, receivers, transmitters, computers and process indicators to maintain the water treatment plant and remote pump station. This position also schedules and oversees the work of the Water Plant Mechanics. In addition, this position is responsible for performing the duties of a water plant operator.

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

- Under the guidance of the Drinking Water Production Manager, assists with improving and leading the maintenance program for all aspects of the water treatment plant, pump stations, elevated storage tanks, reservoir storage system and water system interconnections. Directs, schedules, oversees and tracks the completion of daily shift activities of the Plant Mechanics and the preventative maintenance tasks assigned to Plant Operators.
- Perform preventative and corrective maintenance on all plant equipment including pump rebuilding, motor maintenance, lubrication, use of inspection equipment, and cleaning equipment calibration and VFD's.
- Ensure capture and entry of mechanical related data into applicable tracking systems such as computerized maintenance management systems (CMMS), daily operating sheets, preventative maintenance logs, and inspection logs.
- Troubleshoot, repair and calibrate instrumentation, including but not limited to: repair or replace all electronic and mechanical instruments used in chemical dosages, monitoring flows, starting and stopping pumps, setting alarm points, calibrating transmitters, receivers and recorders, etc.
- Install, repair, operate and maintain all valves, gates, engines, pumps, other machinery and rotating equipment, including but not limited to: electric-driven pumps (up to 500 h.p.), diesel pumps, diesel generators, vacuum pumps, blowers, air compressors, large electric valves, and chemical feed pumps, as well as a variety of other equipment such as

ventilators, heating systems, dehumidifiers and air conditioners.

- Install, repair and maintain electrical and controls equipment, including but not limited to: motors, VFDs, PLCs, process instrumentation, telemetry equipment, lighting and security cameras.
- Check and maintain reservoir and high service tanks, including but not limited to, inspect tanks and record readings, inspect pumps, piping, buildings, grounds, and uninterrupted power supply and make repairs, etc.
- Serve as Plant Operator while simultaneously performing Plant Mechanic duties as necessary.
- Schedule equipment runs; record elapsed time reading and schedule pumps, blowers, and chemical feed pumps for even run time distribution and maintenance.
- Maintain parts and supplies; order parts, stock and inventory. Responsible for ensuring adequate supply of parts, supplies and back up equipment for critical plant infrastructure.
- Develop and implement preventative maintenance program for all plant and offsite equipment.
- Observe, report and assist with maintenance or other correction of abnormal conditions within mechanical processes, including safe working conditions.
- Brief Plant Operators on any problems or special situations which affect operation of plant. Monitors and provides updates for on-going mechanical and electrical issues to the Production management, mechanics and plant operators.
- Recommend design changes in the water plant.
- Provide technical expertise to consultants, engineers and contractors on large scale plant upgrades, changes and new systems.
- Schedule, organize and oversees work by contractors when needed for outside support, trouble shooting repairs and installs
- Follow written safety compliance procedures including but not limited to: Lockout/Tagout, Permit Confined Spaces and NFPA 73E.
- Oversee work performed by contractors on the mechanical or electrical systems.
- Attend training programs to keep skills and knowledge current with improvements and changes in plant equipment.
- With direction from the Drinking Water Production Manager, implement mechanical and electrical training programs and evaluate skill proficiency of Plant Mechanics. Provides mechanical training and mechanical proficiency evaluation of other water staff, including plant mechanics and plant operators
- Assists Water management in the development and update of standard operating procedures for mechanical and electrical equipment.
- Perform building and grounds custodial duties.
- Participate in formalized training courses for fulfillment of licensing, state, federal or job requirements.
- Response to emergencies on weekends/evenings expected. May be required to participate in on-call rotation.
- Enters purchase orders for maintenance related purchases.
- On-Call and Shift Coverage as required.

**Non-Essential Job Functions:**

- Performs other duties as required.

**Qualifications/Basic Job Requirements:**

- High school diploma or equivalent required.
- Experience requirement Summary Table

Degree	With following number of years experience in working in a an industrial trade performing preventative and corrective maintenance (such as a Water plant or physical plant operations).	
	Required	Preferred
Bachelor of Science in Engineering	Two (2) years	Three (3) years
Associates degree in Engineering, or a two year electrical or mechanical program.	Three (3) years	Four (4) years
High School Degree or equivalent	Eight (8) years	Ten (10) years

- Satisfactory completion of training courses in mechanical/electrical maintenance fields required.
- Vermont State Operator Classification, Grade 4C or equivalent required or the ability to pass the licensing exam within one and one-half (1.5) years of date of hire required.
- Demonstrated relevant proficient understanding of equipment and process control for all Water Plant facilities within 1 year.
- Completion of OSHA 10 required within 6 months. Completion of OSHA 30 within 2 years required.
- Certification of training in Asset Management (CTAM) or equivalent is preferred; must be obtained within 1 year.
- Ability to serve as arc flash qualified person after completion of NFPA 70E and Arc Flash training within 1.5 year.
- Previous experience with programmable logic controllers (PLCs) and variable frequency drives (VFDs) preferred.
- Experience with computerized maintenance management/asset management systems preferred.
- Ability to obtain Forklift Operator certification required.
- Familiarity with Supervisory Control & Data Acquisition (SCADA) systems, with troubleshooting experience preferred.
- Journeyman electrician license preferred.
- Ability to perform electrical and mechanical maintenance.
- Ability to troubleshoot and repair water plant and pump station mechanical and electrical problems.
- Ability to maintain and evaluate simple records and interpret blueprints and electrical diagrams.
- Ability to assume Water Plant Operator duties required.

- Ability to lead small teams.
- Ability to obtain and maintain a valid VT driver’s license required.
- Ability to operate varied equipment such as test equipment, computers, welders, torches, drill press and grinders, etc, required.
- Respond to emergencies on weekends/evenings required.
- Demonstrated ability to perform physical aspects of position.
- Ability to maintain effective work relationships with other staff members
- Ability to comprehend and carry out written, oral and diagrammatic instructions
- Ability to diagnose abnormalities in mechanical and electrical systems.
- Ability to perform ordinary arithmetic calculations involving decimals and fractions.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Satisfactory completion of training course in mechanical/electrical maintenance fields required.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to work weekdays as regular schedule with overtime as needed.
- Ability to provide relief operator coverage for open 12 hour shifts as needed based on needs of the 24-7 operations team.

**Physical & Mental/Reasoning Requirements; Work Environment:**

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

x	seeing	x	ability to move distances
x	color perception (red, green, amber)	x	lifting (75 pounds chest high, 2-3/daily)
x	hearing/listening	x	carrying (75 pounds)
x	clear speech	x	climbing
x	touching	x	driving (local / over the road)
x	dexterity	x	ability to mount and dismount forklift
x	hand	x	pushing/pulling
x	finger	x	shift work
x	reading – basic	x	moving objects
x	reading – complex	x	pressurized equipment
	math skills – basic	x	extreme heat
x	math skills – complex	x	extreme cold
x	writing – basic	x	high places
	writing – complex	x	noise
x	analysis/comprehension	x	fumes/odors
x	judgment/decision making	x	dirt/dust

<input checked="" type="checkbox"/>	clerical	<input checked="" type="checkbox"/>	hazardous materials
<input checked="" type="checkbox"/>	inside	<input checked="" type="checkbox"/>	electrical equipment
<input checked="" type="checkbox"/>	outside	<input checked="" type="checkbox"/>	mechanical equipment
<input checked="" type="checkbox"/>	works alone		
<input checked="" type="checkbox"/>	works with others		
<input checked="" type="checkbox"/>	face-to-face contact		
<input checked="" type="checkbox"/>	verbal contact w/others		

**Supervision:**

Directly Supervises:   0  

Indirectly Supervises:   8  

**Disclaimer:**

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

**Approvals:**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

This position description is provided to AFSCME for information only. The City has no obligation to negotiate with AFSCME regarding changes in position descriptions. The City's provision of revised position descriptions is in no way an admission of any obligation to negotiate or voluntary commitment to negotiate changes in position descriptions.

Created November 2015. Updated June 2025

## Board of Finance and City Council Submission Checklist

Version: April 2025

Department: DPW – Water Resources      Submitter: Megan Moir / Kate Komorowski

Title/Subject: Reclassification of Senior Drinking Water Plant Mechanic position

Approval Requested:	Meeting Date:
<input checked="" type="checkbox"/> Board of Finance	7/14/2025
<input checked="" type="checkbox"/> City Council	8/4/2025
<input type="checkbox"/> Both BOF and Council	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	7/7/2025	Chapin Spencer
Mayor’s Office	Yes	7/9/2025	Joe Magee
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	N/A	7/8/2025	Erik Ramakrishnan
City Attorney’s Office for memo and motion(s) or resolution(s)	Yes	7/8/2025	Erik Ramakrishnan
CAO for budget, financing, and memo	Yes	7/9/2025	Brad Kukenberger
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.



**CITY OF BURLINGTON  
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A  
Post Office Box 849  
Burlington, VT 05402-0849  
802.863.9094 VOX  
802.863.0466 FAX  
802.863.0450 TTY  
[www.burlingtonvt.gov](http://www.burlingtonvt.gov)

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**Chapin Spencer**  
*DIRECTOR OF PUBLIC WORKS*

**MEMORANDUM**

TO: City of Burlington, Board of Finance and City Council

FROM: Corey Mims, PE, Senior Public Works Engineer

DATE: July 14, 2025 BOF & CC

CC: Chapin Spencer, Director of Public Works  
Laura Wheelock, PE, Assistant Director of Public Works/City Engineer  
Jack Keller, PE, Public Works Engineer

RE: Budget Amendment Authorization - Champlain Parkway Project Initial Construction Contract

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**Request:**

The Department of Public Works (“DPW”) is requesting the Board of Finance to approve and recommend the City Council authorize the Chief Administrative Officer (or their designee) execute a neutral Champlain Parkway project budget amendment to modify and correct project revenues, and further approve and authorize the Chief Administrative Officer (or their designee) to execute necessary transfers in furtherance of the neutral project budget adjustment.

**Background:**

In 2019 the City had prepared to put out for bid the Champlain Parkway Project. Due to the project litigation at that time bidding was delayed. As part of this earlier preparation DPW had executed agreements with utility companies known to have occupancy in the project corridor. These agreements identified the utilities’ financial responsibilities for utility relocation and undergrounding. It was determined that a portion of the costs for relocation and undergrounding utilities would be eligible under the project’s federal and state participation with pass through costs to the City. The MOU with Burlington Electric Department was an exception to this, which identified a 50/50 cost split between BED and DPW for the costs not reimbursable by federal/state partners.

On September 13, 2021 DPW staff presented to the Board of Finance and City Council the South End Construction Coordination Plan which introduced the idea of a two-phase construction of the Champlain Parkway Project – as part of an overall sequencing plan for South End capital projects, to minimize community impacts. With Council support, the

Champlain Parkway Project team split the project's construction into two separate construction phases, the "Initial" and "Final" phases.

On April 25, 2022 the City of Burlington approved the authorization to execute the Champlain Parkway Initial Construction Contract with SD Ireland Kubricky JV LLC in an amount of \$40,980,143.40 with an additional \$4,098,014 (10%) in contingency funds, totaling up to \$45,078,157.40.

On February 20, 2024 the City of Burlington authorized an increase to the Champlain Parkway FY24 project budget to continue approved project activities in FY24. This budget amendment introduced \$895,000 of new revenue/non-grant reimbursable expenses to the project budget for utility relocation.

This current memo and related motions seeks to correct City's accounting and further increase reimbursable revenues while transferring expenses to the correct funding sources for the Champlain Parkway Project budget due to reasons listed below. These changes would not require an increase to the previously-authorized Champlain Parkway project budget.

- The remaining construction change orders of both Participating, Non-Participating and Non-Participating Reimbursable project costs
- The need to re-assign project expenses to the proper Water Resources and Traffic funding sources for required field changes to water and traffic infrastructure per requested project scope changes
- The need to reconcile project expenses to the correct Participating/Non-Participating revenue and expense line items

DPW Staff and our resident engineer on the project have reviewed the project budget expenses and found them to be reasonable and appropriate. Some of the expenses, such as the utility relocation costs, were above previous projections and were required to build the project as designed. A number of the City-requested investments sought to take advantage of this active project to make efficient and related infrastructure upgrades including:

- Upsizing the water main on Lakeside Avenue to accommodate continued South End development
- Add Traffic upgrades to intersection detection equipment and additional service disconnects for better public safety
- Additional BED conduit installation for potential future usage

For the public, project information can always be found on the project's website: [www.champlainparkway.com](http://www.champlainparkway.com). There is also a mailing list sign up on the website so stakeholders can stay up to date on construction and other news. Councilors are welcome to reach out to the project team with specific questions:

- Corey Mims, [cmims@burlingtonvt.gov](mailto:cmims@burlingtonvt.gov)
- Jack Keller, [jckeller@burlingtonvt.gov](mailto:jckeller@burlingtonvt.gov)

### **Financials:**

The existing funding for this project comes from several sources:

- Cooperative Agreement with VTrans. The funding breakdown for this grant is 95% Federal, 3% State, and 2% Local Match for participating project expenses.
- Street Capital: 2% Local Match comes from Street Capital funds currently assigned to the project.
- General Fund Bond: Used to pay for non-participating costs to the City
- Petroleum Cleanup Funds: Project incurred costs for the petroleum cleanup upfront and submitted for reimbursement from the State
- DPW Water Resources: Project reimbursement for non-participating costs associated with additional scope requests made by Water Resources
- DPW Traffic: Project reimbursement for non-participating costs associated with additional scope requests made by the Parking & Traffic Division
- Utility Relocation Agreements: Project will seek reimbursement from the following companies based on individual infrastructure costs. In total an estimated \$840,000 will be billed.
  - Burlington Telecom
  - Century Link/Lumen
  - Comcast
  - Consolidated
  - First Light
  - Vermont Telephone
  - BED\*

\*BED Utility Relocation Agreement – BED is currently estimated to be responsible for ~\$147,000 to the project for relocation and undergrounding of their infrastructure to date.

**Motions**

**Actions for Board of Finance:**

1. To approve and recommend the City Council authorize the Chief Administrative Officer (or their designee) execute a neutral Champlain Parkway project budget amendment to modify and correct project revenues, and further approve and authorize the Chief Administrative Officer (or their designee) to execute necessary transfers in furtherance of the neutral project budget adjustment.

**Actions for City Council:**

1. To authorize the Chief Administrative Officer (or their designee) execute a neutral Champlain Parkway project budget amendment to modify and correct project revenues, and further approve and authorize the Chief Administrative Officer (or their designee) to execute necessary transfers in furtherance of the neutral project budget adjustment.

## Board of Finance and City Council Submission Checklist

Version: April 2025

Department: DPW-Tech Services      Submitter: Corey Mims  
 Budget Amendment Authorization - Champlain Parkway Project Initial  
 Title/Subject: Construction Contract

Approval Requested:	Meeting Date:
<input type="checkbox"/> Board of Finance	7/14/2025
<input type="checkbox"/> City Council	7/14/2025
<input checked="" type="checkbox"/> Both BOF and Council	7/14/2025

### Instructions

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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	7/7/2025	Erik Ramakrishnan
CAO for budget, financing, and memo	Yes	7/8/2025	Brad Kukenberger
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.



**City of Burlington  
Fleet Committee**

645 Pine Street  
Burlington, VT 05402  
802.863.9094

Date: July 14, 2025

To: Board of Finance/City Council

From: Fleet Committee  
Chapin Spencer, Director, Public Works  
Katherine Schad, Chief Administrative Officer, Clerk/Treasurer's Office  
Michael Curtin, Battalion Chief, Burlington Fire Department  
Deryk Roach, Parks Maint. & Operations Superintendent, Parks, Rec. & Waterfront  
Lee Perry, Division Director – Maintenance Division, Public Works  
Ashley Parker, Capital Program Director, Clerk/Treasurer's Office  
Dave Hammond, Fleet Manager, Public Works  
Shannon Trammell, Executive Manager, Burlington Police Department

Subject: **FY26 Vehicle Purchase Recommendation**

**REQUEST:**

The Fleet Committee requests the Board of Finance (BOF) approve and recommend the City Council approve the proposed FY26 vehicle purchase recommendations and list of vehicles to sell at auction.

**BACKGROUND:**

Annually, the City's interdepartmental Fleet committee, staffed by the Department of Public Works (DPW) Fleet Manager Dave Hammond, coordinates fleet purchases for the General Fund (GF) and several enterprise/special revenue funds in order to realize cost savings and provide management oversight. Per the City of Burlington Fleet Policy, the Fleet Manager and the Maintenance Division Director meet with each Department head, or their designee, to review their annual recommended Fleet replacements and receive input on upcoming vehicle/equipment needs. With that information, the Fleet Manager researched electric and hybrid options for each item, calculated the carbon pricing on fossil fuel options, and made a recommendation to the Fleet Committee at the Fleet Committee's quarterly meeting on June 18, 2025, where the list was discussed and reviewed further. The Committee then recommended the lists below for vehicles to purchase, sell or trade and now seeks approval by the TEUC, Board of Finance and City Council.

The Fleet Committee is recommending (17) vehicles/pieces of equipment be replaced in FY26. The vehicles/equipment to be replaced and purchased are for enterprise/special revenue and GF departments. Thanks to voters on Town Meeting Day 2025, there is \$3M available from the \$20M General Obligation (GO) bond for the purchase of GF vehicles in FY26. Other FY26 General Fund vehicle purchases are being recommended as other funding sources have been confirmed and recommended by the Director of

Finance. All purchases recommended for enterprise/special revenue departments will be budgeted for and funded by their own revenue streams.

The recommended purchase list has been reviewed by the Fleet Committee and Burlington Electric Department (BED) for additional recommendations. There will be two (2) electric vehicles (EV) purchased in FY26 and the replacement of one internal combustion engine with an EV from another department. BED had no other recommendations for electric or hybrid vehicles on the FY26 vehicle/equipment purchase list. The FY26 Fleet replacement list was presented to the Transportation, Energy, and Utilities Committee (TEUC) of the City Council, at their June 23, 2025, meeting where representatives of the Fleet Committee received feedback from the TEUC Committee members with concerns that there were not enough internal combustion engine (ICE) vehicles being replaced with EV's, where in previous fiscal years the replacement percentages were sometimes higher. The TEUC asked that we research possible EV replacements for the FY26 vehicle replacement list, specifically ambulances, as well as clarification as to why we would not be replacing ICE vehicles with EV options. We conducted additional review on the availability, performance and cost of EVs in the heavy vehicle sector, and we are maintaining our existing fleet recommendation. (See Attachment E Vehicle Cost Chart & EV/Hybrid Comparison).

The Fleet Committee has worked hard to balance three key policy goals:

1) the City's 2030 Net Zero energy goal, 2) the City's operations and safety goal to replace as much of the Fleet that is at end of life as possible, and 3) manage the fleet in the most cost-effective manner possible.

(See Attachment A for vehicle replacement list).

### **RECOMMENDED FY26 FLEET PURCHASES:**

Until the recent voter-approved \$20M GO bond on Town Meeting Day in March 2025, General Fund Fleet purchases have been deferred over the past few fiscal years due to insufficient revenues being available to purchase new vehicles. The new GO bond will allocate up to \$3M for General Fund fleet vehicle purchases beginning in FY26. The Fleet Manager has established a list of vehicle/equipment to be purchased utilizing the bond proceeds from the deferred vehicle/equipment list based on a condition/cost assessment and departmental needs. While this process will allow Fleet to replace some vehicles from the deferred list, staff are continuing to work on a long-term strategy to fund FY27 and future General Fund vehicle/equipment replacement needs. This will likely resemble the creation of an Internal Service Fund for Fleet specifically.

The Fleet Manager has compiled and is proposing a list of seven (7) vehicles to purchase for the General Fund with GO bond proceeds (Series 2025B). This list currently includes: an ambulance, ladder truck, three (3) dump trucks with plow, salter, or sander attachments, commercial mower, and sidewalk tractor. The current list uses most, but not all of the available GO bond funding, requiring the Fleet Manager and Fleet Committee to continue efforts to build a more sustainable, ongoing funding source for GF fleet needs.

In addition, General Fund fleet gains (revenue from the sale of the City's used vehicles) have been identified that can support the replacement of three police cruisers, two of which were previously totaled and never replaced due to lack of funding.

There are four (4) vehicles recommended for purchase for departments and divisions categorized as enterprise/special revenue funds. This includes a service truck for Wastewater (Water Resources); a Ford Lightning for Traffic, a pickup with a plow for Traffic, and a vehicle replacement for Parks as they transfer their existing Chevy Bolt to Parking Services. These purchases/replacements will be funded by revenues brought in by these departments/divisions and have been incorporated into these Department's FY26 budgets.

(See Attachment B for Fleet Funding History)

## **DEFERRED GF FLEET VEHICLES:**

As noted previously, replacement of GF fleet vehicles and equipment was deferred in FY24 and FY25. The deferred list currently has 85 vehicles/equipment from various GF departments totaling about \$5,245,838. Of the 85 vehicles, 16 are in urgent need of replacement, and 7 of those are included in the FY26 fleet purchasing list. There are a few items on the overall deferred list that can be deferred for a number of years because they are limited use, have limited wear, and are not expensive to maintain. Not all of the vehicles on the replacement list are eligible to be purchased with the available GO bond proceeds and need to be supported with other to-be-identified revenue sources.

As we consider the growing age and number of deferred vehicles in our fleet, the need to maintain and repair the vehicles/equipment becomes a factor. The priority of our Fleet Maintenance team has shifted from a preventative maintenance program with intermittent repairs, to a more responsive maintenance program performing more repairs than preventative maintenance. The national average for preventative maintenance to repairs is ~70%, meaning 70% of Fleet Technicians time should be spent performing preventative maintenance (i.e. lube, oil, filter changes, brakes, and other levels of services). Comparatively, DPW Fleet Technicians are currently spending 48% of their time performing preventative maintenance and currently have 150 assets that are overdue on their scheduled maintenance service.

Our current staff of 7 Fleet Technicians is trying to keep up with preventative maintenance and repairs. Fleet Maintenance has also outsourced larger repairs, or repairs that we do not have the bandwidth to complete in-house, by utilizing our Contractual Vehicle Repair budget. As our fleet continues to age, with no sustainable replacement funding, costs for these repairs will continue to increase.

(See attachment C urgent need deferred list)

**CITY’S NETZERO BY 2030 GOAL – FEET UPDATE:**

The Fleet Manager and the Fleet Committee have worked to advance the electrification of the City’s fleet where possible. This is based on the needs of the department, whether the EV technology can support those needs, as well as the consideration of whether the EV can provide safe and efficient service to the City’s residents. All new proposed fleet purchases will continue to be reviewed for potential EV replacement.

(See attachment D Fleet electrification progression)

**SUGGESTED BOARD OF FINANCE MOTION:**

1. To approve and recommend the City Council approve the proposed FY26 Fleet Purchasing List as detailed in Attachment A vehicle replacement list and authorize the Director of the Department of Public Works to purchase the vehicles listed therein, for a total authorized expenditure in an amount not to exceed \$3,771,000.
2. To approve and recommend that the City Council authorize the Director of the Department of Public Works or designee to dispose of the FY26 replaced vehicles/equipment through any of the following means, as they shall in their reasonable judgement determine to be in the City’s best interest, and to take such further actions and execute such further instruments approved as to form by the City attorney as may be necessary or convenient to effectuate the transactions contemplated hereby; auction the vehicles/equipment through any of various online public auctions; by trade-in where vehicle/equipment is being purchased; or, if the vehicle is of no value to the vendor, Fleet Maintenance will have the vehicle/equipment, hauled away for scrap at the current market price.

**SUGGESTED CITY COUNCIL MOTION:**

1. To approve the proposed FY26 Fleet Purchasing List as detailed in Attachment A vehicle replacement list and authorize the Director of the Department of Public Works to purchase the vehicles listed therein, for a total authorized expenditure in an amount not to exceed \$3,771,000.
2. To approve the Director of the Department of Public Works or designee to dispose of the FY26 replaced vehicles/equipment through any of the following means, as they shall in their reasonable judgment determine to be in the City’s best interest, and to take such further actions and execute such further instruments approved as to form by the City Attorney as may be necessary or convenient to effectuate the transactions contemplated hereby; auction the vehicle/equipment through any of various online public auctions; by trade-in where vehicle/equipment is being purchase; or if the vehicle is of no value to the vendor, Fleet Maintenance will have the vehicle/equipment, hauled away for scrap at the current market price.

**ATTACHMENT A:**

**Vehicle Replacement Lists:**

<b>FY'26 Fleet Purchase Replacement List (GO Bond 2025B)</b>				
<b>Vehicle</b>	<b>Life Span-Year Purchased</b>	<b>Replacement Cost</b>	<b>Order Year</b>	<b>Estimated Receipt Of Vehicle</b>
Ladder Truck	12 Year, 2011	\$1,600,000	FY26	36 Months
Medium Duty Dump/Plow Truck (Parks)	12 Year, 2002	\$120,000	FY26	12 Months
Medium Duty Dump/Plow Truck, With Wing & Salter (Street Maintenance)	12 Year, 2010	\$152,000	FY26	12 Months
Heavy Duty Plow Truck (Street Maintenance)	12 Year, 2012	\$238,000	FY26	24 Months
Sidewalk Tractor (Street Maintenance)	8 Year, 2011	\$180,000	FY26	6-12 Months
Jacobsen Mower (Parks)	8 Year, 2016	\$130,000.00	FY26	3 Months
Ambulance	10 Year, 2016	\$420,000.00	FY26	36 Months
<b>Total Cost:</b>		<b>\$2,840,000.00</b>		

<b>FY'26 Fleet Purchase Replacement List, (Non-GO Bond 2025B) GF, Revenue/Special Revenue Departments.</b>				
Police Cruiser	5 Year, 2015	\$70,000	FY26	12 Months
Police Cruiser	5 Year, 2017	\$70,000	FY26	12 Months
Police Cruiser	5 Year, 2018	\$70,000	FY26	12 Months
Ambulance	10 Year, 2014	\$420,000	FY26	24 Months
Z Turn Mower (Parks)	10 Year, 2014	\$15,000	FY26	3 Months
Ford Lightning (Parks)	10 Year, 2020	\$47,500	FY26	6 Months
1 Ton Service Truck (Wastewater)	10 Year, 2015	\$107,000	FY26	12 Months
Ford Lightning (Traffic)	10 Year, 2008	\$47,500	FY26	6 Months
¾ Ton Crew Cab Pickup With Salter & Plow (Traffic)	10 Year, 2010	\$68,000	FY26	6 Months
*Chevy Bolt (Traffic)	7 Year, 2018	\$16,000	FY26	6 Months
<b>Total Cost:</b>		<b>\$931,000</b>		

\*Traffic purchasing Chevy Bolt from Parks, not a new purchase. Will move to Traffic when Parks receives the Ford Lightning.

## **ATTACHMENT B: Fleet Funding History:**

Below is a brief timeline of how funding was supported for the City's fleet, and how it has changed over time. It provides the framework for understanding how the past has shaped the present and may provide guidance for helping us determine a new strategy focused on long-term sustainability.

- FY12-FY15: Moratorium on the purchase of new vehicles due to the City's financial challenges.
- FY16: The City began to purchase new vehicles again – this time utilizing FY17 a master lease. At this time, an informal fleet team started creating a list of vehicles needed each year to help the City forecast needs over time.
- FY17: The sustainable infrastructure bond, approved by voters in November 2016, replaced 3 fire trucks for \$3.3 million.
- FY17-FY18: The fleet team began creating a spreadsheet to track sustainable investment in fleet. The strategy of using master leases was working, but projections were showing financial challenges for fleet funding in out years due to increased debt payments.
- FY18: The City contracted with a fleet consultant to review how fleet was structured and recommended improvements. This resulted in a new Fleet Policy, the Fleet Committee, and a spreadsheet of needs from the consultant.
- October 24, 2019: The Fleet Policy was approved by the city Council.
- FY20: The Fleet Team estimated that the sustainable fleet replacement need was approximately \$2,700,000/year. Up to this point, fleet funding had been by department. As part of the Fleet Committee and Fleet Policy development, all fleet related resources were pooled across departments into one location in order to create efficiencies in purchasing and revenues.
- FY20-FY22: It appears due to staff transitions and focus on the pandemic that during this time staff lost track of the strategic focus on need for General Fund money for lease payments.
- FY23: The Fleet Team requested the use of \$715,000 of General Fund monies to support lease payments in FY23, as we were reaching the end of the Fleet reserve funds. At that time, the Fleet Team communicated that lease payments in FY24 & FY25 were going to require the same significant General Fund support.
- FY24: Freeze on the purchase of new vehicles for General Fund departments and a focus on the funding of FY24 General Fund lease payments. The City funded an electrification and revenue generating study done by consultant Move EV.
- FY25: Freeze on the purchase of new vehicles for General Fund Departments and a focus on the funding of FY25 General Fund lease payments.
- FY26: Voter approval in March of the \$20 Million General Obligation bond enabled the Fleet Team to use \$3 Million for General Fund Fleet purchases.

**ATTACHMENT C:**

**Vehicle Urgent Need List:**

Vehicle Urgent Need List FY26					
Vehicle	Department	Year	Make	Model	Replacement Cost
P08	Police	2018	Ford	Explorer	\$70,000
P11	Police	2017	Ford	Explorer	\$70,000
P13	Police	2017	Ford	Explorer	\$70,000
P14	Police	2018	Ford	Explorer	\$70,000
P17	Police	2018	Ford	Explorer	\$70,000
S24	DPW Streets	2017	Trackless	MT-6	\$180,000
S75	DPW Streets	2008	International	7500 Work Star	\$238,000
S77	DPW Streets	2016	International	7400	\$238,000

**ATTACHMENT D:  
Fleet Electrification Progression:**

	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	AVG
ELECTRIC	0	1	6	7	4	3	3	2	3.25
HYBRID	5	3	4	6	1	2	1	3	3.13
TOTAL FLEET PURCHASE	13	16	28	24	18	7	6	17	16.13
% OF EV	0%	6%	21%	29%	22%	43%	50%	12%	20%
TOTAL COST OF EV	\$0	\$23,400	\$140,627	\$504,000	\$100,000	\$124,000	\$60,000	\$47,500	\$124,941
% OF HYBRID	38%	19%	14%	25%	6%	29%	17%	18%	22%
TOTAL COST OF HYBRID	\$133,388	\$141,289	\$111,147	\$190,860	\$23,000	\$60,000	\$47,050	\$244,000	\$118,842
TOTAL COST OF CARBON SAVED EV			\$6,836	\$17,076	\$0	\$3,165	\$2,500	\$1,500	\$5,180
TOTAL COST OF CARBON SAVED HYBRID			\$3,012	\$6,095	\$1,376	\$1,146	\$4,000	\$8,280	\$3,985
TOTAL POWERED FLEET	295 AS OF 6-18-25								
TOTAL EV	34								
TOTAL HYBRID	17								
TOTAL EV PERCENT	11.53%								
TOTAL HYBRID PERCENT	5.76%								

\* DOES NOT INCLUDE TRAILERS, BICYCLES OR OTHER NON POWERED EQUIPMENT  
\*INCLUDES WATER RESOURCES AND TRAFFIC

PROPOSED	FY26
ELECTRIC	2
HYBRID	3
TOTAL	17
% OF EV	12%
TOTAL COST OF EV	\$47,500
% OF HYBRID	18%
TOTAL COST OF HYBRID	\$184,000
TOTAL COST OF CARBON SAVED EV	\$1,500
TOTAL COST OF CARBON SAVED HYBRID	\$8,280

**ATTACHMENT D:  
VEHICLE COST CHART, EV/HYBRID COMPARISON & RECOMMENDATION & EXPLANATION  
LIST:**

See vehicle cost chart, EV hybrid comparison attachment in packet. Recommendation & explanation list below.

Vehicle/Equipment	Recommendation	Recommendation Explanation
75' Ladder Truck	ICE	There are no EV options available for this equipment.
Ambulance	ICE	There are no EV options available for this equipment. See accompanying memo from Chief Curtin.
Ambulance	ICE	There are no EV options available for this equipment. See accompanying memo from Chief Curtin.
Police Cruiser	Hybrid	*The hybrid cruisers are the same platform as the current Police fleet. This uniformity allows officers to be able to use any vehicle in the fleet at any given time without having to know if something is different in the controls. *The EV option would add approximately \$20,000 to the purchase cost. The funding available within the Police budget is enough to purchase the 3 requested hybrid cruisers. Equipment from the existing cruisers will be reinstalled in the new cruisers. *Adding EVs would require substantial infrastructure improvements to the Police Department facility to install chargers needed for the vehicles. This funding is not available.
Police Cruiser	Hybrid	See previous explanation.
Police Cruiser	Hybrid	See previous explanation.
Plow/Salt Truck	ICE	There are no EV options for this equipment.
Jacobsen Mower	ICE	There are no EV options for this equipment.
Zero Turn Mower	ICE	Cost of EV option exceeds gains, and available money in Parks budget.
Pickup Truck	EV	Funding is available, and vehicle suits the needs of the Department.
Sidewalk Tractor	ICE	There are no EV options available for this equipment.
Medium Duty Plow Truck	ICE	There are no EV options available for this equipment.
Heavy Duty Plow Truck	ICE	There are no EV options available for this equipment.
Chevy Bolt	EV	Funding is available, and vehicle suits needs of the Department.
Service Truck	EV	Funding is available, and vehicle suits needs of the Department.
Dump Truck with Plow	ICE	There are no EV options available for this equipment.
Service Truck	ICE	There are no EV options available for this equipment.

**ATTACHMENT D:**



**BURLINGTON FIRE DEPARTMENT**

136 S. Winooski Avenue, Burlington, VT 05401  
Phone: (802) 864-4554 Fax: (802) 865-5387

**MEMO**

**TO:** Dave Hammond - Fleet Manager  
**FROM:** Michael Curtin - Chief of Department  
**DATE:** July 2, 2025  
**SUBJECT:** EV Ambulance

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Dave,

I wanted to provide a brief update regarding the availability of EV ambulances, based on recent communications with a couple of vendors:

- Garth Brooks from Desorcie Emergency Products relayed that Osage is not currently offering any electric ambulance options. Even chassis equipped with EV technology are not yet compatible or ready for EMS-specific builds.
- Robert Gleason from Demers Ambulances confirmed that while they previously offered an EV ambulance model, the chassis platform they were using is no longer available, effectively removing that option from their lineup for now.

At this point, it appears that viable EV ambulance platforms for EMS applications remain unavailable or in early development stages. I will continue to monitor progress and provide updates as the technology evolves.

Please let me know if you'd like anything further.

Respectfully,  
Michael Curtin  
Chief of Department  
Burlington Fire Department

Department	Division	Vehicle ID	Vehicle	Recommendation	Replacement Interval	Replacement Year	Lease Duration Years	FY26 Funding Source	Vehicle Units	Cost of Carbon		Total Cost					
										Internal Combustion Engine (ICE)	Hybrid/CNG	ICE Purchase Cost	Hybrid/CNG(after rebates)	Total Vehicle Purchas Price Hybrid w/Cost of Carbon	Total Vehicle Purchase Price ICE w/ Cost of Carbon	Electric	Rebate
Fire		FL6	75' Ladder Truck	Fossil Fuel	12	2023		Bond	1	\$31,566.87		\$1,600,000.00			\$1,631,566.87	NA	
Fire		FA5	Ambulance	Hybrid	10	2024		GF	1	\$18,955.36	\$13,055.00	\$420,000.00			\$438,955.36	NA	
Fire		FA6	Ambulance	Hybrid	10	2026		Bond	1	\$18,955.36	\$13,055.00	\$420,000.00			\$438,955.36	NA	
Police		P09	Police Cruiser	Hybrid	5	2020		Gains Police	1		\$3,226.63		\$70,000	\$73,226.63	\$90,000		
Police		P12	Police Cruiser	Hybrid	5	2022		Gains Police	1		\$3,226.63		\$70,000	\$73,226.63	\$90,000		
Police		P15	Police Cruiser	Hybrid	5	2023		Gains Police	1		\$3,226.63		\$70,000	\$73,226.63	\$90,000		
Parks	Rec/Waterfront	PR11	Plow/Salt Truck	Fossil Fuel	10	2024		Bond	1	\$10,339.29		\$120,000.00			\$130,339.29	NA	
Parks	Rec/Waterfront	PR47	Jacobsen Mower	Fossil Fuel	8	2024		Bond	1	\$4,875.68		\$130,000.00			\$134,875.68	NA	
Parks	Rec/Waterfront	PR32	Walk Behind Mower	Fossil Fuel	10	2024		Gains Parks	1	\$1,357.03		\$15,000.00			\$16,357.03	\$40,000	
Parks Ranger	Parks/Ranger	PR83	Pickup Truck	EV	10	Swap		Ranger Budget	1						\$47,500	9,800.00	
Street Maintenance	Maintenance	S49	Sidewalk Tractor	Fossil Fuel	8	2020		Bond	1	\$4,699.41		\$180,000.00			\$184,699.41	NA	
Street Maintenance	Maintenance	S70	Medium Duty Plow	Fossil Fuel	12	2014		Bond	1	\$12,339.29		\$152,000.00			\$164,339.29	NA	
Street Maintenance	Maintenance	S76	Heavy Duty Plow	Fossil Fuel	12	2022		Bond	1	\$10,212.81		\$238,000.00			\$248,212.81	NA	
Parking Services	Parking	PE02	Chevy Bolt	EV	7	2025		Parking Svs. Budget	1						\$16,000		
Traffic Department	Traffic	TO2	Service Truck	EV	10	2018		Traffic Budget	1						\$47,500	9,800.00	
Traffic Department	Traffic	TO9	Dump Truck W/Plow	Fossil Fuel	10	2020		Traffic Budget	1	\$5,169.64		\$68,000.00			\$73,169.64	NA	
Wastewater	Water Resources	WW12	Service Truck	Fossil Fuel	10	2025	7	Master Lease	1	\$14,647.32		\$107,000.00			\$121,647.32	NA	
<b>Total</b>									17	\$133,118	\$35,790	\$3,450,000	\$210,000	\$219,680	\$3,583,118	\$421,000	\$19,600

Total Vehicle Cost Per Funding Source	Total Vehicle Cost Including EV	Cost EV Over ICE Including Rebates	EV Rebates	Total Cost of Carbon ICE	Total Cost of Carbon Hyb.	Number Of Vehicles
GO Bond Funding	\$2,840,000.00	\$2,840,000.00	\$0	\$92,988.71	\$13,055.00	7
Other GF Funding	\$498,500.00	\$498,500	\$0	\$20,312.39	\$13,055.00	3
Gains Police	\$210,000.00	\$270,000	\$60,000		\$9,679.89	3
Revenue/Special Revenue	\$222,500.00	\$222,500.00	\$0	\$19,816.96		4
<b>Total</b>	<b>\$3,771,000</b>	<b>\$3,831,000.00</b>	<b>\$60,000</b>	<b>\$133,118.06</b>	<b>\$35,789.89</b>	<b>17</b>

