



City Council

Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor

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

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

1. Agenda

Subject	1.1. Motion to amend/adopt agenda
Meeting	August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to amend/adopt the agenda as follows: remove from the consent agenda item 7.17. FY25 Vehicle Purchase Recommendation - Fleet Committee and place it on the deliberative agenda as item 8.5. (per Councilor Bergman)

2. Executive Session (45 mins.)

Subject	2.1. Executive Session Regarding 2025-2028 Collective Bargaining Agreement with the Burlington Police Officers' Association
Meeting	August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor

Category	2. Executive Session (45 mins.)
Department	City Attorney
Type	Information Discussion Action Procedural
Recommended Action	a. Move to make a specific finding that premature general public knowledge regarding the proposed terms of a collective bargaining agreement with the Burlington Police Officers' Association would clearly place the City at a substantial disadvantage; and b. Based upon that finding, move to enter executive session pursuant to 1 VSA 313(a)(1)(B) to discuss a labor relations agreement and to include in such session members of the City's negotiation team from the Department of Finance and Administration, Police Department, and Mayor and Attorney's Offices.

3. Work Session

Subject	3.1. Homelessness Update - Mayor's Update (30 mins.)
Meeting	August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor
Category	3. Work Session
Department	Mayor's Office
Type	Information Communication Discussion

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

Subject	4.1. Verbal reports
Meeting	August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor
Category	4. Mayor - General City Affairs (to include Climate and Public Health & Safety Emergency Updates: up to 10 mins.)
Department	Council and Board
Type	Information

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

Subject	5.1. Verbal reports
Meeting	August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor
Category	5. City Council - General City Affairs (to include Climate and Public Health & Safety Emergency Updates: up to 5 mins. per Councilor)

Department	Council and Board
Type	Information

6. Public Forum: Time Certain: 6:45 pm **See above for signup instructions**

Subject	6.1. Verbal Comments
Meeting	August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor
Category	6. Public Forum: Time Certain: 6:45 pm **See above for signup instructions**
Department	Council and Board
Type	Action Procedural
Recommended Action	open Public Forum close Public Forum

7. Consent Agenda

Subject	7.1. Motion to adopt the consent agenda (as amended) and take the actions indicated
Meeting	August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor
Category	7. Consent Agenda
Department	Council and Board
Type	Action (Consent) Procedural
Recommended Action	Motion to adopt the consent agenda (as amended) and take the actions indicated

Subject	7.2. Accountability List - C/T
Meeting	August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor
Category	7. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Communication Information
Recommended Action	waive the reading, accept the communication and place it on file

Subject	7.3. Communication: Dan Castrigano, re: Keep Municipal Recycling
Meeting	August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor

Category	7. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Communication
Recommended Action	waive the reading and place the communication on file
Subject	7.4. Communication: Sara Chesbrough, re: Support for the REIB office and Interim Director Christian Berry
Meeting	August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor
Category	7. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Communication
Recommended Action	waive the reading and place the communication on file
Subject	7.5. Communication: Emily Eley, re: Keep Recycling Public - Privatization is Not the Answer
Meeting	August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor
Category	7. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Communication
Recommended Action	waive the reading and place the communication on file
Subject	7.6. Communication: Troy Headrick, Please Add Email to Formal Record
Meeting	August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor
Category	7. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Communication
Recommended Action	waive the reading and place the communication on file
Subject	7.7. Communication: Pete Kranz, re: Downtown Burlington
Meeting	August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor

Category	7. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Communication
Recommended Action	waive the reading and place the communication on file
Subject	7.8. Communication: Guy Leroux, re: Renaming a street downtown Burlington Vermont
Meeting	August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor
Category	7. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Communication Action (Consent)
Recommended Action	waive the reading and place the communication on file
Subject	7.9. Communication: Robin Lloyd and Jim Geier, re: 7/14 City Council Public Forum Comments
Meeting	August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor
Category	7. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Communication
Recommended Action	waive the reading and place the communication on file
Subject	7.10. Communication: Charlotte Safran, re: Open letter regarding the Office of REIB
Meeting	August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor
Category	7. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Communication
Recommended Action	waive the reading and place the communication on file
Subject	7.11. Communication: Kim Y. Swain, re: Graffiti

Meeting	August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor
Category	7. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Communication
Recommended Action	waive the reading and place the communication on file
Subject	7.12. Communication: Maxwell Tracy, re: Open letter regarding the REIB Office
Meeting	August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor
Category	7. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Communication Action (Consent)
Recommended Action	waive the reading and place the communication on file
Subject	7.13. Communication: Emiliano Void, re: REIB Office
Meeting	August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor
Category	7. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Communication
Recommended Action	waive the reading and place the communication on file
Subject	7.14. Communication: Michelle Wallace, re: Abenaki sculpture
Meeting	August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor
Category	7. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Communication
Recommended Action	waive the reading and place the communication on file
Subject	7.15. Moduly Residential Battery Storage Pilot Program - BED

Meeting	August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor
Category	7. Consent Agenda
Department	Burlington Electric Department
Type	Action (Consent)
Recommended Action	to approve and authorize the General Manager of the Burlington Electric Department or their designee to file necessary documents with the Vermont Public Utility Commission to enable the 18-month Moduly battery residential pilot program as proposed
Subject	7.16. Impact Fee Request for \$200,000 towards Library Preservation Project for the 1904 building (Preservation Project) - Library
Meeting	August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor
Category	7. Consent Agenda
Department	Fletcher Free Library
Type	Action (Consent)
Recommended Action	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.
Subject	7.17. FY25 Vehicle Purchase Recommendation - Fleet Committee **NOW AGENDA ITEM 8.5.**
Meeting	August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor
Category	7. Consent Agenda
Department	Public Works Department
Type	Action (Consent)
Recommended Action	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.

Subject	7.18. Security Services for City Hall - HR
Meeting	August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor
Category	7. Consent Agenda
Department	Human Resources
Type	Action (Consent)
Recommended Action	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
Subject	7.19. Water Resources Water Personnel Reorganization - Various - DPW/Water Resources
Meeting	August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor
Category	7. Consent Agenda
Department	Public Works Department - Water Resources
Type	Action (Consent)
Recommended Action	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.
Subject	7.20. Approval to accept Planning Grant Continuum of Care VT-501 & permanent Supportive Housing Grant Agreements in SFY26 (FFY24) - CEDO VT0030L1T012415 - \$718,964 New Horizons Renewal, September 1, 2025 VT0117L1T012400 - \$57,790 CoC Planning Grant VT-501, December 1, 2025
Meeting	August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor
Category	7. Consent Agenda
Department	Community & Economic Development Office (CEDO)
Type	Action (Consent)
Recommended Action	move to approve the acceptance of two U.S. Dept. of Housing and Urban Development Continuum of Care FFY24 grants (VT0030L1T012415 and VT0117L1T0123400) to begin in SFY26 and authorize the Director of CEDO to execute all contracts and documents

necessary to accept the total funding of \$776,754 from HUD, subject to the review and approval of the City Attorney's Office

Subject

7.21. Board of Assessors Commission Report

Meeting

August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor

Category

7. Consent Agenda

Department

Clerk/Treasurer's Office

Type

Action (Consent)
Information
Report

Recommended Action

waive the reading, accept the report and place it on file

Subject

7.22. Annual Report of the Design Advisory Board Fiscal Year 2025: July 1, 2024 - June 30, 2025

Meeting

August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor

Category

7. Consent Agenda

Department

Clerk/Treasurer's Office

Type

Action (Consent)
Information
Report

Recommended Action

waive the reading, accept the report and place it on file

Subject

7.23. FY2025 Annual Report - Board for Registration of Voters

Meeting

August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor

Category

7. Consent Agenda

Department

Clerk/Treasurer's Office

Type

Action (Consent)
Information
Report

Recommended Action

waive the reading, accept the report and place it on file

Subject

7.24. FIO Documents

Meeting

August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor

Category

7. Consent Agenda

Department

Clerk/Treasurer's Office

Type	Action (Consent) Communication Information
Recommended Action	for information only
Subject	7.25. Resolution: Authorization For Public Improvement Bonds For Fiscal Year 2026 (Board of Finance)
Meeting	August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor
Category	7. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Resolution
Recommended Action	to waive the reading and approve the proposed resolution providing authorization of improvement bonds for FY26

8. Deliberative Agenda

Subject	8.1. Ordinance: Gross Receipts Tax (Traverse)(20 mins.)
Meeting	August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor
Category	8. Deliberative Agenda
Department	City Attorney
Type	Action Ordinance - Second Reading
Recommended Action	to waive and approve the second reading of the proposed gross receipts tax ordinance
Subject	8.2. Resolution: Requesting Mayor Emma Mulvaney-Stanak To Join Mayors For Peace (Councilor Bergman)(15 mins.)
Meeting	August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor
Category	8. Deliberative Agenda
Department	Council and Board
Type	Action Resolution
Recommended Action	waive the reading and adopt the resolution
Subject	8.3. Resolution: Ratification Of Tentative Agreement And Authorization To Execute Collective Bargaining Agreement Between The City Of Burlington And FOP BPOA #021 (July 1, 2025 - June 30, 2028)(Councilor Carpenter)(25 mins.) **INFORMATION**

Meeting August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor

Category 8. Deliberative Agenda

Department Human Resources

Type Information

Subject 8.4. To authorize the City of Burlington and the Patrick Leahy Burlington International Airport to increase rates associated with Transportation Network Companies - Airport (15 mins.)

Meeting August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor

Category 8. Deliberative Agenda

Department Airport

Type Action

Recommended Action to authorize the City of Burlington staff to raise the Transportation Network Company (TNC) fee to \$0.50 for each ride originating and ending within the City limits

Subject 8.5. FY25 Vehicle Purchase Recommendation - Fleet Committee **WAS CONSENT AGENDA ITEM 7.17.**

Meeting August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor

Category 8. Deliberative Agenda

Department Public Works Department

Type Action

Recommended Action

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.

9. Committee Reports

Subject 9.1. Verbal reports

Meeting August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor

Category 9. Committee Reports

Department Council and Board

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

Subject	10.1. Verbal reports
Meeting	August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor
Category	10. City Council President - Council Updates (up to 5 mins.)
Department	Council and Board
Type	Information

11. Adjournment

Subject	11.1. Motion to adjourn
Meeting	August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor
Category	11. Adjournment
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adjourn

12. Informational and Non-Discrimination Statements

Subject	12.1. This agenda is available in alternative formats upon request. For more information on access, call Lori Olberg, Council and Licensing Coordinator (802-865-7136)(TTY 802-865-7142). Persons with disabilities who require assistance or special arrangements to participate are encouraged to contact 802-865-7000 (voice) or 802-865-7142 (TTY) at least 72 hours in advance so that proper arrangements can be made. This meeting will also air on Town Meeting TV the Wednesday after the meeting, starting at 8:00 pm and repeating at 1:00 am and 7:00 am the following day. The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status or genetic information.
Meeting	August 4, 2025 - Regular City Council Meeting - Monday, August 4, 2025, 6:00 PM, Contois Auditorium, 2nd Floor, 2nd Floor
Category	12. Informational and Non-Discrimination Statements
Department	Council and Board
Type	Information



MEMORANDUM

Date: August 4, 2025
To: Burlington City Council
From: Sarah Russell, Special Asst. to End Homelessness
Cc: Mayor Mulvaney-Stanak
Jessica Brown, City Attorney
Re: Homelessness Initiatives Updates

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

Response to Unsheltered Homelessness

The City continues to work diligently to respond to the growing number and needs of people living unsheltered across Burlington. We continue to see large numbers of vulnerable people living in spaces not intended for human habitation (i.e. tents, vehicles, parking garages, rough sleeping, transit centers) which has required deep collaboration across City departments and community partners. The number of people forced to sleep outside has increased substantially since the mass exits from the General Assistance Emergency Housing Program ("motel program") on July 1st.

Resources: Toilets and dumpsters have been placed in three locations including Urban Reserve, Flying A/snow dump, and Old Dump Road. The toilet access at Battery Park was updated to be ADA-compliant. Water Resources and DPW will install a spigot near the dog park (UR) to provide access to potable water; more details will be provided soon.

Secure Storage Pilot: Our intention was to pilot access to secure storage at the temporary location of the Community Resource Center (184 Pearl) and after MOU and policy were developed, it was determined this site was not viable due to required permitting and the stipulation that the storage container would need to be placed behind the building- and there is not enough room. Now that we have a policy developed and template MOU, we will work to identify alternative location(s) to pilot this program.

Encampment Remediation: In response to feedback received by frontline workers, cross-department work with BPRW, DPW, and HR has begun to consider how staff who perform the difficult tasks related to clean-up of abandoned and removed camps including safety training, development of operating procedures, and ensuring adequate compensation. This work has been somewhat stalled due to turnover in BPRW leadership and other pressing initiatives, but remains a goal we continue to work toward.

Sheltering on Public Lands Policy

ACLU Settlement Agreement: The Sheltering on Public lands Policy was first enacted by the City in 2019 as part of a settlement agreement between the American Civil Liberties Union of Vermont (ACLU) and the City of Burlington. The ACLU had filed suit against the City following the City sanctioned removal of an individual who was sleeping in City Hall Park. According to the settlement, the City was required to compensate the plaintiff monetarily and to abide by a new Sheltering on Public Lands Policy which was attached to the settlement agreement. The expectation at the time was that the new policy would be debated and approved by the City Council, and that the draft policy would be implemented until then. The Council affirmed use of the existing policy on [February 7, 2022](#). Currently, the City continues operating under this Sheltering on Public Lands Policy and related procedures. Because it is the result of a lawsuit, this version of the Policy represents the minimum standard of care that the City must engage in when removing individuals who are camping or rough sleeping in the City's parks and public spaces.

The Sheltering on Public Lands Policy: The Sheltering on Public Lands Policy dictates the necessary steps that the City must take when removing individuals who are sheltering in parks or on city owned property that is not a park. The policy includes procedure for storage of the individual's items and how the individual may recover their property. The policy designates three categories for the removal of campsites entitled "Procedures for Areas Where Camping is Specifically Prohibited," "Procedures for Areas Where Camping is not Specifically Prohibited," and "Emergencies or Exigent Circumstances." In order to ensure that the City is removing individuals in a timely and appropriate fashion, stakeholders from CEDO, the Parks Department, the Department of Public Works, the Mayor's Office, the Police Department, and the City Attorney's office meet on a weekly basis to review the removals that have occurred since the last meeting and to discuss the week's upcoming cleanup efforts. During these meetings, the group takes time to determine whether a certain removal may be considered "exigent," whether it is on city property, and how city staff should best proceed.

In accordance with the policy, when individuals are found to be sheltering on public land, they are entitled to due process. This due process includes notice, an opportunity to leave of their own accord, and multiple opportunities to engage with community outreach agencies. If an individual has been found to be sheltering on city property on which camping has been expressly prohibited, the above process occurs in an expedited manner and may be done contemporaneously with the issuance of tickets and no-trespass orders. In such a scenario, removal and clean-up efforts take place as soon as staff are available to do so. Similarly, in an "exigent" circumstance, in which there are immediate concerns as outlined in the policy, City staff may remove individuals' belongings immediately and leave a notice informing the individuals of where their belongings are being held.

Current Practice and Required Policy Amendment: In 2023, minor updates were suggested for this Policy including:

- Adding new City positions created and roles within procedures (i.e. CSL and CSO teams, Park Rangers, Special Asst. to End Homelessness)
- Including inclement weather provision when considering removal timeline
- Deeper clarification of request for removal process
- Development and implementation of equitable and consistent assessment of camp sites

Changes made to this policy will require committee support and ratification by City Council. Staff have made the decision to focus on formalizing policy revisions during the fall and winter months because the current workload prevents deeper policy discussion. City staff intend to work with the Public Safety Committee in the coming months.

The Policy in Action: As stated above, stakeholders in the city meet on a weekly basis in order to discuss the status of new and outstanding removals. Staff from both the Parks Department and the Department of Public Works are on the ground every day enacting clean ups and removals. Due to the recent end of the State’s Motel Program, the number of individuals sheltering on public land is expected to continue to rise. Parks, DPW, and BPD staff can only notice so many sites a day and due process requires time to allow individuals to act of their own accord.

Elmwood Community Shelter

As reported last month, CEDO was granted a one-year permit extension to continue operation of the Elmwood Community Shelter. We are excited to report the City’s application to support operations was fully funded by AHS for SFY26.

FY25 Outcomes

Outcome	FY25 Total	Program Total
Referral to Mental Health Support	27	35
Referral to SUD Treatment/Support	13	25
Referral to Medical Care	25	46
Referral to Legal Services	8	13
Referral to Employment, Education, Training	14	34
Discharge to Permanent Housing	8	17
Discharge to Long-term Treatment Facility	2	3

President Trump Executive Order Addressing Homelessness

On July 24, 2025, President Trump signed [Executive Order: Ending Crime and Disorder on America’s Streets](#). The executive order instructs federal agencies to:

- Promote civil commitment for people who are unhoused and living with addiction or mental illness;
- Reward cities and states that enforce bans on loitering, urban camping, open drug use, and squatting;
- Deprioritize harm reduction and Housing First models;
- Push treatment compliance as a condition for receiving housing or behavioral health support;
- Collect health data on homeless individuals and share it with law enforcement in some cases;
- Investigate and potentially defund programs that distribute syringes or operate safe consumption spaces.

While the intention of this order conflicts with data-driven and evidence-based best practice, it is important to understand that it is not a mandate. The City utilizes exclusively local and state funding to enable our response to homelessness – we will continue to ensure that local funding prioritizes best-practice models which include [Housing First](#), [harm reduction](#), [addressing encampments](#) utilizing evidence-based principles, and complies with people’s [constitutional rights to receive community-based treatment](#) instead of involuntary and illegal institutionalization.

We will continue to closely monitor communications from the Federal government related to this order and work with the City Attorney and others to understand any potential implications.

CITY OF BURLINGTON

SHELTERING ON PUBLIC LANDS: OUTREACH AND REMOVAL POLICY AND PROCEDURES

Section I – Purpose:

The City of Burlington is committed to supporting and maintaining a safe public environment for all residents and visitors of Burlington, both those who live in hard-wall-shelters and those who do not. To those ends, the City will take steps to ensure that individuals without hard-wall-shelters are provided with information on available resources and are given the assistance necessary to go through the Coordinated Entry process. The City also has an affirmative commitment to support the dignity of all people, including those without hard-wall shelters.

The City will try to ensure that individuals are not permitted to camp or set up residences in areas where camping is prohibited under Burlington’s Code of Ordinances or that are otherwise permanently posted, such as in the Urban Reserve. However, generally, an encampment that is on public property and not in a prohibited area and that does not present exigent circumstances will only be noticed for removal if certain criteria are met and outreach efforts are made consistent with the following policy and procedures.

Section II – Procedures for Areas Where Camping is Specifically Prohibited:

1. If the City learns of or receives a report of an active encampment on public property in a part of the City where camping is specifically prohibited through Burlington’s Code of Ordinances or permanent posting, the Community Affairs Liaison (for purposes of this policy, the term “Community Affairs Liaison” means the Community Affairs Liaison, their designee, or any City employee with appropriate training), and usually a uniformed police officer, shall attempt to make outreach to the encampment to provide information on available resources and written notice that camping in that area is prohibited and that if they continue camping in the specifically prohibited area beyond a specified date they may face ticketing, no trespass orders, other legal action, and removal of any remaining items not found to be refuse or hazardous.
2. The notice shall also briefly state the agency responsible for the clean-up, that remaining items will be stored for at least thirty days and if unclaimed within that time will be disposed of, the location and address where the collected items will be stored and how and when they may be reclaimed, and the Community Affairs Liaison’s contact information. The notice shall also provide contact information for local social service organizations serving unsheltered residents, the Coordinated Entry Screening Form with instructions, and information on other available community resources.
3. The Community Affairs Liaison shall ensure that each camping individual has been referred via receipt of the CCHA Coordinated Entry Screening Form or begun the Coordinated Entry process, including the completion of the Coordinated Entry assessment.
4. If there is no individual at the site with whom to speak, the Community Affairs Liaison shall post or securely place the written notice as described above in #1 on or near any items. If possible, the notice should be provided to campers in person. The Community Affairs

Liaison will take and file photographs demonstrating where and when the notices were posted.

5. If the campers have not left or removed their property by the date/time specified, they may be ticketed if they have violated an ordinance, and/or they may receive a notice of trespass if one is warranted. The City will dispose of any trash and remove any property left at the site. City staff will ensure the Community Affairs Liaison has attempted outreach and notice before enforcing the no-camping rules in these areas.

Section III – Procedures for Areas Where Camping is not Specifically Prohibited:

Sub-Section A – Outreach:

1. If the City learns of or receives a report of an active encampment in a part of the City where camping is not specifically prohibited, the Community Affairs Liaison, or designee, shall attempt to make outreach to the encampment to provide contact information for the Community Affairs Liaison, contact information for local social service organizations serving unsheltered residents, the Coordinated Entry Screening Form with instructions, and information on other available resources. . Generally, an appropriate City employee shall accompany the Community Affairs Liaison on this initial outreach attempt, and the use of a uniformed police officer should be limited.
2. If people are present during this initial outreach attempt, then appropriate social services agencies should be called and, if possible, immediately come to the encampment to provide additional information on available resources. The Community Affairs Liaison shall make sure that each camping individual has been referred via receipt of the CCHA Coordinated Entry Screening Form or begun the Coordinated Entry process, including the completion of the Coordinated Entry assessment
3. The Community Affairs Liaison should note where the encampment is located.
4. If no one is present during this initial outreach, then the Community Affairs Liaison should leave the Community Affairs Liaison’s contact information, contact information for local social service organizations serving unsheltered residents, the Coordinated Entry Screening Form with instructions, information about other available resources, and make additional outreach attempts as necessary. If people are present during a subsequent outreach attempt, then appropriate social services agencies should be called and, where possible, immediately come to the encampment to provide additional information on what resources are available.
5. The BPD, Community and Economic Development Office (CEDO) and appropriate social services agencies will make every effort to consult and make sure all appropriate social service organizations have been contacted, social service providers have visited the encampment to assist where possible, the individual(s) have been referred via receipt of the Coordinated Entry Screening Form or begun the Coordinated Entry process, including the completion of the Coordinated Entry assessment, and efforts have been made to implement the City’s Housing First Policy. The process described in Sub-Section A will happen whether or not the City believes that removal may be necessary.

Sub-Section B – Removal Criteria and Procedures:

As approved by City Council on February 7, 2022

1. If a City department determines that there is a reason to remove the items of individuals camping on public land based on one of the following criteria, that department should contact the City Attorney's Office for an initial review. The criteria that serve as a basis for removal are as follows:
 - a. Risks to health or safety related to living conditions;
 - b. Risks to the site's ecology;
 - c. The nature, quantity, and location of any structures on the site, as structures generally will be removed from public property, although temporary tents or lean-tos that are kept in good condition may not require removal;
 - d. The amount or nature of possessions or materials on the site, such as trash, furniture, or large numbers of bags, may warrant removal;
 - e. Interference with the ability of others to use the property;
 - f. Inconsistency with the intended public use of the site;
 - g. Repeated or serious legal or criminal violations at the site; and
 - h. Other severe or pervasive issues that may warrant removal.
2. The City Attorney's Office will first identify the property owner. If the encampment is not on City property, then the BPD should contact the property owner and provide assistance as needed. If the City Attorney's Office determines that the encampment is on City property, then the involved City department shall write a brief narrative describing the situation and reason(s) for removal in conjunction with other relevant City departments and the City Attorney's Office. If appropriate, the City department(s) should collect and preserve photographic documentation necessary to support the determination of need for removal.
3. If the City Attorney advises that the items may be removed under the circumstances and in accordance with this policy, and the removal is not an emergency, the Community Affairs Liaison shall provide or post an initial notice at the site notifying the campers that the City is considering removing their items from the site and the reasons therefor, that the decision will be made within the next three workdays, and that they should contact the Community Affairs Liaison with any questions about or objections to the removal. The initial notice shall advise the campers of the reasons for the potential removal, with at least a sentence describing the reasons for the removal with reasonable particularity. Before that notice is posted, the department requesting removal will ensure that the Mayor's Office has received a copy of the narrative justifying removal and the initial notice and will notify any other City department that may be affected by the potential removal. The Community Affairs Liaison will communicate with the Mayor's Office if any questions or objections are received within the three-workday initial posting period.
4. If no objection is received within the three work days, or the Mayor determines that removal is warranted despite an objection, the Mayor shall make a determination, based on the narrative requesting removal and advice from the City Attorney, BPD, and other departments, whether to proceed with removal, and the Mayor's Office shall notify the requesting department of the Mayor's decision.
5. Once the Mayor decides that an encampment can be removed from City property, the Community Affairs Liaison shall provide the encampment with a written notice to remove property by a specified date/time that explains that the City will remove any property remaining in the area on that specific date/time. The specified date/time shall, absent exigent

circumstances or emergency, allow people a reasonable time to move, at least seven calendar days. The notice shall also briefly state the reasons for the removal, the agency responsible for the clean-up, that remaining items will be stored for at least thirty days and if unclaimed within that time will be disposed of, the location and address where the collected items will be stored and how they may be reclaimed, the hours and days of the week when items may be reclaimed, and the Community Affairs Liaison's contact information. The notice will be posted or securely placed on or near any campsite or items. If possible, the notice should be provided to campers in person. The Community Affairs Liaison will take photographs demonstrating where and when the notices were posted.

6. If the following steps have not been taken prior to posting of the notice, the BPD and CEDO shall solicit assistance from social service organizations to seek voluntary movement from those camping on the site prior to the date/time for removal. This assistance should include:
 - a. Sending the Community Affairs Liaison (or designee) and appropriate social services agencies to engage with the campers.
 - b. Confirming that relevant social service organizations are aware and engaged, and that opportunities for housing are offered if available. Ensuring that social services workers are available to work with campers to remove and, if possible, transport their items.
7. Before posting the notice, DPW and/or Parks shall confirm that there will be sufficient personnel and equipment necessary for the removal on the date/time included in the notice.

Sub-Section C. Emergencies or Exigent Circumstances

1. If a requesting department seeks immediate removal because of an emergency or exigent circumstances, the City Attorney's Office shall be consulted and shall advise whether the circumstances can warrant consideration of an emergency or exigent removal. Circumstances that may warrant emergency or exigent removal include, but are not limited to, any immediate health, safety, or ecological concern where significant harm has occurred or is likely to occur if the items are not removed immediately, or a current situation where the encampment is inhibiting the construction of a permitted project,
2. In an emergency or exigent circumstances, attempts should be made to receive direction from the Mayor's Office ahead of time, but if Mayor's Office direction cannot be received, the property may be moved to another location and trash, hazardous material, and unusable items may be discarded. Notice of the move shall be posted at the location for at least seven days after the move. If taken into storage, the notice of removal shall briefly state the reasons for the removal, the agency responsible for the clean-up, that remaining items will be stored for at least thirty days and if unclaimed within that time will be disposed of, the location and address where the collected items will be stored and how and when they may be reclaimed, and the Community Affairs Liaison's contact information. The notice will be posted or securely placed on or near any campsite or items. If posting of a notice before removal is not possible, a post-removal notice with the information above shall be posted at the location for at least seven days after the removal.

Section IV – Removed Property

1. When the City removes an encampment, it will discard any item that reasonably appears, to the City employees conducting the removal, to be trash, presents a health or safety hazard, or will become a hazard during storage (for example, wet bedding materials).
2. Items that are not trash or hazardous will be tagged with the date, location of the removal, and any other available information related to the item owner. Such items include but are not limited to: radios, audio and video equipment, phones, bed rolls, tents, sleeping bags, tarps, canvas, mats, blankets, pillows, medication, personal papers, photographs, books, backpacks or other storage containers, clothing, towels, shoes, toiletries, clocks, bicycles, and eye glasses.
3. City employees may consolidate those items at the site for pick-up by the owner according to prior arrangement or will move them to a storage location for a period of thirty (30) days. Items not claimed within 30 days will be discarded.
4. The City will maintain a log or photos of removed items, catalogued by tag number, date, and location of removal.

Section V – Recovery of Stored Property:

1. People inquiring about lost, removed, or collected items should be referred to the Community Affairs Liaison.
2. The Community Affairs Liaison will work with people seeking to recover their items from City storage to arrange for delivery or pickup within a reasonable amount of time. If the person expresses an emergent health or safety need to recover their items, the Community Affairs Liaison will facilitate the recovery of their items as soon as possible.
3. To recover property, the person must describe the items with particularity. No identification is required to recover items, but a record of removed items will indicate who recovered the items.

Section VI - Limitations of Policy:

This policy is intended to address encampments where individuals without hard-wall-shelters are or recently have been living or sleeping. If a City employee discovers items on public property and there is no evidence that a person without hard-wall-shelter is currently or recently has been living or sleeping at that location, this policy shall not apply. Similarly, this policy does not address City policies on related topics such as trespasses on public land or regular removal of trash from public parks consistent with this policy.

2025 State of Homelessness in Vermont Report

Based on the 2025 Vermont Point-in-Time Count and June 2025 Coordinated Entry Data

July 2025



**Housing &
Homelessness
Alliance of
Vermont**



About the Authors

Housing & Homelessness Alliance of Vermont (HHAV)

The Housing & Homelessness Alliance of Vermont (HHAV) envisions a Vermont where everyone has a safe, stable place to call home and homelessness is solved.

HHAV serves as the collaborative applicant for the Vermont Balance of State Continuum of Care (VT BoS CoC), helping to staff and advance the work of the VT BoS CoC. HHAV also functions as an advocacy organization focused on achieving culture and policy shift outcomes that move HHAV closer to achieving its mission. HHAV does this through lobbying, research and documentation, policy analysis and bill drafting, communications, community organizing, and coalition building.

For more information visit www.hhav.org.

Chittenden County Homeless Alliance

The Chittenden County Homeless Alliance is a coalition of individuals, organizations, and government entities who support our vision of a safe, decent, affordable, stable home for every person and family in Chittenden County.

Our mission is to end homelessness in Chittenden County by being a forum for gathering information, building consensus, coordinating efforts, and advocating the end of homelessness through prevention, early intervention, and remediation.

For more information visit www.cchavt.org.

Vermont Balance of State Continuum of Care

The Vermont Balance of State Continuum of Care's mission is to coordinate the planning and implementation of a housing and service system that meets the needs of families and individuals experiencing homelessness within its geographic area, with the ultimate goal of preventing and ending homelessness.

For more information visit www.helpingtohousevt.org/introduction-vt.

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Section I – Introduction & Executive Summary

Vermont is in the midst of an escalating homelessness crisis - one that shows no signs of slowing. To grasp the full scale of this emergency, our state relies on two key tools: the annual Point in Time (PIT) Count and Coordinated Entry (CE). This report delivers the latest data from the 2025 PIT count and the most recent CE system, offering a stark, unfiltered look at the depth of the crisis. The numbers speak for themselves: homelessness in Vermont is growing at a rate that far exceeds the state's current response. Our failure to act at the scale this crisis demands is not just a policy gap - it is a moral failing.

According to the 2025 Vermont Point in Time (PIT) count there were 3,386 unhoused Vermonters in a single night, including 633 children and 215 Vermonters 65 years old or older. This represents an over 200 percent increase in unhoused people since 2020, when the PIT count recorded 1,110 unhoused Vermonters. When compared with states across the United States, last year Vermont had the 4th highest rate of unhoused people per capita in the country.ⁱ

We have long-known the PIT number is an undercount, as it reflects only the people who engaged with our state's dedicated and perpetually under-resourced shelter service providers on the PIT count day. Using statewide Coordinated Entry data, which, as discussed in the next section, also reflects an undercount, we know there were at least 4,588 unhoused Vermonters in June 2025, including at least 1,041 children and 269 Vermonters 65 years old or older.

To give some perspective on how large of a problem this is, Vermont's statewide shelter capacity is 602 households, and all are full.ⁱⁱ And, the General Assistance Emergency Housing program, which serves as Vermont's only emergency shelter backup plan, continues to be cut back by the state. There are currently just 1,017 vulnerable unhoused Vermonters served by the GA Program,ⁱⁱⁱ down from 2,268 in March.^{iv} And, local data does not indicate these households obtained permanent housing.

This crisis is not the result of chance - it is the predictable outcome of decades of policy choices that have neglected the dire need for sufficient investments in permanently affordable housing development and our state's homelessness prevention and response system. As this report makes undeniable, our elected officials continue to advance policies that are dangerously out of step with on-the-ground realities - policies that do not alleviate suffering, but entrench and escalate it. Vermont stands at a moral crossroads: it is long past time to abandon the failed status quo and commit to the bold, sustained investments needed to end homelessness once and for all.

2025 Point in Time Count - Key Findings

Overall

- 3,386 unhoused people in 2025
- 200% increase over pre-COVID levels (1,110 people in 2020)

Unsheltered Homelessness

- 8% unsheltered and did not have access to shelter of any kind in 2025 (270 people)
- 62% increase over 2024 (166 people in 2024)

Sexual & Domestic Violence

- 8% fleeing domestic or sexual violence in 2025 (259 people)
- 16% decrease over 2024 (309 people in 2024)
-

Reported Mental Illness

- 32% reported a serious mental illness in 2025 (1,088 people)
- 27% increase over 2024 (855 people in 2024)

Reported Substance Use

- 19% reported struggling with substance use disorder in 2025 (635 people)
- 59% increase over 2024 (398 people in 2024)

Veterans

- 3% veterans in 2025 (111 people)
- 3% increase over 2024 (107 people in 2024)

Children

- 19% children under 18 in 2025 (633 people)
- 14% decrease over 2024 (737 people in 2024)

Seniors

- 6% over 65 years old in 2025 (215 people)
- 8% percent increase over 2024 (199 people in 2024)

June 2025 Coordinated Entry Data - Key Findings

Overall

- 2,914 unhoused households
- 4,588 unhoused people

Length of Time Unhoused

- 24% 90 days or less (1,079 people)
- 76% 91 days or longer (3,509 people), including:
 - 58% 180 days or longer (2,599 people)
 - 32% more than one year (1,411 people)

Disability

- 28% on Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI) (1,284 people)

Reported Mental Illness

- 50% reported a serious mental illness (2,288 people)

Reported Substance Use

- 13% reported struggling with substance use disorder (604 people)

Children

- 23% children under 18 (1,041 children), including:
 - 17% 12 or under (798 children)
 - 8% under 5 years old (353 children)

Seniors

- 6% 65 years old or older (269 people)

Section II – Purpose of PIT Count, Methodology, and Gaps & Purpose of Coordinated Entry, Methodology, and Gaps

Vermont has two primary tools to measure the scope of homelessness across the state - the annual Point in Time (PIT) count and Coordinated Entry. While vital tools, as discussed below, both also represent an undercount of the true nature of the number of unhoused people in Vermont.

a) Oversight of the Point in Time Count and Coordinated Entry

The annual PIT count and Coordinated Entry are both overseen by Vermont's two U.S. Department of Housing and Urban Development (HUD)-recognized CoC programs^v - the Chittenden County Homeless Alliance (CCHA), which covers Chittenden County, and the Vermont Balance of State CoC (VT BoS CoC), which covers the remaining counties in Vermont.

First, some background on the CoCs. The mission of Vermont's two CoCs is to coordinate the planning and implementation of a housing and service system that meets the needs of families and individuals experiencing homelessness within its geographic area, with the ultimate goal of preventing and ending homelessness. These CoCs have a long history in Vermont, which has brought with it deep knowledge of and trust between partners and the communities they serve. In addition, the two CoCs manage submissions to the annual HUD CoC competitive grant process, which brings in millions of additional federal homelessness prevention and response dollars to Vermont each year, including over \$7.8 million for the next fiscal year.^{vi}

Each CoC consists of a partnership of service & resource providers, municipalities, housing developers, state agencies, and others in the homelessness or low-income service system in a geographic region. Specifically, the CoCs:

- Monitor and address housing and service gaps through proactive solutions;
- Conduct the annual Point in Time Count of those experiencing homelessness;
- Manage the Coordinated Entry and HMIS systems; and
- Apply for and manage annual funding from HUD related to the work outlined above.

In addition, within the VT BoS CoC there are 11 Local Housing Coalitions (LHCs), which focus on regional homelessness prevention and intervention efforts. These LHCs meet regularly and coordinate all aspects of the region's homelessness response work in coordination with the VT BoS CoC.

b) The Point in Time Count Purpose, Benefits, and Limitations

The PIT count is a nationwide count of persons experiencing literal homelessness that occurs on a single, uniform day across the country. In 2025, the nationwide PIT count occurred on January 22. The PIT count captures the most vulnerable population, those literally homeless. It does not include those at risk of homelessness, doubled up, couch surfing, or privately paying in motels.

The PIT count provides a uniform way to measure homelessness across the United States. As such, it serves as a key tool to understand and compare homelessness between states. For example, we know from the 2024 PIT count that Vermont had the 4th highest rate of homelessness per capita in the country.^{vii}

At the same time, the PIT count also faces ongoing and year-specific factors that impact the accuracy of the final numbers.

At the ongoing level, because the PIT count is conducted by Vermont's dedicated but perpetually under-resourced homelessness response providers, the PIT count numbers reflect an undercount, as it only includes the unsheltered individuals who the providers were able to reach on that day. In addition to the lack of resources driving this undercount, the fact that the PIT count occurs in January means it is at a time of year in Vermont when people outside face risk of fatality, so can be driven into unstable conditions, including places not fit for human habitation, doubled up, or couch surfing, and become further removed from the homelessness supports system, and thus become less likely to be included in the PIT count.

There were also two additional factors unique to the 2025 PIT count that had an impact on this year's final unsheltered homeless numbers from both Chittenden County and the Balance of State.

First, the City of Burlington opened an extreme cold weather shelter between January 20 - January 22,^{viii} which meant that many individuals who would have been unsheltered on the date of this year's PIT count were fortunately sheltered for the PIT count night as well as the prior night. Because of this, the number of unsheltered homeless in Chittenden County that night reflects a significant undercount from what we know to be accurate. Specifically, we know from data collected at the site that there were 82 people at the extreme cold weather shelter and 72 were captured in PIT count as being sheltered, despite only being sheltered for those two nights.^{ix} Thus, the true number of unsheltered homelessness in Chittenden County was at least 72 people more than the 39 people recorded in the PIT data. Further, based on data collected at one daytime drop-in meal site, 257 people reported sleeping unsheltered during the month of January.^x

Second, the Balance of State jurisdictions saw an over 188% increase in the number of unsheltered homelessness between 2024 and 2025 - from 80 - 231. We believe this increase was the result of a policy decision made during the 2024 Vermont legislative session that changed the eligibility requirements around the General Assistance Emergency Housing Program (GA Program), which provides motel vouchers to eligible participants. The GA Program was and continues to be restricted to unhoused people the state has determined to be vulnerable, including people with disabilities, seniors, families with children, and pregnant people, during non-winter weather protection periods. But, during the winter of 2023-2024, including the 2024 PIT count night, the GA Program had relaxed eligibility requirements, which allowed all unhoused people in Vermont to access the program during that period. In contrast, during the winter of 2024-2025, including the 2025 PIT count night, the GA Program was only open to unhoused people in Vermont who otherwise met the program's restrictive eligibility criteria. Thus, unhoused Vermonters who did not meet the vulnerable criteria were generally left without shelter options resulting in more Vermonters becoming unsheltered homeless.

c) Coordinated Entry Purpose and Process

Vermont's two CoCs also operate Vermont's Coordinated Entry system. Coordinated Entry, which is mandated by HUD, is a process developed to ensure that all people experiencing homelessness have fair and equal access to housing resources and services and are quickly identified, assessed for, referred, and connected to housing and assistance based on their strengths and needs. CE is a streamlined system that provides quick access to individuals and families seeking assistance through a coordinated referral and housing placement process. Households are assessed using a standard and objective tool that identifies their vulnerability and

barriers to housing. Those who are assessed as having the highest vulnerability and housing barriers are prioritized for access to available housing programs as vacancies occur.

(Note: Coordinated Entry is a system, not a solution. To function properly it requires sufficient housing to move people into and services to connect people to, which, as this report documents, Vermont currently lacks in both areas.)

While Coordinated Entry has, since its inception, provided both Vermont CoCs with a robust picture of who is unhoused and at risk of homelessness in their jurisdictions, because of variations in how the data was collected within each CoC, the Coordinated Entry data was not maintained in a consistent manner across both jurisdictions. Specifically, while CCHA distinguished its Coordinated Entry list between people who were unhoused and people at risk of homelessness, prior to late 2024 the Balance of State had combined these categories in its list. Thus, we were unable to provide an apples to apples comparison across the CoC jurisdictions. As of 2025, this distinction no longer exists, as the Balance of State now distinguishes between people who were unhoused and people at risk of homelessness on its list as well. Thus, we now have an additional tool to more accurately understand the scope of Vermont's homelessness crisis and the level of collective vulnerability these households possess.

But, while Coordinated Entry provides a more accurate and real time picture of homelessness in Vermont than the PIT count, it is also an imperfect tool for measuring the true number of unhoused Vermonters, as it only reflects the individuals who are connected to the system. For example, we know that many people who are unsheltered lack the ability to establish and/or maintain connection to the Coordinated Entry system because they are merely struggling for daily survival, thus leaving out an unknown number of individuals from the CE system. In addition, due to confidentiality and safety, the Coordinated Entry data sets do not include unhoused individuals who are being sheltered through the state's sexual and domestic violence partners.

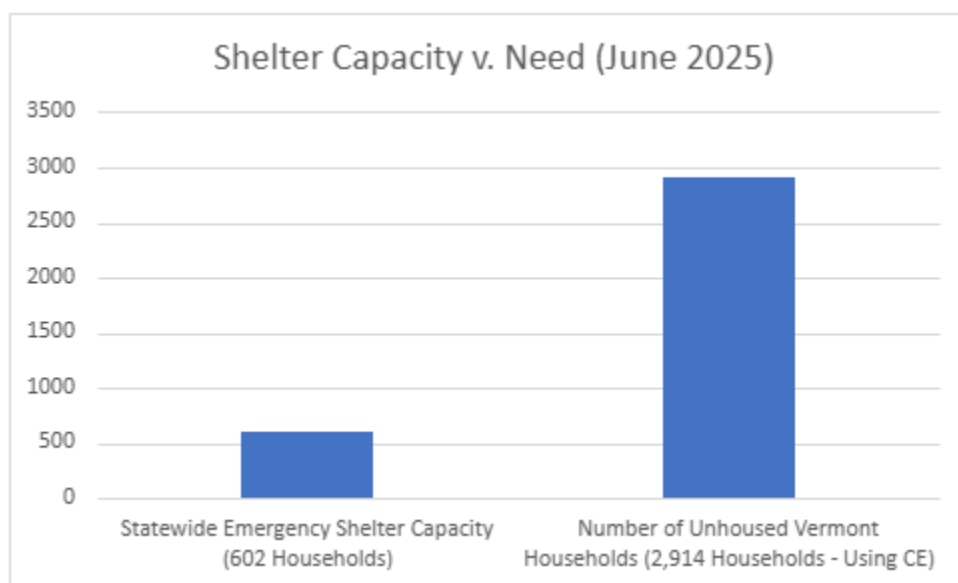
Despite the shortcomings of these tools, they provide the best data available for the state of homelessness in Vermont and should be the primary tools used for making data-centered policy and planning decisions, while acknowledging the limitations on data collection.

Section III – Overview of Shelter Capacity and Homelessness Prevention Tools in Vermont

While the PIT and CE data make clear the scope of Vermont’s homelessness crisis, this section places those numbers in the context of Vermont’s current affordable housing development and homelessness prevention and response system.

a) Vermont lacks the emergency shelter necessary to meet the need

Vermont’s regional and statewide shelter capacity fluctuates based on seasonal capacity. In just three months, household shelter capacity dropped from 655 placements in March to 602 in June,^{xi} largely due to the closure of seasonal cold weather shelters.^{xii} While some year-round shelter projects are in development across the state, many remain months away from completion and will fall far short of addressing the current scale of need. The reality is stark: even with new projects in the pipeline, Vermont’s shelter capacity remains woefully inadequate to meet the demand. Lives are on the line, and have been unable to keep pace.



b) Vermont’s only emergency shelter backup plan faces constant cuts

The GA Emergency Housing Program, commonly referred to as the state’s “hotel/motel program,” is only available to Vermonters who meet the State’s definition of “vulnerable.”^{xiii} This program has served as a vital safety net for thousands of vulnerable unhoused Vermonters, supplementing when community-based shelter has fallen short. Despite its clear need, the GA Program continues to face cuts by the state. Because of these cuts, there are currently just 1,017 vulnerable unhoused Vermonters served by the GA Program,^{xiv} down from 2,268 in March.^{xv}

Most recently, the expiration of Governor Scott’s Executive Order 03-25 on June 30, 2025 left 666 highly vulnerable adults and 304 children without access to shelter through the GA Program as of July 1.^{xvi} The policy shift meant individuals were unexpectedly exiting motels, often without viable shelter or housing alternatives, and service providers were left scrambling to offer tents to families with children and highly medically vulnerable adults.

This is just the latest example of how changes within the GA Program create serious safety and stability consequences for Vermont's most vulnerable unhoused residents. In addition to constant changes, the GA Program's 80-day cap does not remotely reflect the reality on the ground. As we can see from Coordinated Entry data, just 24% of unhoused Vermonters were able to find permanent housing in less than 90 days, meaning we know from clear data that the GA Program's 80-day cap will result in unsheltered homelessness for the vast majority of the vulnerable Vermonters served by the program. As the data clearly shows, 76% need more than 90 days, 58% need more than 180 days, and 32% need more than one year to find permanent housing.

Vermont's GA Emergency Housing is more than a temporary fix - it is a critical intervention that saves lives and lays groundwork for long-term stability. Reductions to this program diminish our ability to supplement community-based shelters with motels, resulting in higher and higher rates of unsheltered homelessness with the potential for catastrophic public health impacts.

c) Vermont is not adequately investing in the production of much needed affordable housing

The housing crisis isn't just about building more - it's about building the right kind of housing. Market-rate development doesn't trickle down to the people who need it most. To meet this need, Vermont must invest in permanently affordable housing that stays affordable for generations, protects communities from displacement, and gives taxpayers the greatest return on investment. One-time public investment creates lasting affordability - we pay once, benefit forever.

To solve Vermont's homelessness crisis, our state must ensure sufficient permanently affordable housing to meet the need, which is great. According to the 2024 Vermont Housing Needs Assessment, by 2029 Vermont needs 3,295 homes to address homelessness^{xvii} and approximately 13,000 homes to meet the needs of the projected growth in low-income households (below 80% AMI).^{xviii} In other words, Vermont needs roughly 15,000 additional affordable homes by the end of this decade.

Additional state investment in permanently affordable housing will help Vermont solve its housing and homelessness crisis, with the added benefit of allowing our state to reduce our need for and costs related to our homelessness response system, which is currently in very high demand. In addition to lowering the costs of our homelessness response system, these investments will better enable our state to maximize federal voucher dollars and allow Vermont to leverage additional federal credits, which over the past five years have allowed our state to invest in approximately 1,000 homes that would not have otherwise been built.

While the need is both clear and great, the state continues to underinvest in permanently affordable housing. For example, during the 2025 Vermont legislative session lawmakers were told that the Vermont Housing and Conservation Board anticipated funding requests between \$60-70 million to maximize the production of permanently affordable housing.^{xix} Despite this clear need, the state provided less than half of this need, which means that Vermont will see a decline in the production of permanently affordable housing at the very time that our state needs it most.^{xx}

Permanently affordable housing is not just part of the solution to Vermont's homelessness crisis - it is a foundational solution. It is the essential pathway from homelessness to stability, dignity, and long-term well-being. Yet despite overwhelming evidence of its necessity, Vermont continues to fall short, underinvesting in the production of truly affordable homes. If we are serious about ending homelessness, we must treat permanently affordable housing not as an afterthought, but as the foundation of any meaningful, lasting response.

d) The Impact of Federal Cuts to Rental Assistance

At the same time that the state is underinvesting in Vermont's affordable housing and homelessness prevention and response infrastructure, we are also facing the loss of vital rental assistance vouchers that keep Vermonters at risk of homelessness housed and allow Vermonters to move into permanent stable housing from homelessness.

Specifically, Vermont's Public Housing Authority's (PHA's) are facing an unprecedented crisis due to FY2025 federal budget shortfalls. As a result of these shortfalls, 1,194 households will lose their Section 8 Housing Choice Vouchers and 293 vouchers have already been lost in 2025.

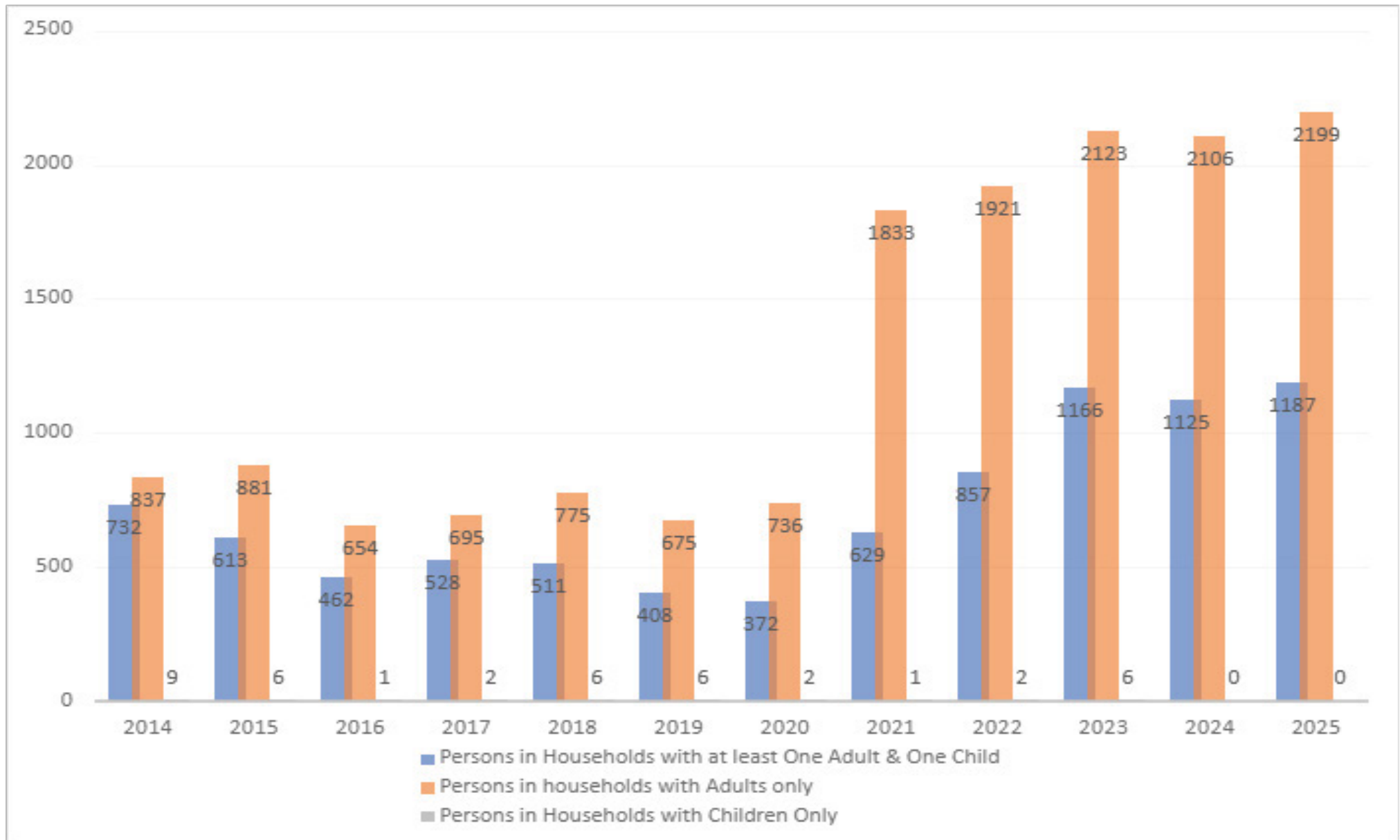
Again, this is happening on top of a system that was already stretched way beyond its capacity.

Section IV – 2025 PIT Count Data and Historical Trends (Statewide, CCHA, & BoS)

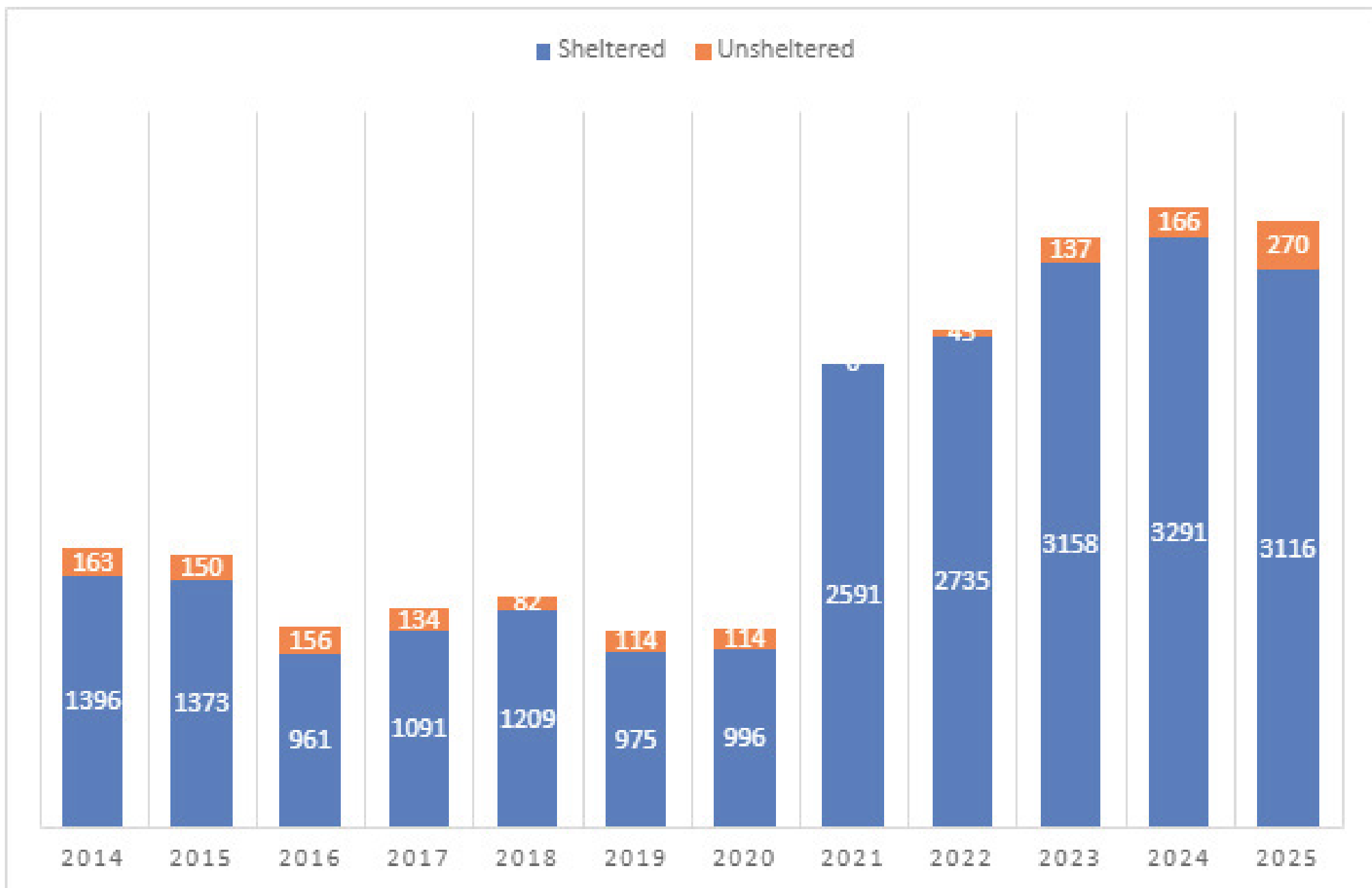
Total Number of Unhoused Individuals



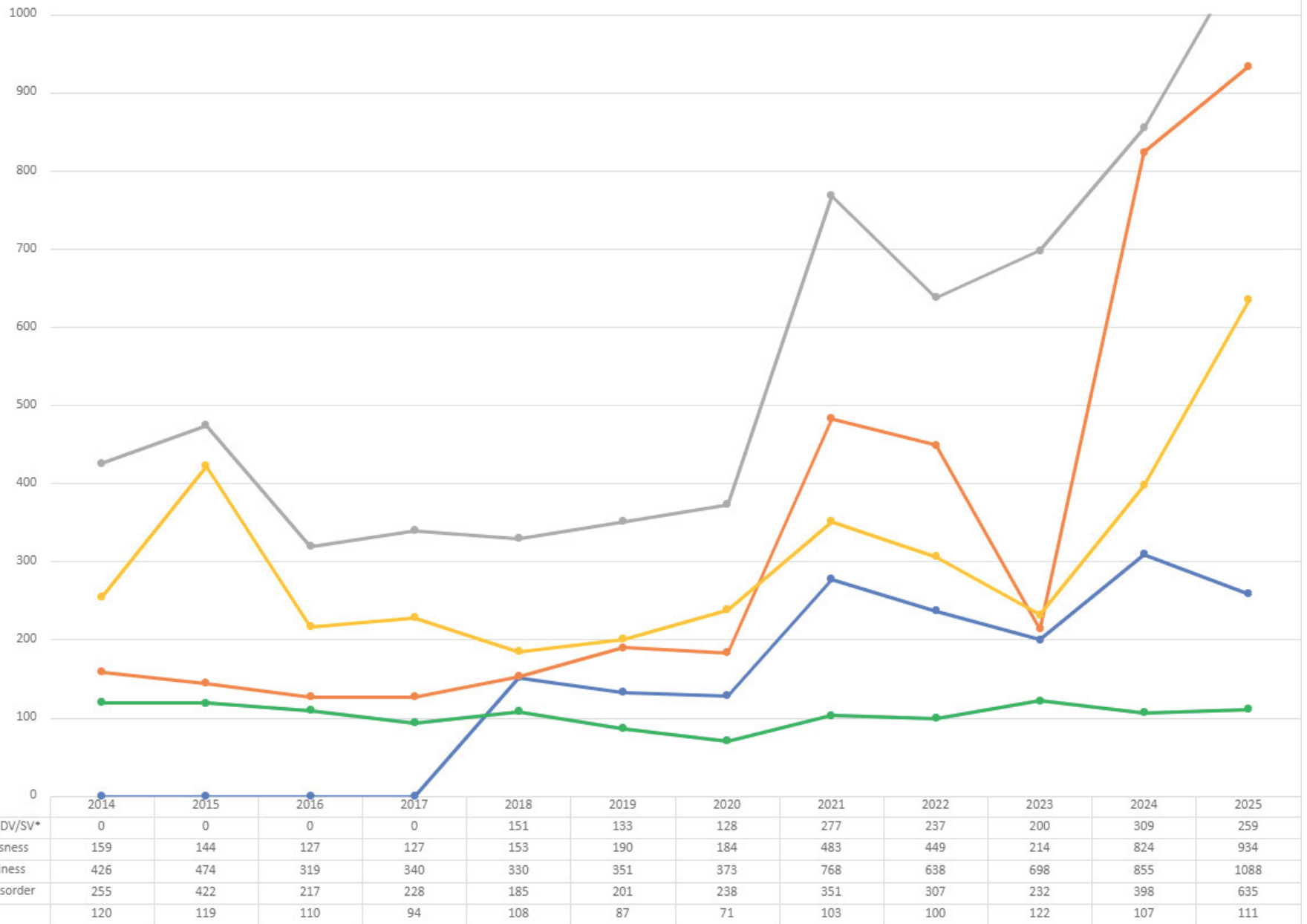
Household Type



Sheltered versus Unsheltered Homelessness



Subpopulations of Homeless¹



¹ The number of unhoused Vermonters disclosing substance use and/or mental health on the PIT night marks a substantial increase over the 2024 numbers. We suspect this is because Vermonters in the GA Program are not asked about these questions on PIT count night and, as noted above, because fewer unhoused Vermonters were in the GA Program this year, more unhoused Vermonters counted on PIT count night were interviewed by individuals who did ask those questions. Thus, the 2025 numbers likely reflect a much closer picture of the reality on the ground in Vermont. 13

By Age

Year	Under 18	18 - 24	25 - 34	35 - 44	45 - 54	55 - 64	65+
2023	654	247	580	734	469	417	194
2024	737	245	567	763	500	447	199
2025	633	235	565	792	507	439	215

Section V – Conclusion

Vermont is facing a homelessness crisis. The good news is that while policy choices over time have shaped this reality, our current elected leaders hold the power to fix it.

Solving Vermont's housing and homelessness crises will require bold, sustained investments over the long term. We urge the legislature and governor to commit to building and maintaining perpetually affordable housing, paired with the support services needed to ensure stability for those most at risk.

At the same time, immediate action is critical. We call on lawmakers and the governor to allocate the resources necessary to guarantee adequate emergency shelter for all who need it because no one should be left without a place to sleep while we work toward lasting solutions.

The path is clear - all we need is the political will.

Section VI – Recommendations

Affordable Housing

- *Invest in Vermont's Affordable Housing Infrastructure:* Vermont's housing and homelessness crisis is the result of multiple factors, the core of which is a lack of affordable homes for rent or sale. To solve this crisis, Vermont must create a framework and revenue sources for sustained, long-term investments across all areas that have contributed to Vermont's housing and homelessness crisis, including funding to construct new permanently affordable housing, rehabilitate existing structures into affordable housing, and more.
 - Adequately fund new permanently affordable housing
 - Rehabilitate existing structures into affordable housing
 - Ensure affordable housing production requires homeless-dedicated units
 - Fully adopt Housing First principles, the national best-practice approach
- *Strengthen Vermont's Homelessness Prevention Tool Kit:* Ensuring that all Vermonters have a safe, quality home is just part of the solution. Vermont must also ensure that people have the housing stability and retention services necessary to increase sustainability and prevent homelessness. These tools, including tenant representation, client assistance funds, rental subsidies, and supportive services, are critical tools to move people out of emergency shelter, and reduce and avoid evictions. This upstream money is a significant investment in managing and reducing the number of unsheltered Vermonters.
 - Ensure counsel for Vermonters facing eviction
 - Ensure Just Cause Eviction Protection
 - Ensure necessary Housing Opportunity Grant Program Funding
 - Ensure sufficient supportive services
 - Ensure sufficient rental subsidies
 - Ensure prevention efforts are adequately funded

Shelter

- *Invest in Vermont's Emergency Shelter and Services Infrastructure:* Vermont does not have an adequate plan to ensure shelter and/or services for unhoused Vermonters. While Vermont's housing and homelessness crises will take years of sustained long-term investments to fully solve, Vermont must provide the resources necessary to ensure sufficient emergency shelter while we get there. Failing to provide shelter for vulnerable Vermonters in need can lead to significant preventable harms, including death.
 - Ensure 24-hour, trauma-informed, safe, accessible, stable, and non- or semi-congregate emergency shelter for vulnerable Vermonters
 - Design and fund a coordinated emergency shelter system that meets the needs of unhoused Vermonters
 - Ensure shelter access is low barrier and responsive to person-centered needs of households
 - Ensure sufficient wrap-around supports and harm-reduction methods, including substance use treatment options, mental health/health care services, and affordable and accessible transportation

Strengthen Community Safety

- *Stop Criminalizing People Who Use Drugs:* Vermont has taken some steps toward embracing a harm reduction-centered approach to drug use. For example, in 2024 it authorized the use of evidence-based overdose prevention centers (OPCs). While there are glimmers of hope like OPCs, overall Vermont continues its failed war on drugs, which

stigmatizes addiction and drives people away from lifesaving treatment. Vermont must rethink its approach to public safety and harm reduction and finally prioritize the safety and well-being of all residents, including people who use drugs.

- o End the war on drugs and expand treatment, services, and other evidence-based harm reduction tools
 - o Expand and require low barrier shelter capacity that is responsive to the needs of people who use drugs
- *End the Criminalization of Poverty:* Vermonters who lack access to private space can face prosecution for actions that are only offenses when they are done in public. These laws, in effect, criminalize acts that are a necessary part of everyday life (i.e. public urination or sleeping in public), thus criminalizing unhoused peoples' very existence. The collateral harms of a criminal conviction can be tremendous – they inhibit pathways to rejoining communities, including making it more difficult for individuals to secure safe housing, meaningful education, gainful employment, and fines and fees push people further into cycles of poverty. These obstacles also increase the likelihood that individuals will reenter the criminal legal system.
 - o Prohibit the criminalization of activities that are associated with homelessness
 - o Eliminate court fees and ensure fines are tailored to the offense and proportionate to an individual's financial circumstances
 - o Promote restorative response to ordinance violations which center connection and healing over penalty

Appendix – June 2025 Coordinated Entry Data

June 2025 Coordinated Entry Data - Demographics													
Coordinated Entry District	Addison	Bennington	Caledonia/Essex	Chittenden	Franklin/Gr and Isle	Lamoille	Orange/Winds or North	Orleans	Rutland	Washingt on	Windham South	Windsor S/Windham N	Total
Total number of persons served	117	429	157	1036	246	93	346	100	645	651	516	252	4588
Adults	84	314	124	887	204	72	264	62	485	454	406	183	3539
Children	33	114	33	149	42	20	82	38	160	191	110	69	1041
Mental Health Disorder	53	184	48	558	87	50	179	23	332	365	300	109	2,288
Alcohol Use Disorder	3	10	5	62	3	6	16	2	18	34	39	6	204
Drug Use Disorder	9	32	20	190	37	11	46	2	69	66	90	32	604
Both Alcohol and Drug Use Disorder	2	21	12	122	3	9	26	0	30	56	41	13	335
Chronic Health Disorder	26	128	15	407	44	40	105	17	133	195	196	34	1,340
Developmental Disability	10	112	21	290	26	20	56	8	85	177	169	30	1,004
Physical Disability	26	114	39	345	78	34	107	32	184	175	188	73	1,395
American Indian, Alaska Native, or Indigenous	0	3	1	14	8	0	1	0	5	4	3	1	40
Asian or Asian American	1	1	0	9	0	1	1	0	0	0	2	0	15
Black, African American, or African	11	25	1	165	10	1	11	1	19	51	40	3	338
Hispanic/Latina/e/o	6	5	1	16	1	0	9	0	5	9	5	3	60

Middle Eastern or North African	0	0	0	2	0	0	0	0	0	0	0	0	2
Native Hawaiian or Pacific Islander	0	0	1	4	0	0	1	0	1	0	0	0	7
White	94	379	148	754	214	87	290	95	568	535	412	229	3,805
Multi-Racial	3	10	3	31	5	2	14	0	24	16	32	5	145
Multi-Racial Hispanic/Latina/e/o	1	5	2	34	6	1	13	4	19	21	19	6	131
Client Doesn't Know/Prefers Not to Answer	0	0	0	2	1	0	3	0	0	1	1	0	8
Data Not Collected	1	1	0	5	1	1	2	0	4	14	2	0	31
Under 5	9	36	12	62	12	8	27	11	55	55	43	23	353
Age 5-12	14	54	11	51	21	12	32	15	74	80	50	31	445
Age 13-17	10	24	10	36	9	0	23	12	31	56	17	15	243
Age 18-24	4	31	24	67	18	8	18	10	51	50	47	19	347
Age 25-34	17	73	27	184	33	8	56	7	89	95	87	41	717
Age 35-44	17	81	36	266	64	19	67	15	125	116	98	51	955
Age 45-54	19	48	20	182	37	17	57	10	102	79	79	34	684
Age 55-64	16	58	12	150	37	12	37	15	85	64	58	23	567
Age 65+	11	23	5	38	15	8	29	5	33	50	37	15	269
Client Doesn't Know/Prefers Not to Answer	0	1	0	0	0	0	0	0	0	1	0	0	2
Data Not Collected	0	0	0	0	0	1	0	0	0	5	0	0	6

0													
LOS - 0-7 days	0	20	2	7	0	0	4	0	9	0	9	5	56
LOS - 8-14 days	3	18	6	14	0	1	4	0	10	12	9	11	88
LOS - 15-21 days	0	5	2	17	2	2	13	5	13	15	11	10	95
LOS - 22-30 days	4	12	4	18	15	8	5	4	15	7	13	11	116
LOS - 31-60 days	11	43	9	74	27	15	46	8	50	47	31	27	388
LOS - 61-90 days	7	26	11	93	15	13	30	2	36	58	32	13	336
LOS - 91-180 days	11	125	38	195	48	29	88	22	117	90	101	46	910
LOS - 181-365 days	41	92	42	284	75	12	68	24	186	135	151	78	1188
LOS - 366-730 days	29	77	27	217	58	11	52	17	152	156	119	48	963
LOS - 731-1,095 days	7	2	16	90	6	1	14	10	50	88	24	2	310
LOS - 1,096-1,460 days	1	3	0	13	0	1	15	2	3	30	10	1	79
LOS - 1,461-1,825 days	2	2	0	8	0	0	1	6	4	9	4	0	36
Los - More than 1,825 days	1	4	0	6	0	0	6	0	0	4	2	0	23
Supplemental Security Income (SSI)	12	76	13	136	35	15	35	20	96	77	97	32	644
Social Security Disability Insurance (SSDI)	16	77	25	139	34	15	48	7	101	72	79	27	640
Total persons exiting to positive housing destinations	3	24	1	19	12	4	20	5	26	31	17	17	179

* All data from June 1-31, 2025 Coordinated Entry CAPER report													

Endnotes

ⁱ U.S. Dept. of Housing and Urban Development, The 2024 Annual Homelessness Assessment Report (AHAR) to Congress, Part 1 - PIT Estimates of Homelessness, Dec. 2024, p. 76-79, available at <https://www.huduser.gov/portal/sites/default/files/pdf/2024-AHAR-Part-1.pdf>.

ⁱⁱ See., Vermont Dept. of Children and Families, May 31st Monthly Housing Report, p. 13, May 30, 2025, available at legislature.vermont.gov/assets/Legislative-Reports/Act-113-Monthly-Housing-Reporting-5.31.2025.pdf.

ⁱⁱⁱ Vermont Agency of Human Services, Dept. for Children and Families, Addressing and Preventing Unsheltered Homelessness, Household Information by Eligibility Category as of July 21, 2025, available at <https://dcf.vermont.gov/Addressing-and-Preventing-Unsheltered-Homelessness>.

^{iv} Vermont Agency of Human Services, Dept. for Children and Families, March 31 Housing Reporting, Mar. 25, 2025, p. 3, available at <https://legislature.vermont.gov/assets/Legislative-Reports/Act-113-Monthly-Housing-Reporting-3.31.2025.pdf>.

^v The Continuum of Care (CoC) program is authorized by the McKinney-Vento Homeless Assistance Act. (See, 42 U.S.C. 11381-11389) The program is designed to:

1. Promote community wide commitment to the goal of ending homelessness;
2. Provide funding for efforts by nonprofit providers, States, and local governments to quickly rehouse homeless individuals (including unaccompanied youth) and families, while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness;
3. Promote access to and effective utilization of mainstream programs by homeless individuals and families; and
4. Optimize self-sufficiency among individuals and families experiencing homelessness.

^{vi} U.S. Dept. of Housing and Urban Development, Fiscal Year 2024, Continuum of Care Competition, Homeless Assistance Award Report, available at https://www.hud.gov/sites/dfiles/CPD/documents/CoC/CoC-2024-VT_Press.pdf.

^{vii} U.S. Dept. of Housing and Urban Development, The 2024 Annual Homelessness Assessment Report (AHAR) to Congress, Part 1 - PIT Estimates of Homelessness, Dec. 2024, p. 76-79, available at <https://www.huduser.gov/portal/sites/default/files/pdf/2024-AHAR-Part-1.pdf>.

^{viii} Press release, Mayor Emma Mulvaney-Stanak Announces City Will Open Emergency Cold Weather Shelter Next Week, Jan. 18, 2025, available at <https://www.burlingtonvt.gov/CivicAlerts.aspx?AID=3688>.

^{ix} Data on file with the Chittenden County Homelessness Alliance.

^x Data on file with the Chittenden County Homelessness Alliance.

^{xi} Vermont Agency of Human Services, Dept. for Children and Families, March 31 Housing Reporting, Mar. 25, 2025, p. 13, available at <https://legislature.vermont.gov/assets/Legislative-Reports/Act-113-Monthly-Housing-Reporting-3.31.2025.pdf> and Vermont Agency of Human Services, Dept. for Children and Families, June 30 Housing Reporting, June 30, 2025, p. 13, available at <https://legislature.vermont.gov/assets/Legislative-Reports/Act-113-Monthly-Housing-Reporting-6.30.2025.pdf>.

^{xii} Id.

^{xiii} Eligibility is limited to: (1) is 65 years of age or older; (2) has a disability that can be documented by: (A) receipt of Supplemental Security Income or Social Security Disability Insurance; or (B) a form developed by the Department as a means of documenting a qualifying disability or health condition that requires: (i) the applicant's name, date of birth, and the last four digits of the applicant's Social Security number or other identifying number; (ii) a description of the applicant's disability or health condition; (iii) a description of the risk posed to the applicant's health, safety, or welfare if temporary emergency housing is not authorized pursuant to this section; and (iv) a certification of a health care provider, as defined in 18 V.S.A. § 9481, that includes the provider's credentials, credential number, address, and phone number; (3) is a child 19 years of age or under; (4) is pregnant; (5) has experienced the death of a spouse, domestic partner, or minor child that caused the household to lose its housing; (6) has experienced a natural disaster, such as a flood, fire, or hurricane; (7) is under a court-ordered eviction or constructive eviction due to circumstances over which the household has no control; or (8) is experiencing domestic violence, dating violence, sexual assault, stalking, human trafficking, hate violence, or other dangerous or lifethreatening conditions that relate to violence against the individual or a household member that caused the household to lose its housing.

^{xiv} Vermont Agency of Human Services, Dept. for Children and Families, Addressing and Preventing Unsheltered Homelessness, Household Information by Eligibility Category as of July 21, 2025, available at <https://dcf.vermont.gov/Addressing-and-Preventing-Unsheltered-Homelessness>.

^{xv} Vermont Agency of Human Services, Dept. for Children and Families, March 31 Housing Reporting, Mar. 25, 2025, p. 3, available at <https://legislature.vermont.gov/assets/Legislative-Reports/Act-113-Monthly-Housing-Reporting-3.31.2025.pdf>.

^{xvi} See, Office of Economic Opportunity and Economic Services Division, Community Meeting, June 26, 2025, available at <https://outside.vermont.gov/dept/DCF/Shared%20Documents/ESD/GA/6.26.2025-ESD-OEO-Community-Meeting.pdf>.

^{xvii} Vermont Department of Housing and Community Development, Vermont Housing Needs Assessment: 2025-2029, June 2024, p. 5, available at https://outside.vermont.gov/agency/ACCD/ACCD_Web_Docs/Housing/Housing-Needs-Assessment/2025-2029/VT-HNA2025.pdf.

^{xviii} *Id.* at p. 13.

^{xix} See, e.g. HHAV Ltr. to Sen. Appropriations Committee, Apr. 8, 2025, available at <https://helpingtohousevt.org/wp-content/uploads/2025/04/FY26-Budget-Letter-to-Sen-Approps.pdf>.

^{xx} The FY 26 Vermont state budget included Vermont Housing and Conservation Board's full statutory share of the Property Transfer Tax (\$36.9M, of which VHCB can use 60 percent for housing investments) as well as an additional \$5M in one time money to VHCB for housing investments. See, HHAV, FY 2026 Housing, Shelter, and Services Appropriations, available at <https://helpingtohousevt.org/wp-content/uploads/2025/06/FY-2026-Housing-Shelter-and-Services-Appropriations-1.pdf>.



Office of Mayor Emma Mulvaney-Stanak

EXECUTIVE ORDER

January 8, 2025

RESCINDED:

July 23, 2025

Requiring Mayoral Approval of all Burlington Police Department Press Releases

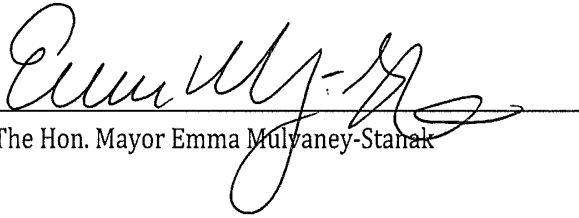
WHEREAS, the City of Burlington's Comprehensive Personnel Policy Manual States that "[a]ll press releases will be issued by the Mayor or designee"

NOW THEREFORE, exercising the authority vested in me as Mayor of the City of Burlington by Article V, Section 116 of the Charter of the City of Burlington, I, Emma Mulvaney-Stanak, hereby issue the following executive order, effective immediately:

1. All press releases to be issued by the Burlington Police Department shall be sent to the Mayor's Office for approval prior to issuance of the release by the Chief of Police or designee.
2. Such press releases submitted for approval to the Mayor's Office shall be submitted in the form of a Microsoft Word Document.
3. In the event that the Burlington Police Department determines that a press release must be issued on an emergency basis to communicate critical information to the public in urgent situations, such as missing person alerts or evacuation warnings, the following protocol shall be observed:
 - a. The draft press release shall be labeled as an "Emergency Press Release" when submitting to the Mayor's Office.
 - b. Along with the appropriately labeled press release, the Burlington Police Department shall provide the Mayor's Office with notification that the release needs to go out immediately or a deadline by which approval is needed for the issuance of the press release.
 - c. If the Police Department does not receive approval of the emergency press release from the Mayor's Office prior to the stated deadline, the Police Department may issue the press release without approval from the Mayor's Office.

4. This Executive Order shall remain in effect until further notice and may be rescinded upon the completion of the Burlington Police Department's development of a press release policy which has been approved by the Mayor.

Dated this 8th day of January, 2025.



The Hon. Mayor Emma Mulvaney-Stanak

RESCINDED: July 23, 2025



BURLINGTON POLICE DEPARTMENT
DEPARTMENT DIRECTIVE
DD30 Public Information
Reviewed and published July 23, 2025

PURPOSE: To establish guidelines for Department members when providing information to the public via media outlets. The Burlington Police Department is committed to open, transparent, and inclusive practices with all members of the public while adhering to the tenets of the Vermont Public Records Law.

POLICY: It is the policy of the Burlington Police Department to provide relevant and timely information to the media and the public. Release of information shall not intentionally violate privacy or jeopardize ongoing incidents and investigations. Access to information and incident locations (scenes) will be balanced with public safety concerns, investigation integrity, and with full consideration given to Vermont's Public Records Law.

CONTENTS:

- I. Definitions
- II. Media Release Responsibilities
- III. Information to be Released
- IV. Information Not to be Released
- V. Juveniles
- VI. Information Pertaining to Vermont Civil Violation Complaints (VCVC)

I. DEFINITIONS

- A. **Public Record:** any information written or recorded, regardless of physical form or characteristics, which is produced or acquired during public agency business.
- B. **Juvenile:** any person under the age of eighteen (18) years of age¹.
- C. **Media Release:** any written document prepared for the purpose of sharing details of a Burlington Police Department incident or matter with the public. Such releases will be disseminated via the department's media e-mail distribution list.
- D. **Public Interest:** any event or incident which impacts or concerns public safety, public officials, or public places. Any event that the public has witnessed or which could reasonably be expected to cause public concern or alarm.
- E. **Officer in Charge (OIC).** The highest-ranking on-duty officer commanding a particular division.

¹ Should State law change the age of when a person is considered an adult in the criminal legal system, this policy will follow the State's definition in those cases.

II. MEDIA RELEASE RESPONSIBILITIES

- A. The Chief of Police or designee shall serve as the Public Information Officer. The role of the Public Information Officer includes but is not limited to.
- i. Coordination with the Administration on policy or positions unrelated to police operations.
 - ii. Maintaining professional relationships with members of the media.
 - iii. Scheduling press conferences surrounding noteworthy events or Department initiatives.
 - iv. Assisting the media with their coverage of the Department.
 - v. Annual review of this policy for efficacy and compliance with Section 12.6 of the Comprehensive Personnel Policy Manual.
- B. All Department members shall be prepared to interact with members of the media. Department members who are approached by the media for specific information or for comments should refer the request to the Officer in Charge. In the event of a serious incident (e.g. an officer involved shooting, homicide, etc.) employees shall refer all media requests to the Chief of Police or their designee.
- C. A media release will be issued as soon as practical concerning incidents of public interest, arrests for serious crimes, crimes of violence, serious crashes, road closures, or other hazardous scenes. Additionally, media releases may be used in instances when the public's help is needed as part of an active investigation.
- i. Exceptions to this section may be made if a media release could compromise an ongoing investigation. Any exception made requires approval by the supervisor of the investigation.
- D. All media releases shall be constructed using the approved Burlington Police Media Release template and approved by the Officer in Charge prior to dissemination. All media releases shall be delivered using the media e-mail distribution list maintained by the department. Completed media releases shall be incorporated into the record management system as part of the incident reporting.
- E. Death investigations are often performed in response to an incident of public interest. A media release may be issued within 24 hours for all death investigations except in the following instances:
- i. Suicides with no public interest,
 - ii. Natural deaths with no public interest, or
 - iii. Any death investigation when the release of information would erode the integrity of the investigation.

The identity of any decedent shall be withheld pending notification of next to kin.

- F. Media access to an incident scene shall be the responsibility of the on-scene Officer in Charge and should be restricted to the outer perimeter. Restricted access to incident scenes is necessary for public safety, evidence integrity, and to preserve the rights afforded to victims of crime. At no time will Department members allow members of the media to trespass onto private property in order to gain access to an incident location.
- G. Department members assigned to a task force, e.g. Chittenden Unit for Special Investigations, Drug Task Force, shall comply with the media procedures established by their respective task force.
- H. Department members shall respond promptly and professionally to requests from the media.
- I. Inquiries concerning Department policies, procedures, personnel or relationships with other entities shall be referred to the Chief of Police.
- J. The Department shall issue weekly logs related to incidents and arrests to the media via the Media Group list serve.

III. INFORMATION TO BE RELEASED

- A. Name, age, city / town of residence. (DO NOT RELEASE DATE OF BIRTH);
- B. Nature and description of incident;
- C. Date, time, and street of incident occurrence;
- D. Offense(s) for which a person has been arrested or issued citation;
- E. Burlington Police Department booking image if available;
- F. Disposition of arrested or injured persons;
- G. The identity of any crime victim except as outlined in section 4 of this policy;
- H. Name of the investigating Officer and approving Supervisor.

IV. INFORMATION NOT TO BE RELEASED

- A. Any information about a witness to or victim of a crime where information could jeopardize their safety or otherwise erode the integrity of an investigation;
- B. Any information that could identify a victim of a sex crime or domestic assault;
- C. Information related to criminal investigations if it relates to the detection and investigation of a crime and could reasonably:

- i. Interfere with an investigation or other enforcement proceedings;
 - ii. Deprive a person of a right to a fair trial or impartial adjudication;
 - iii. Constitute an unwarranted invasion of personal privacy;
 - iv. Disclose the identity of a confidential source;
 - v. Disclose techniques and procedures or guidelines for law enforcement investigations or prosecutions, which would reasonably be expected to risk circumvention of the law; or endanger the life or physical safety of an individual.
- D. Sealed or expunged files;
- E. Autopsy reports;
- F. Medical information;
- G. Uniform crash reports;
- H. Any statements about the character, reputation, number of police involvements or criminal record of a person. A summary of an arrested person's criminal convictions may be released if that information is contained in the affidavit filed with the Court and is public;
- I. Comments regarding the existence of a confession, statements made by a suspect; including the failure or refusal of the suspect to make a statement or confession;
- J. Comments as to the opinion of the guilt or innocence of a suspect, merits or weight of the evidence of any case;
- K. Questions about whether information is publicly releasable shall be referred to the Chief.

V. JUVENILES

- A. Any information that could reveal a juvenile's identity will not be released until such time that the State's Attorney determines whether the juvenile will be charged in criminal court;
- B. Any information that could reveal a juvenile's custody status shall not be released;
- C. Juvenile arrests, including records or information reflecting an initial arrest or citation of a juvenile will not be released if a juvenile is being referred to family court;
- D. The identity of a juvenile crime victim will not be released;
- E. The identity of juveniles will be released in the following instances:
 - i. If the juvenile is an operator or occupant in a motor vehicle crash;

- ii. When the release of a juvenile's name, including a photograph, would be of material aid in locating a missing person; or
- iii. As outlined in Section VI of this policy.

VI. INFORMATION PERTAINING VERMONT CIVIL VIOLATION COMPLAINTS (VCVC)

A. Information from records pertaining to issued Vermont Civil Violation Complaints issued to any person (including juveniles) may be released, except for the following:

- i. The photograph of the individual.
- ii. Date of birth.
- iii. Social Security number.
- iv. Driver's license number.
- v. Physical address / mailing address.
- vi. Telephone number.

Reviewed and adopted by the Burlington Police Commission on July 22, 2025.



Shawn Burke, Interim Chief of Police

July 23, 2025
Effective Date

Office of Mayor Emma Mulvaney-Stanak
149 CHURCH STREET • BURLINGTON, VT 05401 • (802) 865-7272

FOR IMMEDIATE RELEASE

July 23, 2025

**Mayor Mulvaney-Stanak Rescinds Executive Order Pertaining to Police Department
Press Releases Following Police Commission Approval of Updates to BPD's Public
Information Directive**

BURLINGTON, Vt – Today, Mayor Emma Mulvaney-Stanak rescinded the January 8, 2025 Executive Order related to Mayor's Office review of Burlington Police Department press releases. As outlined in the Executive Order, the decision to rescind follows the Police Commission's approval of updates to BPD Directive 30 related to Public Information, which occurred at its [July 22, 2025, meeting](#). DD30 was last updated in 2010.

"I am grateful for the work done by Interim Chief Shawn Burke and members of the Burlington Police Commission to prioritize updates to DD 30," said Mayor Emma Mulvaney-Stanak. "The updated DD30 reflects our shared commitment to community safety and transparency."

The updated Police Department Directive 30 is attached.

###

CITY COUNCIL ACCOUNTABILITY LIST

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

Prepared by: Lori Olberg, Council and Licensing Coordinator

7/31/2025

	Meeting Date	Type of Document and Title	Action Requested	Updated Next Steps in the Process
1	2/6/2023	Communication re Ward 2/3 NPA Resolution to Name the New Shelburne Street Roundabout After Tony Redington and Resolution in Support of Big Heavy World Teen Center Proposal for Memorial Auditorium	refer the communication to TEUC and CDNR Committees respectively for further review and engagement	TEUC Item was taken up at the March 2023 meeting. No further action taken
2	3/13/2023	Communication re Ward 5 NPA Steering Committee to Name the New Shelburne Street Roundabout after Tony Redington	refer the communication to TEUC for further review	TEUC Item was taken up at the March 2023 meeting. No further action taken
3	3/13/2023	Resolution: Supporting LGBTQIA+ Community Members and Condemning Transphobia	City Council will work in collaboration with community members and organizations and the City administration to develop a plan for ongoing activities to support and amplify the voices of the LGBTQIA+ community; City Council urges Burlington's state legislative delegation to look at current state hate crime statute to look to extend protections for schools and organizations that advocate/support LGBTQ+ (and other minoritized communities) from hate motivated targeted crimes, examine Burlington's graffiti ordinance and consider changes that address continued defacement of public property, and graffiti that spreads hateful and harmful messages.	There have been stakeholder meetings brought forward by the Administration to address the directives in the resolution. UPDATE: Work is being done in the Legislature, a former resident created a physical Burlington trans pride flag to fly in front of City Hall in recognition of Trans Day of Visibility; the flag will fly the flag from March 15 - April 15 to celebrate Trans Day of Visibility and reboot the Trans People Belong campaign.
4	7/24/2023	Resolution: The Climate Emergency and the Council Request to Count Vermont Air National Guard GHG Emissions and to Plan to Eliminate VTANG Aviation and Ground GHG Emissions in the Spirit of the City's 2030 Net Zero Goals	requests that the Vermont Air Force National Guard Adjutant General, beginning for the year 2023, calculate aviation and ground fuel usage at the VTANG base and to annually provide BTV Director and TEUC with a complete record of the calculated aviation and ground greenhouse gas emission; for VTANG to work collaboratively to draft a plan to adopt simulation and augmented reality training to substantially reduce or eliminate GHG with initial meeting on or before 12/31/23 and follow up at TUEC's March 2024 meeting	Initial meeting of the parties by 12/31/2023; UPDATE: parties met at March TEUC meeting
5	5/6/2024	Resolution Relating to The Relationship Between City Officials And The Neighborhood Planning Assemblies	to refer the resolution from the Ward 1 Neighborhood Planning Assembly Concerning the Relationship Between City Officials & the NPA to the Community Development and Neighborhood Revitalization Committee for further review and recommended action	no later than September 2024
6	5/20/2024	Resolution: A Building Emissions Reduction Ordinance	referred to TEUC	TEUC refer any working draft BERO and any related ballot language to the Ordinance Committee no later than the last City Council meeting in October of 2024
7	6/3/2024	Resolution: Review and Update To Rental Weatherization Standards	TEUC to hold one or two meetings to eaxmine implementation of the Rental Weatherization Standards and identify any reasons for delay in achieving the energy audtis and weatherization work required by Ordinance to take place	no later than October 1, 2024, TEUC shall provide the full Council an update on its findings and make any policy update recommendations to the Ordinance Committee
8	1/27/2025	Resolution: City Council Commitment To Rebuilding And Reconciling With The Burlington Police Department	Mayor to update the City Council referred to the Ordinance Committee, to report back to the City Council; CJC to report back to the City Council and Ordinance Committee	18-Feb-25
9	1/27/2025	Resolution: Establishing A Violation Reporting Incentivization Pilot (VRIP)	referred to the CDNR Committee to report back to the Council with any recommended actions on the report, including, but not limited to, any recommended actioesn related to the Clarke Street needle exchange	on or before March 24, 2025; by March 10, 2025
10	5/12/2025	Evaluation of Safe-Syringe Programs and the Impact of Syringe Litter in Burlington, Vermont - Board of Health		on or by September 1, 2025
11	5/19/2025	CDO SEID Stormwater Standards ZA-25-03	referred to the Ordinance Committee	not-specified
12	5/19/2025	CDO PlanBTV Downtown Code Parking Setbacks ZA-25-06	referred to the Ordinance Committee	not-specified
13	6/16/2025	Ordinance: Water Resources Affordable Rate Setting	referred to TEUC	not-specified
14	6/23/2025	Ordinance: Prohibiting Indecent Exposure	referred to the Ordinance Committee	not-specified
15	7/14/2025	Ordinance: Gross Receipts	referred to the Ordinance Committee	8/4/2025
16	7/14/2025	Ordinance: Establishing City Circle BCO Chapter 1, Section 10	referred to the Ordinance Committee	not-specified
17	7/14/2025	REIB Proposed Charter Change	referred to the Charter Change Committee	not-specified
18	7/14/2025	Ordinance: An Amendment to Appendix D, Sections 2 and 5, Updating Parks Rules and Regulations	referred to to the Parks, Arts and Culture Committee	not-specified

Lori Olberg

From: Dan Castrigano <dancastrigano@gmail.com>
Sent: Monday, July 14, 2025 4:58 PM
To: Mayor's Office; City Council; Chapin Spencer; Lori Olberg
Subject: Keep Municipal Recycling

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

Mayor, City Council, and Chapin Spencer:

I am still shocked that the city wants to give away municipal recycling to private corporations.

During the May 19th City Council meeting, City Council instructed Chapin Spencer to deliver both a private RFPQ and a sustainable municipal model.

Chapin, on May 19th you said "We think it is the responsible piece to do is to move ahead with an interim selection of either us doing it or the private sector doing it."

You also said that "We are fully committed, as the motion says, to bring the data for both to you all and the commission for you to evaluate which the best direction would be."

Timestamped video with quotes

And yet, the memo on the agenda tonight only includes the path forward with the private sector taking over municipal recycling for the next five years. Why is there no communication about keeping municipal recycling?

Municipal recycling is a public good and should be operated by us and our city. We should further consolidate trash and compost and use one efficient system in the city to collect waste.

This is a labor management issue and can be resolved.

Wrestling control of recycling back from a private corporation five years from now is not something that can easily be done.

I urge you to work through this problem and keep municipal recycling.

Regards,
Dan Castrigano

Lori Olberg

From: Sara Chesbrough <sarachesbrough@gmail.com>
Sent: Wednesday, July 16, 2025 3:27 PM
Cc: Emma Mulvaney-Stanak; Carter Neubieser; Gene Bergman; Joe Kane; Sarah Carpenter; Benjamin Traverse; Becca Brown McKnight; Evan Litwin; Marek Broderick; Melo Grant; Allie Schachter; Mark Barlow; Buddy Singh; Lori Olberg
Subject: Support for the REIB office and Interim Director Christian Berry
Attachments: REIB letter.docx

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

Good afternoon Mayor and City Council,
I am contributing to this open letter community campaign because racial inclusion, health equity, and a Burlington where everyone feels they belong are important to me. Please review the attached letter, which outlines my concerns and asks.
Thank you for your time!
Sara

Dear Burlington municipal leaders,

I'm writing to express strong support for the Office of Racial Equity, Inclusion, and Belonging (REIB) and for Interim Director Christian Berry's leadership. This office is a vital part of our city's commitment to equity and justice, and its future deserves our collective investment and attention.

Under the current administration, we have seen the departure of multiple women of color in leadership roles—including the former HR Director, two REIB Directors, and now we risk losing Director Berry as well, as she has been shouldering multiple FTEs worth of work for almost a year now. This pattern is deeply concerning. It sends a message—intended or not—that our city does not yet know how to retain or support BIPOC leaders (especially women) doing the hard work of equity and institutional change.

I urge you to take the following concrete steps:

1. **Name Interim Director Christian Berry as the permanent head of REIB and end the open search process.** Christian has shown steady, principled leadership through an incredibly challenging time. Her knowledge, relationships, and vision are exactly what this moment requires.
2. **Share an action plan and timeline for chartering the REIB Office.** This work must be embedded and protected in our city's structure—not left vulnerable to shifting political winds.
3. **Commit to a fully staffed and funded REIB Office, and share a plan with visible milestones to fill current vacancies.** This office cannot meet its mandate without adequate personnel and resourcing.
4. **Provide a timeline and plan for training city leadership to navigate polarization and build the skills for productive, accountable dialogue—especially around issues like houselessness and public safety.** Our current civic climate is fractured and deeply painful. The REIB Office is designed to help our community face exactly these kinds of hard conversations with compassion, rigor, and shared humanity.

This is a moment that calls for courageous leadership. Naming Christian Berry Director, investing in the REIB, and moving forward with transparency and urgency will send a powerful signal that our city is serious about equity—not just in words, but in practice.

Thank you for your time and your service to our community.

Sincerely,

Sara Chesbrough, Ward 5

Lori Olberg

From: Emily Eley <emily.m.eley@gmail.com>
Sent: Monday, July 14, 2025 5:40 PM
To: Mayor's Office; City Council; Chapin Spencer; Lori Olberg
Subject: Keep Recycling Public — Privatization Is Not the Answer

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

Dear Mayor, City Councilors, and Chapin Spencer,

I'm writing today with deep concern about the city's direction on recycling.

Recycling is a public service. It should remain under public ownership, not handed off to a private company whose first obligation is profit—not people, not workers, and certainly not the environment.

At the May 19th City Council meeting, clear instruction was given to present both a private-sector and a municipal plan for recycling. **Where is the plan for keeping this essential service in public hands?** The memo on tonight's agenda includes only a proposal to privatize—a massive decision with no mention of a city-run option.

We cannot afford to give this away.

Privatizing recycling now means we lose the infrastructure, the workforce, and the democratic oversight that allows us to build a truly sustainable waste system—one that could eventually integrate trash and compost into a streamlined, city-run model that serves residents, not shareholders.

Once we hand this over to a private company, getting it back will be nearly impossible.

Please don't move forward with this short-sighted plan. We need real leadership willing to tackle the labor challenges, support our public works staff, and invest in long-term solutions that keep our recycling system accountable to the people who live here.

Public goods belong in public hands.

Please keep municipal recycling public—now and for the future.

Sincerely,
Emily Eley
Ward 4 Resident

—
Emily Eley (she/her)
Business Coach and Speaker on Post-Capitalist Economics
IG: [@emilyeleycreative](https://www.instagram.com/emilyeleycreative) | w: [emilyeley.com](https://www.emilyeley.com)

business tips and rants about capitalism
>> [get 'em!](#)

Lori Olberg

From: Troy Headrick <THeadrick@leg.state.vt.us>
Sent: Wednesday, July 30, 2025 12:35 PM
To: Lori Olberg
Subject: Please Add Email to Formal Record

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

I just copied you on an email I sent to all City Councilors. I cannot recall the process by which such a document is added to the formal record, but would you please initiate that process for that email document, including the forwarded email I had sent to the Mayor and Director Kraft?

Please contact me with any clarifications needed.

Thank you!
Troy

Troy Headrick (he/him)

State Representative for

Chittenden 15 | Burlington, VT

Ranking Member, House Committee on Corrections and Institutions

House Sexual Harassment Prevention Panel



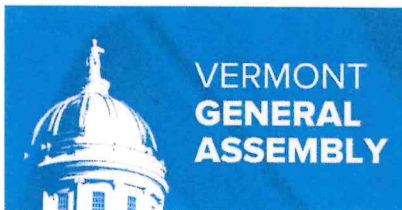
802.828.2228 | *State House*

802.391.9552 | *Personal*

[Legislative Webpage](#)

THeadrick@leg.state.vt.us

115 State St. | Montpelier, VT 05633



Lori Olberg

From: Troy Headrick <THeadrick@leg.state.vt.us>
Sent: Wednesday, July 30, 2025 12:33 PM
To: Benjamin Traverse; Carter Neubieser; Gene Bergman; Joe Kane; Sarah Carpenter; Becca Brown McKnight; Evan Litwin; Marek Broderick; Melo Grant; Allie Schachter; Mark Barlow; Buddy Singh
Cc: Mayor's Office; Doreen Kraft; Erin Jacobsen; Joe Magee; Lori Olberg
Subject: Fw: Aligning Burlington's Indigenous Engagement with UNDRIP: Request for Inclusion of Odanak and Wôlinak Abenaki in Public Art

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

Council President Traverse and Councilors,

I'm reaching out to share the message I recently sent to Mayor Mulvaney-Stanak and Director Kraft regarding Burlington City Arts' plan to replace the Chief Gray Lock statue in Battery Park. As you may have seen in [the recent VT Digger article](#), this process has raised serious concerns not just about public art, but about the continued erasure of legitimate Indigenous communities from decisions that shape how we represent our shared history.

I urge you not to take any action to accept or install the proposed replacement statue without first initiating formal outreach to the Abenaki communities at Odanak and Wôlinak. These are not peripheral voices. They are the documented descendants of Chief Gray Lock and they maintain a continuous presence and governance structure rooted in what was, and remains, their ancestral territory, including the land we now call Burlington.

To be clear, we must not draw distinctions that label these Indigenous nations as "Canadian" while recognizing others as "Vermont-based." The Abenaki at Odanak and Wôlinak were forcibly displaced to the northernmost regions of their territory as colonial borders were imposed. We drew the line; they didn't. And according to the United Nations Declaration on the Rights of Indigenous Peoples, that border is *not* a relevant justification for excluding them from consultation. UNDRIP is unambiguous in calling for free, prior, and informed consent, especially when identity and representation are involved.

The email below outlines my position in more detail. I hope you will give this your full attention as the Council prepares for any upcoming decisions on this matter. We have an opportunity to break with precedent and do this right.

Respectfully,

Representative Troy Headrick
Chittenden 15 – Burlington

Troy Headrick (he/him)
State Representative for

Chittenden 15 | Burlington, VT
Ranking Member, House Committee on Corrections and Institutions
House Sexual Harassment Prevention Panel



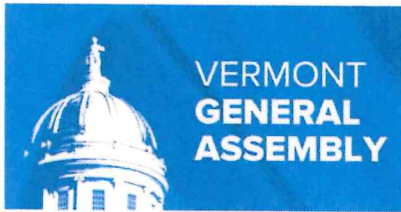
802.828.2228 | State House

802.391.9552 | Personal

[Legislative Webpage](#)

THeadrick@leg.state.vt.us

115 State St. | Montpelier, VT 05633



From: Troy Headrick

Sent: Saturday, June 28, 2025 11:05 AM

To: dkraft@burlingtoncityarts.org <dkraft@burlingtoncityarts.org>; Mayor's Office <mayor@burlingtonvt.gov>; Erin Jacobsen <ejacobsen@burlingtonvt.gov>

Subject: Aligning Burlington's Indigenous Engagement with UNDRIP: Request for Inclusion of Odanak and Wôlinak Abenaki in Public Art

Dear Director Kraft, Mayor Mulvaney-Stanak, and Chief of Staff Jacobsen,

I write regarding Burlington City Arts' recent announcement to commission an Indigenous artist for the sculpture replacing Chief Gray Lock. This is an important and long-overdue opportunity to honor Indigenous presence in our region. However, I urge your offices to ensure this effort aligns with both historical accuracy and international human rights standards, specifically the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP).

Under Article 19 of UNDRIP, governments are required to obtain the *free, prior, and informed consent* (FPIC) of Indigenous peoples through their own representative institutions before adopting policies or actions that affect them. Likewise, Article 36 affirms the right of Indigenous peoples divided by national borders to maintain and develop contacts, relations, and cooperation, including on matters of cultural and historical significance.

In light of this, it is deeply concerning that the Abenaki communities at Odanak and Wôlinak, whose documented ancestral ties to this region are well established, have not been consulted in this decision-making process. This follows a broader pattern of exclusion, including the recently announced "Indigenous curriculum" intended for Vermont schools, which was developed without their participation. That curriculum promotes a version of Indigenous identity centered on groups repeatedly denied legal

recognition by both the federal government and Vermont's own State's Attorney (prior to the state recognition process of 2011-2012 which remains in question).

Public art and education are powerful tools. If developed without the involvement of legitimate Indigenous nations, they risk reinforcing false narratives and erasing those with authentic historical and cultural ties to this land.

Burlington has the chance to lead by example. I respectfully request that Burlington City Arts and the Mayor's Office initiate formal consultation with Odanak and Wôlinak leadership. This would bring your efforts into closer alignment with UNDRIP and model a process rooted in integrity, accountability, and justice.

I am more than willing to assist in this effort. I can facilitate introductions to Odanak leaders as well as Vermont-based scholars and community members who have worked in close partnership with them.

Thank you for considering this request. I would welcome the opportunity to speak further about how Burlington can ensure its public commitments to equity and inclusion extend to Indigenous communities with actual, documented histories on this land.

Respectfully,
Troy Headrick
State Representative, Chittenden-15

Troy Headrick (he/him)

State Representative for

Chittenden 15 | Burlington, VT

Ranking Member, House Committee on Corrections and Institutions

House Sexual Harassment Prevention Panel



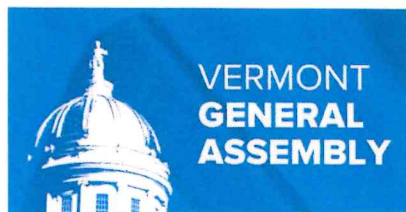
802.828.2228 | *State House*

802.391.9552 | *Personal*

[Legislative Webpage](#)

THeadrick@leg.state.vt.us

115 State St. | Montpelier, VT 05633



Lori Olberg

From: Pete <pkranz_cpa@yahoo.com>
Sent: Friday, July 25, 2025 8:44 PM
To: burlingtontownclerk
Subject: Fw: Downtown Burlington

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

To our city council...

[Yahoo Mail: Search, Organize, Conquer](#)

----- Forwarded Message -----

From: "Pete" <pkranz_cpa@yahoo.com>
To: "mayor@burlingtonvt.gov" <mayor@burlingtonvt.gov>
Sent: Sun, Jul 6, 2025 at 3:38 PM
Subject: Downtown Burlington

The situation in Burlington is rapidly getting worse. I'm a lifelong Vermonter, lifelong Chittenden County resident and multiple time and current Burlington resident (last 2.5 years and 4 years total over my life). I care very much about this city and have many friends who live and work here.

I live right downtown. I go for multiple walks per day. I am accosted for money at 5 times (usually upwards of 10) EVERY. SINGLE. TIME. I am writing this note from the patio at RiRa where in the first 5 minutes of sitting down THREE different people asked for money. I historically offered to buy them food or a coffee. They ALWAYS rudely said no. I've observed others offering and seeing them rudely refused. They only want cash so it can be used for drugs and / or alcohol.

I've heard rumors of discussions with legal counsel regarding holding a mayor and city council liable for negligence (this also extends to the State's Attorney, but via a different avenue). Based on policies which everyone knows well only make the situation worse, i maybe be forced to support such efforts.

It is time to drop ideology and do what's right for the broad, much larger, citizenry of Burlington. You and the City Council are causing economic (and physical) harm to thousands.

Pete Kranz

[Yahoo Mail: Search, Organize, Conquer](#)

Lori Olberg

From: Guy L <cybertiguy@gmail.com>
Sent: Friday, July 25, 2025 5:09 PM
To: burlingtowntownclerk
Subject: Renaming a street downtown Burlington Vermont.

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

I am informed that you have rename a major street "Canada Street" downtown Burlington. I am profoundly offended by this as a Canadian. Do you realize the damage your president and many of your governors have done to Canada. Calling our PM a "governor" and our great nation an "American state". Don't get me wrong I think President Trump is a good president in many ways.

You also posted a sign in English only stating so while most of your customers are from French Canada. This show how insensitive you Americans are.

You said in an interview that there is a "30-40 % drop" in Canadian visitors. These I am sure are NOT the real figure it is or will be much more. Simply some people have their vacation planned and had no choice but to go.

Once again I think this "gesture" is absolutely REPULSIVE there is zero interest on Canada you are just afraid so many businesses are going to go bankrupt. Me along with 30 travelers were supposed to go to Florida canceled and went to South America instead great decision.

You Americans like to talk all the time about "doing the right thing" well any self-respecting Canadian should boycott your state forever.

I can't believe how self-centered and hypocritical you the American people are. Your ship is sinking by your own actions. Live with it.

Respectfully

Guy Leroux

7/14CCPF

Nuclear Weapons Dot Chart Explained

To Mayor Emma and the City Council: This is a historic document from 1981, created by Vermonter Jim Geier, showing the amount of firepower held by nuclear nations at the highpoint of the cold war, portraying the nuclear weapons frenzy that prevailed then. We are resurrecting and revising this Dot Chart for the 80th anniversary of the dropping of nuclear bombs on the cities of Hiroshima and Nagasaki., August 6 and 9. We will bring in an updated chart at the next City Council meeting on August 4, and request 5 or 10 minutes to explain it to you and the general public.

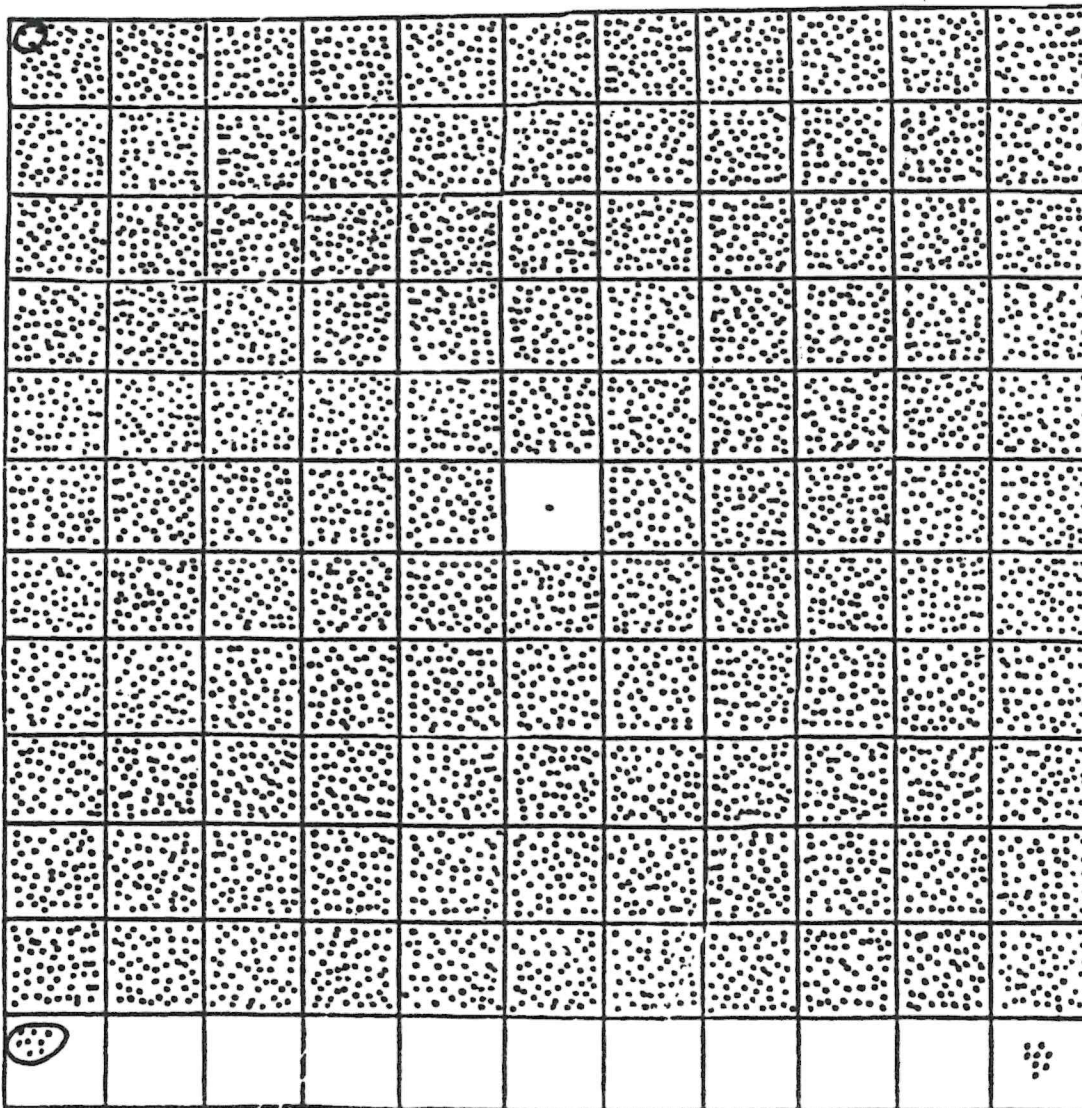
Expectantly,

Robin Lloyd and Jim Geier

NUCLEAR WEAPONS CHART

(1982)

- 1) WORLD WAR II took place over six years and affected virtually every country of the world, killing over 50 million people. The combined firepower, including the two atomic bombs dropped on Japan, which killed over 150,000 people, equalled 3 million tons of TNT. This is equal to 3 megatons. On this chart, 3 MTs are represented by a single dot. Imagine the firepower of WORLD WAR II as the dot in the center square.
- 2) Right now, there exists in the nuclear arsenals of the United States and the Soviet Union a total firepower equal to 18,000 megatons. This, if divided by the 3 MTs of WORLD WAR II, shows we now have on earth the equivalent destructive capability of 6,000 WORLD WAR II. Each dot on this chart represents the firepower of WORLD WAR II. About half belong to the United States and the other half to the Soviets. (The chart has 120 squares with 50 dots in each, totalling 6,000 dots.)



- 3) In 1977, President Carter said that one Poseidon submarine could destroy all the large and medium-sized cities in the Soviet Union. Each Poseidon has over 200 warheads on it, with the total destructive capability of close to 9 megatons or the equivalent firepower of 3 WORLD WAR II's. This is represented by the circle in the upper-left-hand square. An equal amount of Soviet firepower could also destroy about 200 cities in the United States. Imagine 200 cities in our country destroyed in the next hour.
- 4) One Trident submarine has on board, the firepower equal to 24 megatons or the explosive equivalent of 8 WORLD WAR II's (see circle in lower-left-hand square). We christened our first Trident in the summer of 1981 Corpus Christi or "Body of Christ." The Navy plans to build another one every 8 months, and has plans for 20-30 more. Add 8 more dots to the chart every 8 months and 8 more for the Soviets as they will counterbalance any build-up by our side.
- 5) The Salt Treaty has sanctioned the equivalent firepower of 6,000 WORLD WAR II's shown on this chart. Treaties of this nature are deceptive because the word "limitation" implies a cutback. The Salt Treaties have always resulted in a net increase of bombs. In 1972, at Vladivostok in the Soviet Union, Presidents Ford and Brezhnev met and signed the treaty "limiting" multiple-entry warheads to a level of 1,300. At the time the United States had 800 and the Soviets had none.
- 6) The Trident submarine costs approximately 2 billion dollars. For every 2 billion dollars spent on nuclear weapons we purchase the destructive power of 8 more WWIIs.

The MX missile system will cost 40-60 billion dollars. It will purchase the equivalent firepower of 200 WWIIs for the same amount of money it would take to reinsulate every dwelling in the United States. We chance nuclear war for Mideast oil, while we refuse to put efforts toward reducing these tensions. President Reagan has cut 30 billion dollars from social service programs. Our defense budget has been increased by 30 billion dollars.

- 7) The dots in the small circle (upper-left-hand square) can destroy over 200 Soviet cities. Imagine the land mass of the Soviet Union to be the size of that small circle. If the land mass of the world were reduced to the same scale, it would be the size of a quarter. Place a quarter on the chart. The dots covered by the quarter represent the firepower of enough WWIIs to destroy the large and medium-sized cities throughout the world.
- 8) What percentage of bombs would be used in a so-called "limited" nuclear war? Ten percent perhaps? (Ten percent or 10 squares can easily be covered with your index fingers. Do this and see how many bombs still exist.) This ten percent could destroy about 70% of the ozone layer in the Northern Hemisphere and 40% in the Southern Hemisphere. Animal life could soon be gone; sunburn could destroy most remaining life.
- 9) As individuals we condone this insanity by not speaking our minds. Years pass and we continue to build bombs. We say the Soviets are the reason. That's "armchair language." Is it really that we dread speaking out even more than we fear nuclear war itself?

For more information : Robin at 802-355-3256

Lori Olberg

From: Charlotte Safran <csafranvt@gmail.com>
Sent: Friday, July 11, 2025 3:53 PM
To: Emma Mulvaney-Stanak; Carter Neubieser; Gene Bergman; Joe Kane; Sarah Carpenter; Benjamin Traverse; Becca Brown McKnight; Evan Litwin; Marek Broderick; Melo Grant; Allie Schachter; Mark Barlow; Buddy Singh; Lori Olberg
Subject: Open letter regarding the Office of REIB
Attachments: Letter_REIBaccountability.pdf

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

Hello Mayor and City Council! My name is Charlotte Safran, and I am writing regarding the Office of Racial Equity, Inclusion, and Belonging. Attached please find my open letter. Thank you in advance for your time.

Warmly,
Charlotte Safran

Hello, my name is Charlotte Safran, and I am writing to urge you to appoint Christian Berry as permanent Director of the Office of Racial Equity, Inclusion, and Belonging for the City of Burlington.

We are living in the midst of a public health crisis, fueled by systemic racism, growing economic hardship, fractured trust, and the deep ache of disconnection. We are struggling with safety, belonging, access to resources, and the weight of injustice. As Audre Lorde reminds us, *"There is no such thing as a single-issue struggle because we do not live single-issue lives."* Continuing to center racial equity, inclusion, and belonging is not a side project but rather imperative to the healing and future of Burlington.

The REIB office is a structural necessity. It is one of the few spaces in our city government designed to hold and address the intersections of harm, hope, and transformation. In a time of rupture and reckoning among our city and its leaders, this office has remained a grounding presence because of the commitment of Interim Director Christian Berry.

Director Berry has brought stability, wisdom, and a deep well of lived experience to this role. For the past seven months, she has held this department with grace and strength despite ongoing vacancies and under-resourcing. She is a Vermonter, she has earned bipartisan respect, and yet, unlike recent department heads who were appointed without open searches, she has not been named to the permanent role.

This is confusing. It feels inequitable. And it continues a troubling pattern of undermining Black women leaders in Burlington. We are still waiting for justice for Tyeastia Green. Let us not repeat history.

I am asking you to take action that aligns with your stated values:

1. Appoint Interim Director Christian Berry as the permanent Director of the REIB office.
2. Share a public timeline and action plan for chartering the REIB office.
3. Fill the vacancies in the department with urgency and care, and ensure the office is fully resourced.
4. Provide leadership training across City Hall to equip our elected officials and city staff to engage in the hard, necessary conversations around safety, belonging, houselessness, and community wellness.

We need radical healing. And that healing starts here—in how we lead, how we show up for each other, and how we choose to invest in those doing the work of repair. Director Berry is already leading us forward. Let's not delay justice or withhold stability any longer.

Thank you.

Lori Olberg

From: Swain, Kim Y <kim.swain@unc.edu>
Sent: Friday, July 25, 2025 3:44 PM
To: burlingtontownclerk
Subject: Graffiti

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

Dear City of Burlington -

I lived full-time in northeast Vermont for almost 40 years, from 1975 - 2014. Although I did not grow up there, I called it home. I loved Burlington and always told travelers it was on the "must see" list.

I can't tell you how my heart sank to see the state of the city on my visits in 2023 and 2024, the state of City Hall Park, the vacancies along Church Street and the graffiti and buildings in disrepair. I asked residents what happened and was told it started to go downhill when the city chose to defund the police.

That decision has caused a generation of growth and economic prosperity to be lost. Williston has become the center of Commerce. The streets no longer feel safe. It doesn't have to be like that.

Recently I was introduced to a broadcast from Colorado Public Radio about Denver and the murals, which act as community cultural artifacts and add beauty and value while removing unsightly and seemingly angry graffiti.

<https://www.cpr.org/podcast-episode/the-soul-of-the-community/>

The Burlington Arts community is expansive, vibrant and talented. Please consider asking them to lend their talents to rebuilding the Queen City. Perhaps a space could be reserved specifically to honor and offer space to graffiti artists.

Kim Swain
Durham, NC

Lori Olberg

From: Maxwell Tracy <maxwell.k.tracy@gmail.com>
Sent: Tuesday, July 15, 2025 11:36 AM
To: Emma Mulvaney-Stanak; Carter Neubieser; Gene Bergman; Joe Kane; Sarah Carpenter; Benjamin Traverse; Becca Brown McKnight; Evan Litwin; Marek Broderick; Melo Grant; Allie Schachter; Mark Barlow; Buddy Singh; Lori Olberg
Subject: Open letter regarding the REIB Office
Attachments: REIB Call to Action.pdf

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

Dear Mayor and City Council,

I've attached an open letter about the REIB office and crucial steps that our City needs to take if we are to address racism as the public health emergency that it is. Please add this communication to the consent agenda for the next City Council meeting.

Max Tracy
Ward 2

Dear Mayor and Councilors,

Almost exactly five years ago, Burlington declared racism a public health emergency and pledged more extensive and ongoing efforts to eradicate it. In recent years, however, those initiatives have been dramatically scaled back at the City level. No where has this been more pronounced than in the Racial, Equity, Inclusion and Belonging Office, where former Director Green was mobbed, financial support has dwindled, staffing has been cut, programs have been curtailed, leadership has continually turned over, and there's been a lack of clarity as to if and when its role will ever be codified in the City Charter. We need decisive action from this administration and this Council if we are truly serious about eradicating systemic racism.

We cannot move forward in good faith without repairing the deep harm that was done to former Director Green by Mayor Weinberger, Mayor Mulvaney-Stanak, and other City officials. It is disgraceful that the City and the individuals responsible have yet to take responsibility for destroying Tyeastia's reputation even though she did nothing wrong. Too late is better than never. **Come back to the table and reach a fair settlement that is truly commensurate with the damage so many in the City have done.**

Since Director Green resigned in February 2022, there has not been consistent REIB leadership. That instability has been exacerbated by the Mayor's failure to name current Interim Director Christian Berry as the permanent Director. Christian has navigated constantly shifting terrain with skill, grace, and, most importantly, unflinching commitment to dismantling white supremacy culture in our community. Even though Interim Director Berry has consistently proven herself, Mayor Mulvaney-Stanak has yet to appoint her as the permanent Director and has instead opted to do a national search. During the same period, the Mayor appointed several other white employees to leadership roles within the City without doing any searches. **You can and should correct this glaringly inequitable treatment by making Interim Director Berry the permanent Director.**

Interim Director Berry cannot do this unbelievably challenging work with current REIB staffing levels. Having only one other REIB staff member as we currently do is wholly inadequate to the task of uprooting systemic racism. As a result, programs like Juneteenth have been significantly curtailed, anti-racism trainings across City government have been largely scrapped, and City funded grants have been eliminated among many other impacts. It doesn't have to be this way. Despite challenging budgetary conditions, you still have choices as evidenced by the \$45,000 in this year's budget for free parking or the \$10,000 you recently found to move the free lunch program. How you choose to distribute public resources is one of the clearest indications of your values. **Demonstrate your commitment to ending systemic racism by redoubling the City's investment in its eradication by fully staffing the REIB office.**

None of this work can continue if the Racial, Equity, Inclusion and Belonging Office's future is insecure. Unlike other City departments, REIB is not codified in the Charter. Consequently, the department's continued existence remains at the whims of shifting political and budgetary priorities and could be folded into another department or eliminated altogether. I was heartened

to hear that the Mayor and others on the Council support chartering REIB, yet much work remains. **Share when and how you plan to move this crucial effort forward. This cannot become another broken promise.**

When the City declared racism a public health emergency 5 years ago, it committed Burlington, "to the sustained and deep work of eradicating systemic racism as organizations, actively fighting racist practices and participating in the creation of more just and equitable systems." On that day, the City, alongside countless other organizations, announced immediate and specific actions to confront the emergency. Now, community members from across our city have brought forward similarly immediate and specific actions that the City can take to address systemic racism. The question remains if, when and how you will answer the call.

Max Tracy
Ward 2

Dear Mayor Mulvaney-Stanak,

I want to start by thanking you for your service to this community and your leadership. I also want to make use of my voice and influence, in the ways that I can, to best serve and support our community. To that end, I am adding my name to the list of folks reaching out and asking for action concerning the office of Racial Equity, Inclusion, and Belonging. I believe the REIB to be one of the strongest vehicles the City has in continuing focused efforts to make Burlington a place that makes the most sense for as many people as possible. I am concerned with the lack of continuity, staffing, and legacy that the office carries of turning over Black women in leadership. I really hope the next appointment will be a lasting one and do believe we have the right person to lead the office in Christian Berry.

At this critical moment, I urge you to:

1. Appoint Interim Director Christian Berry as the permanent Director of REIB and end the open search process. She has mended relationships, brought stability to the office, and reestablished trust across the community- all with limited staffing and resources. From the outside, it appears as though Christian is being held to a different process than other appointments being made in similar positions across the City, and that is concerning.
2. Share a concrete action plan and timeline for chartering the REIB office. This is essential in providing stability and sustainability to this critical office.
3. Provide an action plan and timeline—with tangible and visible milestones—for filling vacancies and ensuring the REIB office is fully staffed and adequately funded. This work is hard enough as is, doing it with a fraction of the total staff is a near impossible task. Our commitments to the values this office represents must be in action and in resources as much as in words.

I hope with renewed support and commitment to this office and its leadership, we can continue to make this place the best version of itself.

In community,

Emiliano Void

A handwritten signature in dark ink, appearing to read 'Emiliano Void', with a long horizontal flourish extending to the right.

Lori Olberg

From: Michelle Wallace <mwallace.vt@gmail.com>
Sent: Wednesday, July 30, 2025 8:55 AM
To: burlingtontownclerk
Subject: Abenaki sculpture

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

Hello- I strongly support pausing and reconsidering your decision to commission a sculpture from Abenaki Nation at Missisquoi. The legitimacy of this group is questionable based on the research and facts we currently have. The original sculpture had direct ties to the recognized Abenaki nations. Your team made a mistake to not consult with the Abenaki nations and to continue would I believe have very negative and lasting impacts in the community. If you were to move forward with this based on the info available would discredit your team of community leaders and decision makers. I hope you will pause, get more info, consult with the recognized tribes and eventually decide not to display the sculpture that was commissioned. I personally find the new sculpture offensive as it represents and symbolizes the appropriation of native people.

Michelle Wallace
Plainfield VT



MEMORANDUM

To: Burlington Board of Finance and City Council
From: Darren Springer, General Manager
Date: 8/4/2025
Subject: **Moduly Residential Battery Storage Pilot Program**

Introduction

Burlington Electric Department ("BED") is seeking Board of Finance and City Council approval to file with the Vermont Public Utility Commission (PUC) the documents needed to offer an 18-month pilot program to deploy 10 Moduly residential battery storage devices for testing with residential customers, including renters. The program details were outlined in a press release in April 2025 (<https://www.burlingtonelectric.com/nzeupdate25/>) with additional information including a web link for customers to express interest available here (<https://www.burlingtonelectric.com/batterypilot>).

The batteries will be deployed as part of a pilot with Moduly, a company selected by BED through the Vermont Sustainable Jobs Fund DeltaClima business accelerator program. The goal of the pilot includes testing the batteries for peak reduction capabilities as well as providing resilience to customers during outage situations. There will be no cost to customers and no compensation to customers for participating in this test/pilot.

BED previously believed that the testing of such batteries without customer compensation did not require PUC approval, but the PUC sent BED a letter indicating it believed this program may require a PUC filing under the procedures for innovative rates and services available to municipal utilities and cooperatives. BED is seeking today approval from the Board of Finance and City Council to make such a filing, but BED will also be asking the PUC to open a separate docket to help clarify what types of programs and offerings require such notice and/or approvals in the future. In the interest of getting the batteries out to customers as soon as possible, BED is moving this program through the recommended PUC process. The PUC notice letter is attached to this memo for further information.

Moduly Pilot Tariff Filing Motions

Board of Finance: To approve and recommend that the City Council authorize the General Manager of the Burlington Electric Department or their designee to file necessary documents with the



Vermont Public Utility Commission to enable the 18-month Moduly battery residential pilot program as proposed.

City Council: To approve and authorize the General Manager of the Burlington Electric Department or their designee to file necessary documents with the Vermont Public Utility Commission to enable the 18-month Moduly battery residential pilot program as proposed.



July xx, 2025

Holly R. Anderson
Clerk of the Commission
112 State Street
Montpelier, VT 05620-2701

Re: Moduly Battery Residential Resilience Program

Dear Ms. Anderson,

In accordance with the instructions in the Public Utility Commission's ("Commission's") July 15, 2025, Order Opening Investigation in Case No. 25-1390-INV, Burlington Electric Department ("BED") submits notice and description of its proposed Moduly Battery Residential Resilience Program ("Program") to the Commission, the Department of Public Service ("Department"). This report contains the information on the Program as specified in 30 V.S.A. § 218d(o) and the Standards and Procedures for Innovative Rates and Services Offered by Municipal and Cooperative Electric Utilities ("Standards and Procedures") as approved by the Commission in Case No. 21-2642-INV. In the sections below, BED outlines and addresses how the proposed Program meets each of the requirements of the Commission's Standards and Procedures.

It is BED's position that neither the 30 V.S.A. § 225 requirement nor the 30 V.S.A. § 218d(o) streamlined review option for utilities to submit their rates for services to the Commission is applicable to BED's proposed Moduly Program. However, of the two options offered by the Commission to BED in its July 15, 2025, Order, submitting information about the Program as a 30 V.S.A. 218d(o) report will allow BED's customers to put the batteries to use as soon as possible. Therefore, BED is submitting information about the Program as a 30 V.S.A. 218d(o) report with a proposed effective date of October 15, 2025. BED intends to submit a request for a proceeding for further Commission consideration of the applicability of 30 V.S.A. § 225 and 30 V.S.A. § 218d(o) to BED services that are not rates.

Filing Requirements of the Standards and Procedures

1. Customer Notice

All of BED's customers will have received at least 45 days' notice of the Program as of October 15, 2025. To accomplish this, BED will begin providing written notice and description of the proposed Program through

Burlington Electric Department
585 Pine Street Burlington, VT 05401
burlingtonelectric.com

Phone 802.658.0300

a notice on customer bills beginning August 1, 2025, and continuing through August 28, 2025 (the time necessary for all customers to receive notice under BED's cycle billing) as follows:

BED invites customers to try residential battery storage through a free trial of standalone 5 kWh and 7.5 kWh batteries that plug into a regular 120V wall outlet with no permanent installation required. BED will test using the batteries during peak events while customers can use them for reliability at other times. Visit [burlingtonelectric.com/battery-pilot](https://www.burlingtonelectric.com/battery-pilot) for more info and to express interest.

In addition to the above notice on customer bills, BED provided public notice of the Program in its April 9, 2025, Net Zero Energy update press event with Mayor Mulvaney-Stanak, in its press release for that event (<https://www.burlingtonelectric.com/nzeupdate25>), in the May edition of the North Avenue News, in Front Porch Forum, and a web page for the Program (<https://www.burlingtonelectric.com/batterypilot>).

2. Terms and conditions of the Program

BED initially planned a three-year term for the Program but will curtail that time period to fit within the 18-month timeframe under the 30 V.S.A. § 218d(o) framework if BED does not choose to make the program permanent at that time.

BED has procured and will retain ownership of ten Moduly UL-Listed residential storage battery devices with 5 kWh or 7.5 kWh capacity. Moduly is a company that was part of the 2024 DeltaClimateVT business accelerator program cohort, which is run by the Vermont Sustainable Jobs Fund. The batteries are operated by plugging the Moduly stand-alone unit into a regular 120-volt wall outlet. This configuration requires no permanent installation and should make battery storage technology available to more customers, including renters. Moduly batteries are available in modular form and may be stacked to increase electricity storage. BED expects to test 5 kWh and 7.5 kWh size batteries using Moduly's app and interface. BED will loan the batteries to BED residential customers at no cost for at-home use for up to 12 months at a time. Participating customers must agree to keep the batteries plugged in and connected to a WiFi network, to notify BED of any issues with the battery, and to sign a liability waiver prior to accepting the batteries. In exchange, customers will allow BED to operate and discharge the batteries during peak events, in effect reducing that customers load, to reduce wholesale market costs to all BED customers. BED will avoid discharging the batteries at any time system reliability might be at risk (e.g., during storm events) to preserve the reliability benefit for Program participants. At the end of the customers' period of use, customers will return the batteries to BED and complete a survey on their experience. BED will then distribute the returned batteries to other customers on the applicant list.

Customers will receive no compensation from BED, nor will they be charged for the use of the battery device (beyond any change in net electric consumption under their applicable tariff). BED is accepting applications from interested residential customers and BED will prioritize applicants who are renters and/or customers who are eligible for BED's Energy Assistance Program¹ ("EAP"). Any customers not selected for participation in a period may apply again in a subsequent period. If BED does not continue the

¹ BED's current EAP tariff sheet is available at https://www.burlingtonelectric.com/wp-content/uploads/2024_5_24-EAP-rate-tariff-sheet-compliance-filing.pdf

Program beyond 18 months, or at the end of the possible three-year period if converted to a permanent tariff, BED will make use of the batteries for its own purposes, possibly by deploying them in one or more of its facilities.

BED obtained Burlington Electric Commission approval for the purchase of the batteries at its January 8, 2025, meeting. Because BED is submitting the Program to the Public Utility Commission as a 30 V.S.A. § 218d(o) report in response to the Commission's instructions in its July 15, 2025, Order, BED will seek local authorizations for the Program from the Burlington Board of Finance and Burlington City Council at their August 4, 2025, meetings.

3. Criteria

The proposed Program meets the eligibility criteria as follows:

- *BED's Program will be in effect for a duration of 18 months or less*

As required by the Standards and Procedures, the Program will be in effect for 18 months or less. BED will file notice with the Commission 45 days prior to the end date of the 18 months. If BED plans to continue to offer the Program on a permanent basis, it will submit a tariff sheet with this notice specifying the terms and conditions of the Program and any proposed modifications in accordance with the provisions within the Standards and Procedures for continuing to offer the Program beyond the initial 18-month period as a permanent tariff.

- *The Program will not result in additions of more than two percent of BED's Net Asset or an increase in BED's Overall Cost-of-Service by more than two percent.*

The proposed Program will not result in additions of more than two percent of BED's net assets and the Program will not increase BED's overall cost-of-service by more than two percent. The total capital cost for purchase of the batteries was \$96,300 as compared to BED's net utility plant in service of \$86,414,132 as of June 30, 2024. BED anticipates operating expenses related to the batteries' application programming interface of \$830/month and user fees of \$1.50/month during the Program period for total estimated operating expenses (assuming 20 users) of \$10,320 annually as compared to BED's cost of service of \$57.9 million (as filed in Case No. 25-1172-TF).

- *The Program advances the goals of Vermont's Comprehensive Energy Plan*

BED's proposed Program will advance the goals of Vermont's 2022 Comprehensive Energy Plan ("CEP" or "Plan") to promote equity and affordability by reducing energy cost. The Program may result in lower transmission, capacity, and distribution costs even as electrification increases the city's load. In so doing, BED makes electrification more affordable and equitable for all customers.

In the opening of the CEP, then-Department Commissioner Tierney welcomes the reader by noting that equity considerations are a central focus of the Plan.

I am proud that this plan places equity at the forefront of energy policy discussion, recognizing that the benefits and burdens of energy policy have not historically been equitably distributed. I am proud that in this plan the authors place equity at the forefront of energy policy discussion, where the equity considerations are intended to become a core criterion for decision-making, along with the traditional statutory principles, designed to root out and address existing inequities.

This central theme of equity is reflected in the CEP's recommendations on p. 57.

Equity should be considered as core criteria in all decision-making, alongside least-cost and environmentally sound principles as defined within the statutes that guide energy policy in Vermont, including 30 VSA §§ 202(a), 209, 218(c), 225, 248, 8005, and 8010, among others.

The CEP specifies on pp. 50-51 that energy inequities can be addressed by increasing affordability of energy costs for those with the highest energy burdens.

Energy equity (sometimes also discussed as energy justice) aims to make energy accessible, affordable, cleaner, and democratically managed for all communities... In the realm of energy equity, inequities are often assessed through metrics like energy burden, which evaluates the percentage of energy expenditures relative to a household's income.

- *BED's proposed Program advances the CEP's equity goals by increasing affordability for BED customers with the highest energy burdens*

The CEP recognizes renters as a group of Vermonters with an especially high energy burden.² Approximately 60% of BED's residential customers are renters. Reduction of BED's capacity and transmission costs through peak demand reduction can help keep rates lower for all customers, regardless of tenancy status. Further, the Moduly batteries can provide a reliability benefit to both renters and homeowners as well as customers eligible for BED's EAP with no installation costs or work required.

- *Pairing increased affordability and enhanced incentives for clean energy technologies*

On pp. 12-13 of the CEP, the Department notes, "clean energy technologies, which can reduce costs and energy burden, see limited adoption in areas with the highest energy burden." BED currently attempts to address this inequity by providing enhanced financial incentives to income-eligible customers who adopt electrification measures such as EV and heat pumps. Of the total customer claims BED has received for purchases of EVs, heat pumps and heat pump water heaters, ~18% of these claims were for enhanced incentives submitted by income-eligible customers. Also, as the Program may reduce peaks, in effect, each

² Pp. 55-56 of 2022 CEP, "...according to survey research from the University of Vermont, non-white and renter respondents in Vermont are more likely to experience energy vulnerability than white and homeowner populations, respectively, suggesting that non-white Vermonters and those who rent their housing lack access to sufficient and affordable energy. Statistical analysis of survey results also showed that renters were nine times as likely to have gone without electricity and two times more likely to have gone without heat in the previous year..."

participating customer will play an active role by decreasing the demand for and cost of electricity during on-peak hours, furthering BED's progress toward meeting the City's Net Zero Energy goal.

4. Customer Eligibility

All BED residential customers in the residential service ("RS") or residential time of use ("RT") rate classes are eligible to enroll in the Program. BED will prioritize applications from customers who are renters and/or EAP eligible. The number of customers served by the Program will depend on customer interest. If, for example, BED provided the batteries to three groups of 10 customers for 6 months at a time during the 18-month Program period, the Program would serve 30 customers.

5. Expected costs and revenues

BED does not anticipate substantive changes in its net costs or revenues because of the Program. The total capital cost for purchase of the batteries was \$96,300 and BED anticipates annual operating expenses to be \$10,320. Any savings above Program costs due to peak reductions will be passed on to all customers. During, and at the end of, the 18-month Program term, BED will further assess the Program's costs and benefits.

Implementation Timeframe

As provided by the Standards and Procedures, BED may commence offering its Program to eligible customers on the 45th day after this filing, absent the filing of a written objection or investigation by the Commission. Accordingly, BED plans to commence offering the Program on October 15, 2025, or soon thereafter. As noted above, BED will file notice with the Commission on or before March 1, 2027, which is 45 days before the end date of the 18-month period (April 15, 2027) and if BED plans to continue to offer the Program on a permanent basis, it will submit a tariff sheet with that notice specifying the terms and conditions of the Program and any proposed modifications in keeping with the provisions of the Standards and Procedures.

Should the Commission have any concerns or questions, please do not hesitate to contact us.

Sincerely,



Amber Widmayer
Regulatory Specialist
(802) 735-6918

Board of Finance and City Council Submission Checklist

Version: April 2025

Department: Burlington Electric Submitter: Darren Springer

Title/Subject: Moduly Battery Pilot Tariff

Approval Requested:

☐ Board of Finance

☐ City Council

☒ Both BOF and Council

Meeting Date:

Click or tap to enter a date.

Click or tap to enter a date.

8/4/2025

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	7/28/2025	Darren Springer
Mayor's Office	Yes	7/30/2025	Erin Jacobsen
Board/Commission	Yes	1/8/2025	Electric Commission
City Attorney's Office for memo and contracts or legal documents	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and motion(s) or resolution(s)	Yes	7/30/2025	Jessica Brown, motions included
CAO for budget, financing, and memo	Yes	7/29/2025	Katherine Schad
Human Resources, if personnel action or policy	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if IT-related	N/A	Click or tap to enter a date.	Click or tap here to enter text.



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 16th 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.

FFL Preservation Project Budget (7/3/25)			
Funding Type	Grant Revenue	Local Match	Total
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
Total:	\$1,365,000.00	\$1,256,275.00	\$2,621,275.00

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:

☒ Board of Finance

☒ City Council

☐ Both BOF and Council

Meeting Date:

7/14/2025

8/4/2025

Click or tap to enter a date.

Instructions

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

Signoff Needed	Received?	Approval Date	Note
Department Head	Yes	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.



**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:

FY'26 Fleet Purchase Replacement List (GO Bond 2025B)				
Vehicle	Life Span- Year Purchased	Replacement Cost	Order Year	Estimated Receipt Of Vehicle
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
Total Cost:		\$2,840,000.00		

FY'26 Fleet Purchase Replacement List, (Non-GO Bond 2025B) GF, Revenue/Special Revenue Departments.				
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
Total Cost:		\$931,000		

***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

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	
Total									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	\$9,800.00	\$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	\$9,800.00	\$19,816.96		4									
Total	\$3,771,000	\$3,831,000.00		\$60,000	\$19,600.00	\$133,118.06	\$35,789.89	17									

Board of Finance and City Council Submission Checklist

Version: April 2025

Department: Public Works Submitter: Lee Perry

Title/Subject: FY26 Fleet Purchasing Memo

Approval Requested:

☒ Board of Finance

☒ City Council

☐ Both BOF and Council

Meeting Date:

7/14/2025

8/4/2025

Click or tap to enter a date.

Instructions

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

Signoff Needed	Received?	Approval Date	Note
Department Head	Yes	7/8/2025	Reviewed and approved by Chapin Spencer.
Mayor's Office	Yes	7/9/2025	Reviewed and approved by 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	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	7/8/2025	Reviewed and approved by Erik Ramakrishnan
CAO for budget, financing, and memo	Yes	7/8/2025	Reviewed and approved by 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.

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 1st 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.



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

Board of Finance and City Council Submission ChecklistDepartment of Finance and
Administration – Human

Timothy Williams, Safety Manager

Department: Resources Submitter: _____Title/Subject: Contract for Security Services at City Hall FY26

	Approval:	Meeting Date:
☒	Board of Finance	7/14/2025
☒	City Council	8/4/2025
☐	Concurrent	Click or tap to enter a date.

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

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	7/3/2025	Lynn Reagan
Mayor's Office informed and approved memo	Yes	7/8/2025	Joe Magee
Board/Commission, if required	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	Yes	7/3/2025	Erik Ramakrishnan, Hayley McClenahan
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	7/3/2025	Erik Ramakrishnan, Hayley McClenahan
CAO has reviewed budget, financing, and memo	Yes	7/3/2025	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

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

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 2024¹. 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

¹ 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 ¹
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.

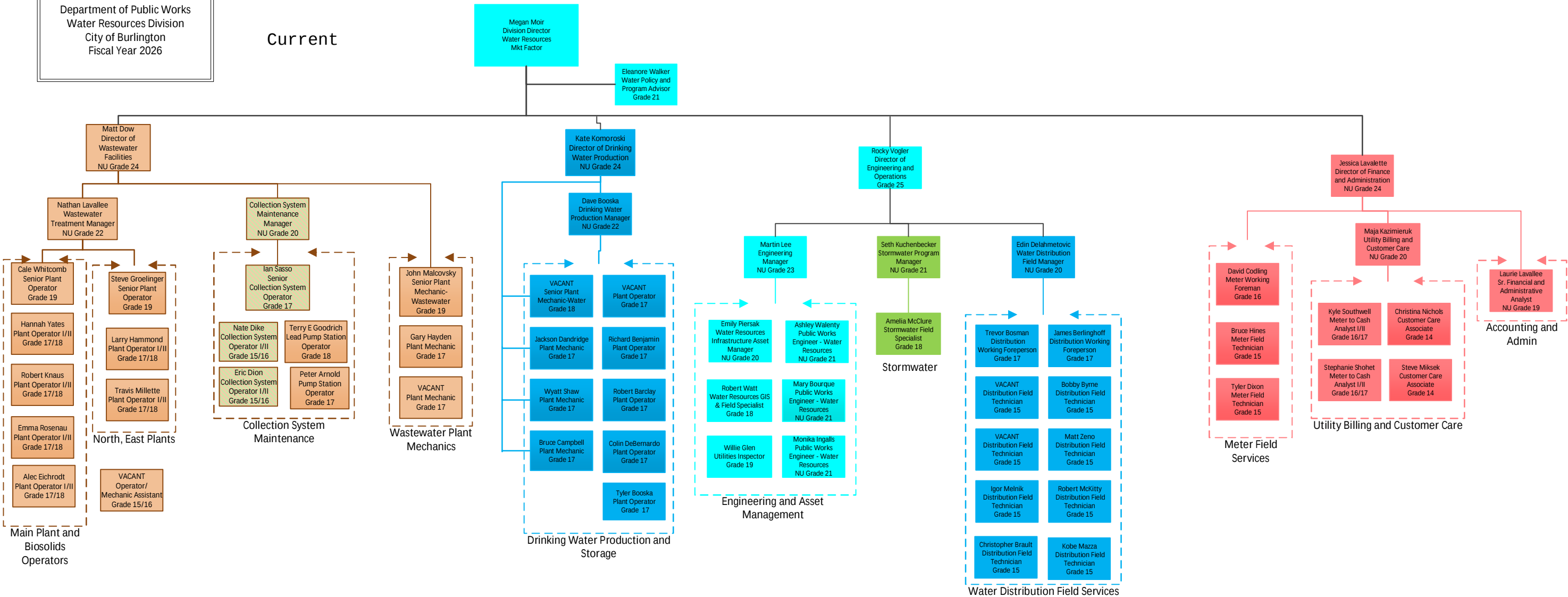
City Council Motion:

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.

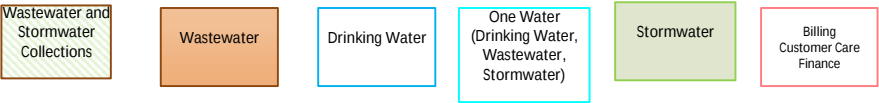
Attachments:

- 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

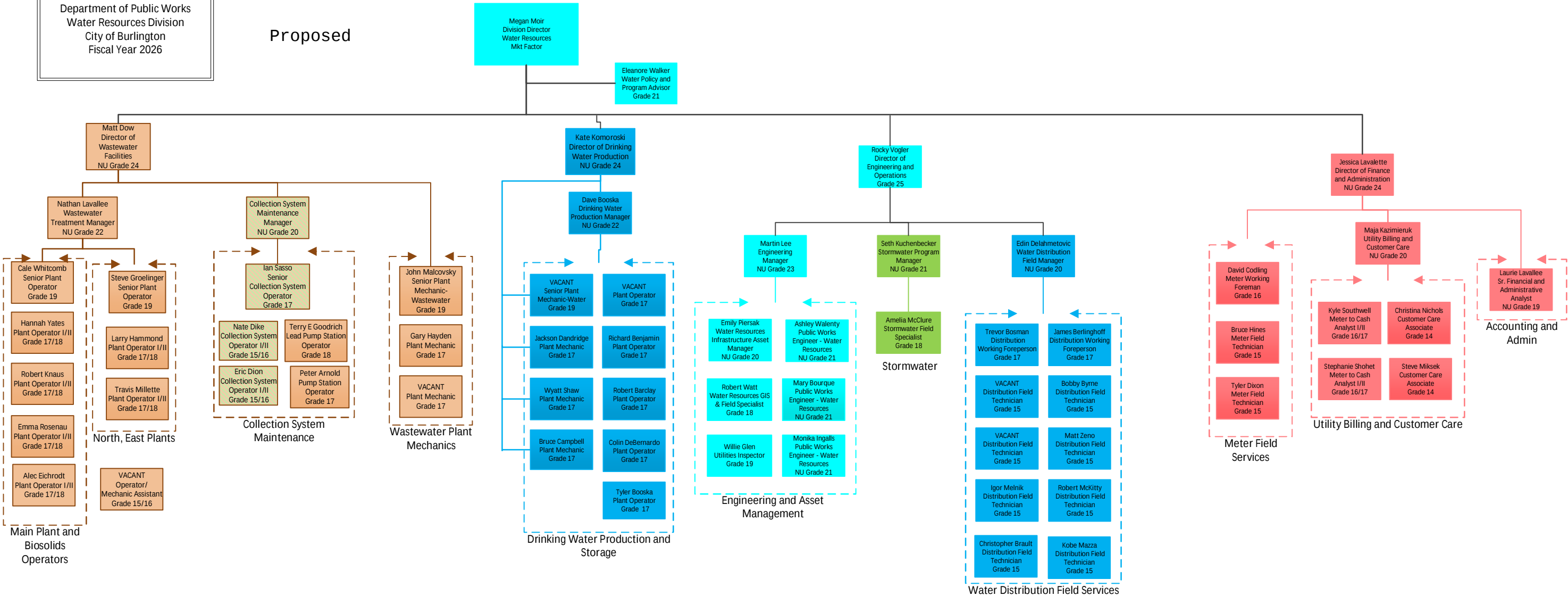
Current



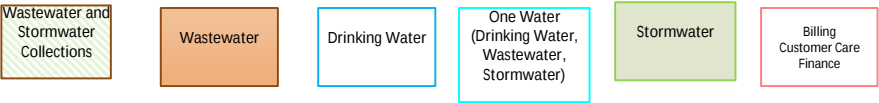
WORKGROUP FUNCTION KEY



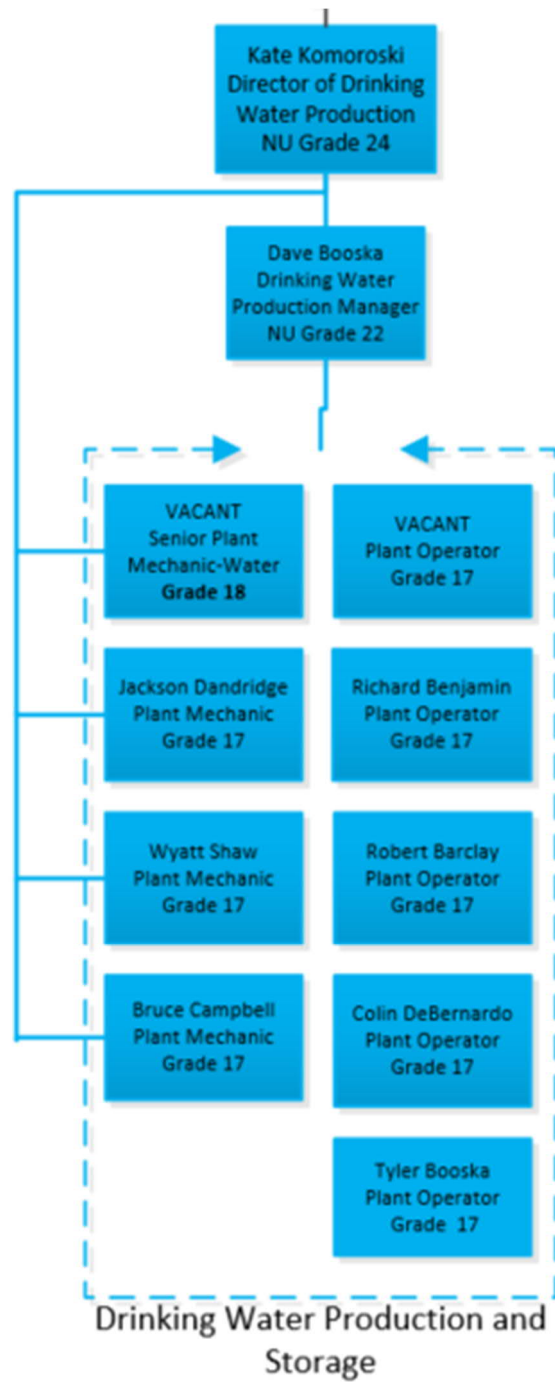
Proposed



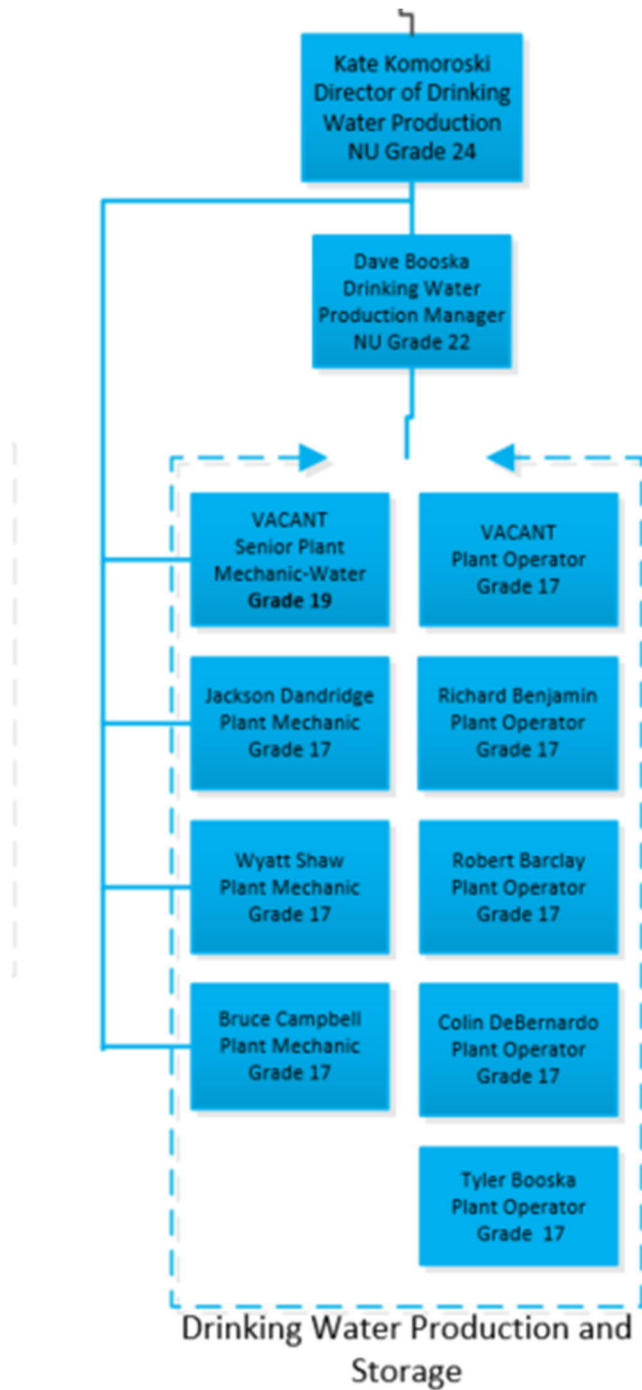
WORKGROUP FUNCTION KEY



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: ~~18~~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 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 ~~r 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, 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.

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

x	clerical	x	hazardous materials
x	inside	x	electrical equipment
x	outside	x	mechanical equipment
x	works alone		
x	works with others		
x	face-to-face contact		
x	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:

☒ Board of Finance

☒ City Council

☐ Both BOF and Council

Meeting Date:

7/14/2025

8/4/2025

Click or tap to enter a date.

Instructions

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

Signoff Needed	Received?	Approval Date	Note
Department Head	Yes	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.



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

MEMORANDUM

TO: Board of Finance, City Council

FROM: Kara Alnasrawi, Director, Community & Economic Development Office (CEDO)

CC: Mayor Emma Mulvaney-Stanak
Katherine Schad, Chief Administrative Officer, Department of Finance and Administration
Emmett Wood, Assistant City Attorney, City Attorney's Office
Bethany Whitlock, Housing Program Specialist, CEDO
Sarah Russell, Special Assistant to End Homelessness, Office of Mayor Mulvaney-Stanak

RE: **Approval to accept Planning Grant Continuum of Care VT-501 & Permanent Supportive Housing Grant Agreements in SFY26 (FFY24)**
VT0030L1T012415 - \$718,964 New Horizons Renewal, September 1, 2025
VT0117L1T012400 – \$57,790 CoC Planning Grant VT-501, December 1, 2025

Summary

This memo seeks Board of Finance and City Council approval to accept \$776,754 for the Continuum of Care (CoC) Permanent Supportive Housing (PSH) Grant and the Continuum of Care (CoC) VT-501 Planning Grant from the U.S. Department of Housing and Urban Development (HUD) for FFY24 (Federal Financial Year 2024) and to authorize the CEDO Director to sign contracts and any necessary documents related to accepting these funds. The above referenced grants will continue to support the City and Continuum of Care efforts by utilizing federal funding to support housing for those in our community with a disabling condition and experiencing chronic homelessness, as well as to provide coordination and planning support to the activities of the Continuum of Care, known as the Chittenden County Homeless Alliance. Please note that in previous years the City has received two separate PSH grants; these have been consolidated into one for this financial year, which will serve the same total number of clients (41) as in previous years.

Background

Permanent supportive housing pairs long-term tenant-based rental assistance for permanent housing with case management and supportive services to address the needs of people with a disabling condition who are currently experiencing chronic homelessness. The services are designed to build independent living and tenancy skills and to connect people with community-based health care, treatment, and employment services. In addition to ending homelessness for people experiencing

chronic homelessness, research has demonstrated that permanent supportive housing can also increase housing stability and improve health. Permanent supportive housing has been shown to lower public costs associated with the use of crisis services such as shelters, hospitals, and the judicial system.

Chittenden County accesses funding for PSH grants through the Burlington/Chittenden County CoC, known as the Chittenden County Homeless Alliance (CCHA), as part of its commitment to making homelessness rare and brief. The City of Burlington assumed administration of the PSH grant(s) in 2021 and operates them in partnership with Burlington Housing Authority (BHA) and two service providers, Community Health Centers of Burlington – Safe Harbor and Pathways Vermont. As the Collaborative Applicant for the Burlington/Chittenden County CoC, CEDO, the City of Burlington has administered the Planning Grant funds since 2014. The Planning Grant funds serve to assist the CoC to carry out a number of responsibilities including coordination, planning, and conducting the annual Point in Time count, as well as drafting the application, reporting, and monitoring of funds awarded by HUD to the CoC. These grants maintain important funding that brings a combined value of \$776,754 and leverages a total value of over \$950,000, including the matching funds from the services provided in these partnerships.

The responsibility to oversee these grants is currently integrated and budgeted within the Housing Program Manager and Housing Program Specialist roles. CEDO is working with HUD on budget amendments to increase the administrative funds available within the grants. Administering the PSH grants gives the City the opportunity to engage more fully, with allocated staff time, on homelessness and housing response. This complements CEDO's current work as Collaborative Applicant with the CoC. Staff time for administering the CoC Planning Grant is funded by the grant.

Given the possibility of new grant conditions in federal grants, CEDO will only execute the grant agreement once approved by the attorney's office and subrecipient and match agreements will include new force majeure and non-appropriations clauses.

Requested Actions:

Board of Finance: Move to approve and recommend that the City Council approve the acceptance of two U.S. Dept. of Housing and Urban Development Continuum of Care FFY24 grants (**VT0030L1T012415** and **VT0117L1T0123400**) to begin in SFY26 and authorize the Director of CEDO to execute all contracts and documents necessary to accept the total funding of \$776,754 from HUD, subject to the review and approval of the City Attorney's Office.

City Council: Move to approve the acceptance of two U.S. Dept. of Housing and Urban Development Continuum of Care FFY24 grants (**VT0030L1T012415** and **VT0117L1T0123400**) to begin in SFY26 and authorize the Director of CEDO to execute all contracts and documents necessary to accept the total funding of \$776,754 from HUD, subject to the review and approval of the City Attorney's Office.

Board of Finance and City Council Submission Checklist

Version: April 2025

Department: Community & Economic Development Office Submitter: Bethany Whitlock

Title/Subject: BoF and CC approval and acceptance of HUD CoC PSH and Planning Grants

Approval Requested:

☐ Board of Finance

☐ City Council

☒ Both BOF and Council

Meeting Date:

Click or tap to enter a date.

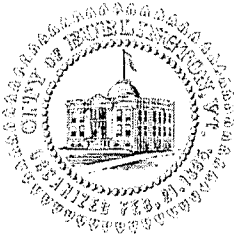
Click or tap to enter a date.

8/4/2025

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	7/24/2025	Kara Alnasrawi
Mayor's Office	Yes	7/30/2025	Erin Jacobsen
Board/Commission	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and contracts or legal documents	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and motion(s) or resolution(s)	Yes	7/29/2025	Emmett Wood
CAO for budget, financing, and memo	Yes	7/25/2025	Katherine Schad
Human Resources, if personnel action or policy	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if IT-related	N/A	Click or tap to enter a date.	Click or tap here to enter text.



OFFICE OF THE ASSESSOR

CITY OF BURLINGTON

CITY HALL, 149 CHURCH STREET, BURLINGTON VT

Board of Assessors

Commission Report

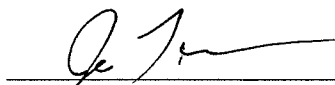
Mission:

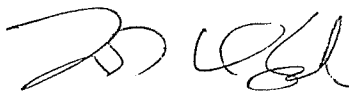
The Board of Assessors mission is to annually hear aggrieved tax payers who believe their taxable property value is incorrect. The Board of Assessor will establish equitable property values associated with each individual hearing.

The Board of Assessors is comprised of the City Assessor, who acts as the chair, and two independent citizens of Burlington. The Board hears property value grievances per Burlington charter from May 20th through May 25th of each year.

- For fiscal year 2026 the Board reviewed twenty grievances
- Of the twenty grievances reviewed, the Board heard nineteen
- A total of fifteen property values were adjusted due to the Boards review while five were denied
- Two of the twenty Board of Assessors grievances are continuing to the Board of Tax Appeal

Members of the Board of Assessors:



Joe Turner, Chair

Jonathan Chapple-Sokol, Member

Rob Gutman, Member

Burlington Design Advisory Board

645 Pine Street
Burlington, VT 05401
<https://burlingtonvt.portal.civicclerk.com/event/>
Telephone: (802) 865-7188
Fax: 802.865.7195

Ron Wanamaker, Chair
Emily Morse, Vice Chair
Gabriel Stadecker
Jay White
Richard Martin
Joel Banner Baird (alternate)
Kathleen Ryan (alternate)



Annual Report of the Design Advisory Board Fiscal Year 2025: July 1, 2024 – June 30, 2025

Over the past year, the Burlington Design Advisory Board has maintained its commitment to the city by advising the Development Review Board on proposed development projects. The DAB assists applicants by advising, when appropriate, how to bring their project into compliance with the CDO. As a result of the DAB review process, some applicants make adjustments to their projects that help ensure compliance with the CDO and approval by the DRB, as appropriate.

As of May 7, 2025, the Design Advisory Board (DAB) reviewed 17 individual projects (some more than once, to respond to revisions.) These projects include:

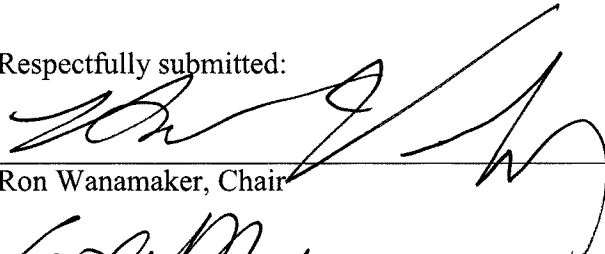
- 24 Grant Street; Post fire renovations addition of one residential dwelling unit for a total of six in principal structure. Remove aluminum siding, restore wood siding and trims, replace windows - except restore 13 windows in original house.
- 43 Mansfield Avenue; Proposed demolition of existing one-story addition to construct a new two-story addition with associated site improvements.
- 206-208 Dale Road; Construct duplex on vacant lot.
- 93-97 North Street; Proposed demolition and reconstruction of rear addition with associated site improvements. Demolition of rear outbuilding.
- 59-61 Spruce Street; Proposed demolition of deteriorated garage to construct a new garage.
- 228 North Winooski Avenue; Construction of two story addition to *Feeding Champlain Valley*.
- 48 Latham Court; Remove existing roof and add full third floor.
- 573 South Willard Street; Proposal to replace and change windows
- 44 Wright Avenue; Planned Unit Development; convert existing triplex to a quadplex, construct second principal structure with three residential units. Site modifications.
- 176 South Winooski Avenue; Alternative Compliance request to install gas meter on the primary façade of Post Apartments.
- 93-97 North Street; Proposed demolition and reconstruction of rear addition with associated site improvements. Proposal includes adding six new residential units for a total of nine.
- 141 Maple Street; Proposed renovation of existing building including replacement siding and windows and constructing new front entry porch with ramp, and rear porch.

The Design Advisory Board also has a standing subcommittee, the Historic Preservation Review Committee (HPRC), that advises the city on matters related to historic preservation. The HPRC also acts as the local advisory committee under the Vermont Certified Local Government Program and provides advice and recommendations on matters related to the standards of Section 5.4.8, historic preservation in general, at the request of staff. The historic Preservation Review Committee began the process of creating formal guidelines for both slate roofs and chimney removal or replacements. These new guidelines are designed to be similar to the window replacement guidelines for historic buildings that were created back in 2022. The HPRC

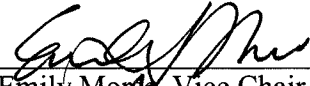
reviewed, and supported, the Pres Plan grant application as well as another grant to support a student-led mapping project for the Lost Mural Project (“Intersections”). Within their appointed role for the CLG, they additionally reviewed the plans for the Burlington-Winooski Bridge project and a handful of Section 106 projects; mostly relative to impacts to listed historic structures. Finally, they provided an advisory opinion to the Vermont Advisory Council on Historic Preservation relative to a request to de-list 263 St. Paul Street from the Vermont State Register.

The Design Advisory Board always strives for consistency with our recommendations and with how we interpret the ordinance, so that applicants can be assured of a fair and predictable process. For projects that fall within the Form Code, our purview is typically limited to requests for Alternative Compliance which may include additional height or use of material not identified within Article 14. Staff has been helpful and informative keeping us apprised of the changes to the Ordinance and how they impact our role in development review.

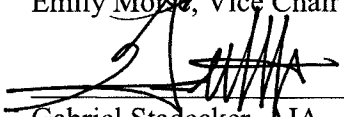
Respectfully submitted:


Ron Wanamaker, Chair

7/22/25
Date


Emily Morris, Vice Chair

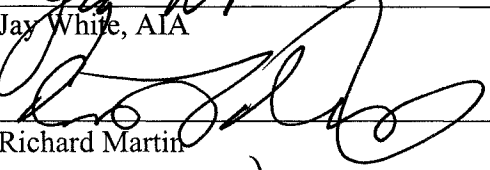
7/22/2025
Date


Gabriel Stadecker, AIA

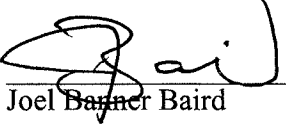
7.22.2025
Date


Jay White, AIA

22 July 2025
Date


Richard Martin

22 July 2025
Date


Joel Baird

22 July 2025
Date

Kathleen Ryan, LA

Date

To: Members, Burlington City Council
From: Board for Registration of Voters
Date: July 1, 2025
Re: FY2025 Annual Report

The Board for Registration of Voters (BRV) receives its authority from the Burlington City Charter § 43 which asks the 12 members of the BRV to (1) review and take lawful action on additions, corrections, alterations, and removals of voters to the voter checklist; (2) work at the polls on Election Day on voter registration related issues (i.e., challenge process issues, address and name changes, omission from the checklist, verification issues, etc.); (3) attend and participate in monthly and special board meetings; and (4) participate in Board sponsored voter outreach activities.¹

The Board's primary responsibility is to maintain the Burlington City Voter checklist. Our usual meeting time is the first Tuesday of the month at 6:00 PM. Meetings are held at the Police Department on North Avenue or City Hall in the Sharon Bushor Conference Room with a virtual option via Zoom. Notices of meetings are posted at City Hall, the Department of Public Works, Fletcher Free Library, and on the City of Burlington's website at <https://www.burlingtonvt.gov/750/Board-for-Registration-of-Voters>. Zoom links are published at the top of each agenda.

In fiscal year 2025, 4,042 new voters were added to Burlington's voter checklist, 5,344 voters were deleted from the checklist, and 2,409 voters were transferred to other Vermont towns. Currently, there are 29,082 registered voters in Burlington, including 128 Legal Resident voters. 4,945 of these registered voters are challenged.

Since our last report, Alexandre Demoly left the board after his term ended in June 2025, and Olga Bravo left the board before her term ended. Kevin Lewis and Adam Franz were appointed as new members. BRV members reelected Grace Grundhauser as chair of the Board and Michelle Lefkowitz vice chair in FY25.

During elections, BRV members are stationed at the polls in each ward from 7:00 AM to 7:00 PM to assist voters in matters concerning voter eligibility, checklist corrections, voter challenges, and address changes. BRV members use City-provided laptops to access the statewide voter checklist and the Burlington ward and district look-up tool. During FY25, BRV members worked at the State Primary Election on August 13, 2024, the General Election on November 5, 2024 and the Annual City Election on March 4, 2025. The BRV recruits and trains volunteers to support BRV members at the polls by assisting with tasks not requiring BRV sign off. The BRV hosts training sessions at City Hall for BRV members and volunteers the week before an election as standard practice. The BRV successfully recruited many new volunteers for the November 2024 General Election.

Through the years, the BRV has benefited from the participation of high school youth members. Youth members actively participate in meetings and have the option to work at the polls on Election Day.

¹ <https://www.burlingtonvt.gov/750/Board-for-Registration-of-Voters>

BRV's current youth member, Will Cunningham, was appointed in September 2023 in cooperation with CEDO's Youth on Boards Program. The BRV hopes to continue recruiting high school volunteers to assist our work during elections.

The BRV continues to refine its Election Day handbook for member and volunteer orientation and training purposes. The handbook was last updated for the Vermont Senate Primary Election in August 2024, to update the sections on Challenged Voters and Voter ID and to add a new section with guidance on voters who are homeless. A new Election Day Flow Chart is being developed to help BRV members choose the correct form to help voters at the polls.

On Election Days this past year, the Board observed that polling places were quieter than expected, likely due to increased early voting. In Ward 8, more voters benefitted from in-person conversations clarifying how individuals experiencing homelessness can register to vote. The Board also found that in wards with high student populations, a significant portion of voter assistance involved clarifying address changes. To promote early registration, the Board prepared posters for Burlington-area high schools highlighting that students who will turn 18 before the next General Election are eligible to register in advance. Looking ahead, the Board hopes to resume voter registration drives, which have been on pause for several years. The Board also looks forward to learning and utilizing the new election management system launched by the Vermont Secretary of State in April 2025.

Submitted by Grace Grundhauser, Chair, Board for Registration of Voters

Board for Registration of Voters Annual Report Sign-Off FY25:

Grace Grundhauser, Chair:

Michelle Lefkowitz, Vice Chair:

Lauren Ebersol:

Adam Franz:

Kevin Lewis:

Lesley Gendron:

Alison Harte:

Jeanne Keller:

Colleen Montgomery:

Karen Rowell:

Anna Schneider:

Will Cummings

From: [Annie Schneider](#)
To: [Sarah Montgomery](#)
Subject: Annual Report Approval
Date: Tuesday, July 15, 2025 10:53:46 AM

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

I approve the Board for Registration of Voters FY25 Annual Report to City Council.

Annie Schneider

From: [Karen Rowell](#)
To: [Sarah Montgomery](#)
Subject: Approval of Board of Registration of Voters FY25 Annual Report to City Council
Date: Tuesday, July 15, 2025 10:26:22 AM

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

I, Karen Rowell, approve the Board for Registration of Voters FY25 Annual Report to City Council.

Thank you

Karen Rowell
Burlington, Vermont

Lori Olberg

From: ANR - ENB Administrator <ANR.ENBAdministrator@vermont.gov>
Sent: Monday, July 14, 2025 5:14 PM
To: burlingtontownclerk
Subject: Vermont Environmental Notice Bulletin Stakeholder Update by Location

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

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

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

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

Regards,
 ENB Support
 Vermont Agency of Natural Resources

Changes to Activities I'm Following

Activity Type	Activity/Project Name	Permit # / ID	Applicant	Town	Most Recent Update	Date	Status
Multi-Sector General Permit 3-9003 (MSGP)	Multi-Sector General Permit 3-9003 (2024)	Multi-Sector General Permit 3-9003 (2024)		Statewide	A final action for this activity has been reached and may be reviewed by visiting the ENB. The appeal period is open for 30 days following the final decision date. The administrative record set for this activity has been modified. Please visit the ENB to view the activity profile.	2025-07-14	Final Decision Reached - Appeal Period

Lori Olberg

From: Act250.Essex@vermont.gov
Sent: Wednesday, July 16, 2025 4:23 PM
To: nanderson@champlain.edu; nanderson@champlain.edu; nanderson@champlain.edu; tvanwoert@champlain.edu; Act250.Agenda@vermont.gov; Benjamin Traverse; Andrew Montroll; permitting@ccrpcvt.org; Act250.Essex@vermont.gov; burlingtontownclerk; Sarah Montgomery; Lori Olberg; James.eikenberry@usda.gov; info@winooskinrcd.org; john.gobeille@vermont.gov; toni.mikula@vermont.gov; josh.castonguay@greenmountainpower.com; efficiency@vermontgas.com; pics@veic.org; anr.act250@vermont.gov; barry.murphy@vermont.gov; PSD.VTDPS@vermont.gov; AOT.Act250@vermont.gov; AGR.Act250@vermont.gov; ACCD.ProjectReview@vermont.gov; Stephanie.Monaghan@vermont.gov
Subject: 4C0515-10A Administrative Amendment
Attachments: AA_Construction 4C0515-10A.pdf

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

Hello,

Please see attached Act 250 Land Use Permit and Certificate of Service.

Thank you,

Adriene Katz | District Technician
Land Use Review Board
District 4 Environmental Commission
111 West Street
Essex Junction, VT 05452
(802) 879-5670
<https://act250.vermont.gov>

Emails and other written or recorded information produced or acquired in the course of public agency business are public records and may be subject to public examination under Vermont's Public Records Act.

FOR INFORMATION ONLY

25 JUL 22 4:10:42

Lori Olberg

From: Act250.Essex@vermont.gov
Sent: Tuesday, July 22, 2025 10:17 AM
To: lisa.kingsbury@uvm.edu; claire.forbes@uvm.edu; Act250.Agenda@vermont.gov; Benjamin Traverse; Andrew Montroll; permitting@ccrpcvt.org; Act250.Essex@vermont.gov; burlingtontownclerk; Sarah Montgomery; Lori Olberg; citycouncil@southburlingtonvt.gov; jlouisos@sburl.com; hrees@southburlingtonvt.gov; anr.act250@vermont.gov; barry.murphy@vermont.gov; PSD.VTDPS@vermont.gov; AOT.Act250@vermont.gov; AGR.Act250@vermont.gov; ACCD.ProjectReview@vermont.gov; kaitlin.hayes@vermont.gov
Subject: 4C0348-7B Administrative Amendment - University of Vermont & State Agricultural College - COS
Attachments: AA 4C0348-7B.pdf

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

Attached is Act 250 Land Use Permit Administrative Amendment 4C0348-7B - University of Vermont & State Agricultural College - COS.

Christine Commo | District Technician
Land Use Review Board
District 4 Environmental Commission
111 West Street
Essex Junction, VT 05452
802-879-5660
<https://act250.vermont.gov>

2025 JUL 22 4:10:42
ACT 250 LAND USE PERMIT
ADMINISTRATIVE AMENDMENT
CONTACT THE DISTRICT CLERK

Emails and other written or recorded information produced or acquired in the course of public agency business are public records and may be subject to public examination under Vermont's Public Records Act.

Lori Olberg

From: VLCT Journal <info@vlct.org>
Sent: Saturday, July 19, 2025 7:04 AM
To: Lori Olberg
Subject: New Handbooks, Town Report Contest, Highway Hiring, and more!

2025 JUL 22 PM 3:43
 2025 JUL 22 PM 3:43
 2025 JUL 22 PM 3:43

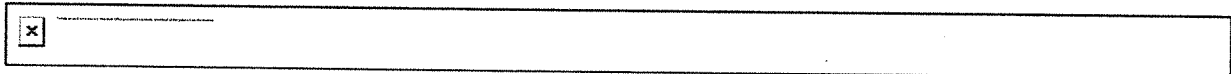
[WARNING]: This email was sent from someone outside of the City of Burlington.



July 2025

Lori,

The height of summer has arrived, and with it all the fun activities we only get to do this time of year. At VLCT, you may have noticed a new voice answering your calls. Lukas Pomerville joined VLCT back in April as our new Human Resources and Administrative Assistant. In addition to new staff, we also have a new website – Vermont Town Careers – that we'll be promoting across New England, so be sure to post your job openings – for free! Lastly, a couple of reminders: 1) your Compensation and Benefits Survey is due July 31, 2) make sure to read the 2025 Legislative Wrap-Up and 3) recognize a champion of local government.



[News](#) [Resources](#) [Claims](#) [Careers](#) [Events](#)

Legal Updates

Protests on Town Property

While protest events typically involve protected speech, local government can craft guidelines for those that occur on government-owned property and remain within the bounds of the First Amendment. This article provides information to help local officials in Vermont understand the legal parameters they must consider before regulating protest events on public property.

If a Driveway Culvert Fails, Is the Municipality Responsible for Replacing It?

Typically, no. While the law does not address the issue of the responsibility for repairing and replacing driveway culverts, it follows that if a property owner has placed a culvert in the town's highway right of way, then the owner would be responsible for repairing and replacing the culvert, unless the town has made provision to take ownership or responsibility for it.

Highlights from Town Meeting 2025

Review Town Meeting 2025 trends from across the state including statistics on voter participation, budgets, elimination of offices, changes from elected to appointed offices, changes to the number of selectboard members, Local Option Tax votes, and notable articles around cannabis and non-resident officers.

Risk Management

Lori Olberg

FOR INFORMATION ONLY 25 JUL 22 PM 3:45

From: VLCT News <info@vlct.org>
Sent: Tuesday, July 22, 2025 3:38 PM
To: Lori Olberg
Subject: Nominate a Local Official, VCRD's Leadership Summit, Your Town Report Could Win, and more

For more information,
please contact the City Clerk's Office

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

News

Resources

Events

Advocacy

Jobs



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VLCT created this new website specifically to promote Vermont municipalities as great places to work. Attract qualified candidates by posting your job openings on [//vlct.org/classifieds](http://vlct.org/classifieds) or VermontTownCareers.org; your ads will show in both places. All you need is your MAP login!

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This no-cost State of Vermont communication resource allows your town to send emergency and informational alerts – and includes free training for how to use it.

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New Resources

Model Parking Ordinance

This simple model parking ordinance can assist municipalities seeking to regulate parking in their communities in a manner consistent with state law.

25 JUL 23 AM 9:20

FOR THE ELECTION ONLY

Lori Olberg

From: ANR - ENB Administrator <ANR.ENBAdministrator@vermont.gov>
Sent: Tuesday, July 22, 2025 5:14 PM
To: burlingtontownclerk
Subject: Vermont Environmental Notice Bulletin Stakeholder Update by Location

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

FOR THE ELECTION ONLY
25 JUL 23 AM 9:20
contact the City Clerk's Office

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

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

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

Regards,
ENB Support
Vermont Agency of Natural Resources

Changes to Activities I'm Following

Activity Type	Activity/Project Name	Permit # / ID	Applicant	Town	Most Recent Update	Date	Status
Stormwater General Permit 3-9020 (CGP) for Low Risk Projects: Notice of Intent	Petra Cliffs 2.0	7703-9020.3	Meraki Realty Holdings LLC	Burlington	Minor information related to this activity has been changed. This could be a change to: permit/other ID; Activity Name; Staff Contact; Activity Description; and/or SPAN number. Please visit the ENB to view the changes on the activity profile.	2025-07-22	In Review

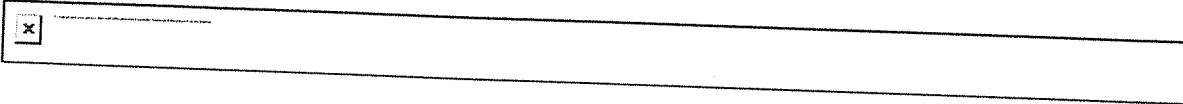
Lori Olberg

25 JUL 23 AM 10:27

From: VLCT Journal <info@vlct.org>
Sent: Wednesday, July 23, 2025 10:13 AM
To: Lori Olberg
Subject: Reminder: New Handbooks, Town Report Contest, Highway Hiring, and more!

For more information,
 go to: www.vlct.org
 or call: 802-244-1111

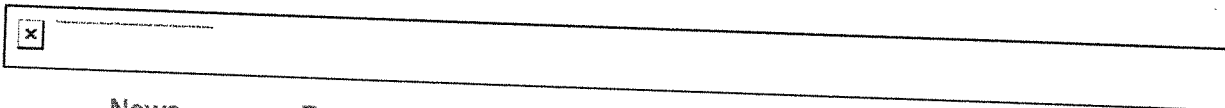
[WARNING]: This email was sent from someone outside of the City of Burlington.



July 2025

Lori Olberg,

The height of summer has arrived, and with it all the fun activities we only get to do this time of year. At VLCT, you may have noticed a new voice answering your calls. Lukas Pomerville joined VLCT back in April as our new Human Resources and Administrative Assistant. In addition to new staff, we also have a new website – Vermont Town Careers – that we'll be promoting across New England, so be sure to post your job openings – for free! Lastly, a couple of reminders: 1) your Compensation and Benefits Survey is due July 31, 2) make sure to read the 2025 Legislative Wrap-Up and 3) recognize a champion of local government.



[News](#)

[Resources](#)

[Claims](#)

[Careers](#)

[Events](#)

Legal Updates

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Risk Management

FOR EYE ONLY

25 JUL 23 PM 4:21

Lori Olberg

From: Vermont Department of Housing and Community Development
<accd.dhcd@vermont.gov>
Sent: Wednesday, July 23, 2025 4:12 PM
To: Lori Olberg
Subject: Now Open: Disaster Recovery Fund Application

Photo by Terry J. Allen of downtown Montpelier in July 2023.
CDBG-DR, CDBG-DR, CDBG-DR
CDBG-DR, CDBG-DR, CDBG-DR

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

AGENCY OF COMMERCE AND COMMUNITY DEVELOPMENT

[View this email in your browser](#)

Department of Housing and Community Development

July 23, 2025



Photo by Terry J. Allen of downtown Montpelier in July 2023.

Disaster Recovery Funding Application Now Open

The Agency of Commerce and Community Development (ACCD) announced the opening of the application process for \$67,845,000 in Community Development Block Grant – Disaster Recovery (CDBG-DR) funding **in response to the July 2023 floods**. These funds will benefit communities most impacted from the 2023 floods in regions designated by the U.S. Department of Housing and Urban Development (HUD) in consultation with state officials. Designated Most Impacted and Distressed (MID) areas include Lamoille, Washington, Caledonia, Orleans, Rutland, Windham, and Windsor counties.

The State of Vermont developed its CDBG-DR Action Plan through a public process this spring and the final plan was approved by HUD this week. ACCD is currently receiving and reviewing pre-applications, which are due by August 5. ACCD anticipates opening up the full application by late August, with full applications due by September 30. The first round of funding awards are anticipated to be made by the end of 2025.

More information, instructions, guidelines and guidance on how to apply can be found on the [CDBG - Disaster Recovery Webpage](#).

Lori Olberg

From: VLCT News <info@vlct.org>
Sent: Friday, July 25, 2025 10:10 AM
To: Lori Olberg
Subject: Reminder: Nominate a Local Official, VCRD's Leadership Summit, Your Town Report Could Win, and more

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

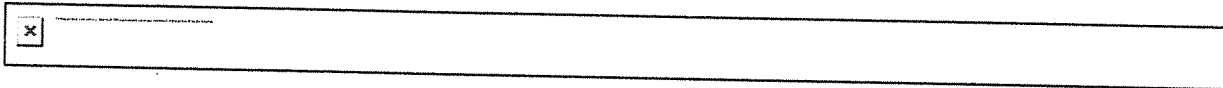
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New Resources

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This simple model parking ordinance can assist municipalities seeking to regulate parking in their communities in a manner consistent with state law.

Lori Olberg

From: Chittenden County Regional Planning Commission <evaughn-ccrpcvt.org@shared1.ccsend.com>
Sent: Wednesday, July 30, 2025 11:05 AM
To: Lori Olberg
Subject: July Newsletter

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

CCRPC Regional Notes | July 2025

Good morning,

I hope this message finds you well and enjoying all that Vermont has to offer in the summertime. As July comes to a close, we wanted to share an update about our draft Future Land Use Map, which many of you spent time reviewing and commenting on this past spring.

Following the latest (July 8) meeting of CCRPC's Long-Range Planning Committee, Version 2.0 of the draft Future Land Use Map is now available for viewing. This version was created following an extensive six-month process of public engagement, which wrapped up mid-May. Please note that the map is iterative and may continue to change until adoption of the 2026 ECOS Regional Plan in early summer 2026, and there will be more opportunities to comment on the map in the future. We have been working closely with our cities and towns, local, regional, and statewide partners, and the public, to incorporate changes that best reflect the current and future needs of our communities. We look forward to continuing this work! See below for the latest materials:

- [View the updated FLU Map »](#)
- [View a summary of the map changes »](#)
- [View a summary of engagement efforts so far »](#)
- [View a summary of the ECOS Plan schedule »](#)

For more information and to stay up to date on future opportunities to participate and share your feedback, please visit our [ECOS Engagement webpage](#). Thank you for your time and support in helping our communities plan for a healthy, inclusive, and prosperous future.

Please contact me or Taylor Newton, CCRPC Planning Program Director, with any questions: tnewton@ccrpcvt.org.

Best regards,

Charlie Baker
Executive Director, CCRPC

TRANSLATION

The CCRPC newsletter can be translated into many languages using Google Translate. Visit the [newsletter webpage](#) for more information.

QUICK LINKS

[CCRPC Website »](#)

[CCRPC Calendar »](#)

[Cultural and Religious Days of Significance Calendar »](#)

[CCRPC Traffic Alert Program »](#)

[Vermont League of Cities & Towns Resources »](#)

[Vermont Open Meeting Law Updates and FAQ »](#)

CALENDAR

Please Note: All meetings are hybrid unless otherwise specified. Information needed to join remotely is included in every meeting agenda, which is posted in advance to each committee webpage.

Find all CCRPC committee webpages [here](#).

AUGUST

25 JUL 30 PM 2:49
25 JUL 30 PM 2:49

FOR INFORMATION ONLY

Lori Olberg

From: HUD Recertifications <james@trainingoncloud.com>
Sent: Wednesday, July 30, 2025 1:02 PM
To: Lori Olberg
Subject: HUD Recertifications: Annual and Interim

For more information, please contact the City Clerk's Office

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



Upcoming HUD Compliance Webinar

HUD Recertifications: Annual and Interim (With HOTMA Highlights)

Date: August 07, 2025
Time: 01 PM ET | 12 PM CT | 10 AM PT | 60 Min
Speaker: Rhanda McKown

[Reserve Your Spot](#)

The Housing Opportunity through Modernization Act (HOTMA) introduced changes to Annual and Interim Recertification requirements. These updates are essential for ensuring correct rent calculations and HUD subsidy allocations.

This session will walk you through HUD's requirements, deadlines, and best practices so you can apply the rules correctly and confidently in daily operations.

What You'll Learn:

- Annual income rules and recertification timing
- How and when to conduct interim recertifications
- Owner and tenant responsibilities
- Rent change dates based on reporting behavior
- Tips to stay compliant and efficient

Save \$30 with code: PIO30

Register for this training checkout at [Pioneer Educator](#)



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Resolution Relating to

AUTHORIZATION FOR PUBLIC IMPROVEMENT BONDS
FOR FISCAL YEAR 2026

RESOLUTION_____

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:

That WHEREAS, 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 to accommodate the working capital and capital improvement needs of the City and to so pledge the credit of the City in such amount for such purpose; and

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

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

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

WHEREAS, 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 and to so pledge the credit of the City in such amount for such purpose; and

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

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

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

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

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

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

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

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

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

RESOLUTION 7.25

Sponsor(s): Bd. of Finance

Introduced: **08/04/25**

Referred to: _____

Action: **ADOPTED**

Date: **08/04/25**

Signed by Mayor: **08/05/25**

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

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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

* * * * *

DISTRIBUTION:

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

ORIGINAL

RESOLUTION RELATING TO

.....
.....
.....

Adopted by the City Council

....., 20.....

..... Clerk

Approved....., 20.....

..... Mayor

Vol. Page

* * * * *

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

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

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

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

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

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

* * * * *

DISTRIBUTION:

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

* * * * *

ORIGINAL

RESOLUTION RELATING TO

Authorization For Public Improvement Bonds For Fiscal Year 2026

.....

.....

Adopted by the City Council

August 4....., 20 25.....

[Signature] Clerk

Approved..... Aug 5....., 20 25.....

[Signature] Mayor

Attest:

Vol. Page

CITY OF BURLINGTON

In the Year Two Thousand Twenty-Five

An Ordinance in Relation to

GROSS RECEIPTS TAX

ORDINANCE _____

Sponsor: Traverse
Public Hearing Dates: _____

First reading: June 23, 2025

Referred to: Ordinance

Rules suspended and placed in all
stages of passage: _____

Second reading: August 4, 2025

Action: _____

Date: _____

Signed by Mayor: _____

Published: _____

Effective: _____

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

That Chapter 21, Offenses and Miscellaneous Provisions, of the Code of Ordinances of the City of Burlington be and hereby is amended by amending Sec. 31 thereof to read as follows:

Paragraph (I), as written.

Paragraph (II)(A)-(F), as written.

(G) Temporary Tax Rate: Notwithstanding any other provision of this section, the following temporary tax rates will apply for the fiscal year commencing on July 1, 2025~~4~~, and ending on June 30, 2026~~August 31, 2025~~,

(1) The restaurant, amusements, and admissions taxes on gross receipts set forth in subsections (A), (D), and (E) of this section shall be increased from two (2) percent of gross receipts to two and one-half (2.5) percent; and-

(2) The short term rental tax on gross receipts set forth in subsection (C) shall be divided to dedicate two (2) percent of revenues for general fund purposes, with the remaining seven (7) percent dedicated to the housing trust fund.

Commencing ~~September 1, 2025~~July 1, 2026, said tax rates shall again be set as set forth in subsections (A)-(E) at two (2) percent.

Remainder of section, as written.

* Material stricken out deleted.

** Material underlined added.

ER/Ordinances 2025/Gross Receipts
August 2025

City Attorney

MEMORANDUM

TO: City of Burlington, City Council

FROM: Erik Ramakrishnan, Assistant City Attorney

DATE: August 4, 2025

SUBJECT: Second Reading re Gross Receipts Ordinance

Burlington Code of Ordinances Section 21-31 imposes a tax on the gross receipts of restaurants (referred to hereinafter as the “meals and beverages tax”), hotels & motels (referred to hereinafter as the “rooms tax”), short-term rentals (referred to hereinafter as the “STR tax”), amusements, and admissions. In 2024, the City Council amended the ordinance to increase the rooms tax permanently from two percent (2%) to four percent (4%) and the meals and beverages, admissions, and amusements taxes temporarily from two percent (2%) to two and one-half percent (2.5%). The FY26 budget assumes a continuation of the temporary half-cent increase to the meals and beverages, admissions, and amusements taxes. It also appropriates a portion of the STR tax to the General Fund rather than the Housing Trust Fund, as reflected in the ordinance.

The temporary tax increase originally was set to sunset on July 1, 2025. However, on May 19, 2025, the City Council approved the first reading of an ordinance sponsored by the Clerk-Treasurer’s Office to make the increase permanent. At the May 14, 2025 direction of the Ordinance Committee, the ordinance was referred to the Board of Finance in lieu of the Ordinance Committee. On June 2, 2025, following Board of Finance consideration, the City Council ultimately voted to delay the sunset until September 1, 2025, instead of making the increase permanent. This was done to allow the City Council and the Administration time to consider alternatives for the FY26 budget.

On June 23, 2025, after the FY26 budget was largely finalized, the City Council approved the first reading of an ordinance extending the sunset to July 1, 2026. The Ordinance Committee considered the proposed ordinance at its meeting on July 17, 2025, at which time it also considered alternatives to the proposal discussed in a July 14, 2025 memorandum to the City Council from this office. That memo is attached hereto for reference purposes.

At its July 17, 2025 meeting, the Ordinance Committee unanimously approved a version of the proposed ordinance that would extend the sunset to the end of the current fiscal year. It would also ratify the City Council’s recent actions in allowing a portion of the STR tax to be appropriated to the General Fund. However, effective July 1, 2026, the meals and beverages, admissions, and amusement taxes would revert to 2%, and the full

revenues of the STR tax would be earmarked for the Housing Trust Fund. The City Council is now asked to approve the Ordinance Committee's proposal on second reading.

The intent of the Ordinance Committee's action is to preserve the status quo assumed in the FY26 budget for the full fiscal year. However, the Ordinance Committee expressed its intent to retain jurisdiction over gross receipts to allow it to continue to discuss the sunset, the allocation of the short term rental tax, and a proposal from the Administration to harmonize the meals and beverages tax with comparable state law. Committee members expressed that they see potential for such harmonization to benefit local businesses while also increasing the efficiency of City collection efforts, but they need more information about the proposal and wish to hear from the local business community before recommending action to the City Council.

MOTION

To waive and approve the second reading of the proposed gross receipts tax ordinance.

Thank you for your continued support.

[July 14, 2025 Memorandum Attached for Reference:]

TO: City of Burlington, City Council

FROM: Erik Ramakrishnan, Assistant City Attorney

CC: Katherine Schad, Chief Administrative Officer

DATE: July 14, 2025

SUBJECT: Communication re Gross Receipts Ordinance

Burlington Code of Ordinances Section 21-31 imposes a tax on the gross receipts of restaurants (referred to hereinafter as the “meals and beverages tax”), hotels & motels (referred to hereinafter as the “rooms tax”), short-term rentals (referred to hereinafter as the “STR tax”), amusements, and admissions. In 2024, the City Council amended the ordinance to increase the rooms tax permanently from two percent (2%) to four percent (4%) and the meals and beverages tax temporarily from two percent (2%) to two and one-half percent (2.5%).

The latter temporary increase was set to sunset on July 1, 2025. However, on May 19, 2025, the City Council approved the first reading of an ordinance sponsored by the Clerk-Treasurer’s Office to make the increase permanent. At the May 14, 2025 direction of the Ordinance Committee, the ordinance was referred to the Board of Finance in lieu of the Ordinance Committee. On June 2, 2025, following Board of Finance consideration, the City Council ultimately voted to delay the sunset until September 1, 2025, instead of making the increase permanent. This was done to allow the City Council and the Administration time to consider alternatives for the FY26 budget.

On June 23, 2025, after it became clear that the FY26 budget would need to rely upon a 2.5% meals and beverages tax, the City Council approved the first reading of an ordinance extending the sunset to July 1, 2026. At the City Council’s referral, the Ordinance Committee will consider the ordinance at its July 17, 2025 meeting.

As an alternative to the current proposal, the Administration has tasked the City Attorney’s Office with drafting an amendment that would accomplish three things:

- (1) Make the increase permanent;
- (2) Clarify that the STR tax shall be earmarked for the Housing Trust Fund unless otherwise specified in City Council’s annual budget resolution; and
- (3) Align the meals and beverage tax more closely to state law.

Regarding the second point, before the STR tax was adopted by the City Council at the rate of nine percent (9%), owners of short-term rentals were subject to the City’s then-2% rooms tax. The STR tax added an extra seven percent (7%) to generate revenue

for the Housing Trust Fund. The City's practice has always been to earmark only the additional 7% for this purpose. Staff memoranda to the City Council at the time appears to confirm that this was the intent, even though the ordinance's text reads as though the entire 9% should be earmarked for the Housing Trust Fund.

This year's budget followed historic practice, but there is interest in earmarking the entire 9% to the Housing Trust Fund for future fiscal years. To ensure flexibility and to clarify the intent of the ordinance, the Administration proposes to amend the ordinance text to read as follows: "The tax imposed shall be at a rate of nine (9) percent of gross receipts from taxable business, as herein defined, done per monthly period in accordance with the provisions of this section. These revenues shall be ~~and~~ dedicated to the housing trust fund, except that the city council's annual budget resolution may dedicate up to two (2) percent for general fund purposes, with the remaining seven (7) percent dedicated to the housing trust fund."

The Administration's third proposal would align the meals and beverage tax with state law. The State of Vermont imposes a meals and rooms tax at a rate of nine percent (9%) on meal and lodging and a rate of ten percent (10%) on alcoholic beverages served in restaurants. The tax is largely complimentary of the City's meals and beverages tax. In other words, if the state tax is otherwise due at the rate of 9% or 10%, then the City's meals and beverages tax is also due at a rate of 2.5%. However, the definitions and triggers of the state and local tax are not entirely identical, which can lead to confusion, hamper enforcement, and potentially disadvantage local businesses. Aligning the two taxes so that the City's local tax is triggered by the obligation to pay the state tax would allow staff to rely upon state interpretative guidance concerning the meals and rooms tax in case ambiguities arise in the individual case, and it would improve predictability for local businesses.

The City Attorney is currently drafting the proposal requested by the Administration. Without objection from the City Council, that proposal will be brought to the Ordinance Committee on July 17, 2025, to be deliberated alongside the currently pending proposal referred by the City Council on June 23, 2025.

MOTION

To accept the communication and to allow the Administration's proposal to be considered by the Ordinance Committee for report back to the City Council as soon as possible.

Thank you for your continued support.

CITY OF BURLINGTON

ORDINANCE 8.1

Sponsor: Traverse

Public Hearing Dates: _____

In the Year Two Thousand Twenty-Five

An Ordinance in Relation to

GROSS RECEIPTS TAX

First reading: June 23, 2025

Referred to: Ordinance

Rules suspended and placed in all stages of passage: _____

Second reading: August 4, 2025

Action: adopted

Date: 08/04/25

Signed by Mayor: 08/05/25

Published: 08/06/25

Effective: 08/26/25

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

That Chapter 21, Offenses and Miscellaneous Provisions, of the Code of Ordinances of the City of Burlington be and hereby is amended by amending Sec. 31 thereof to read as follows:

Paragraph (I), as written.

Paragraph (II)(A)-(F), as written.

(G) Temporary Tax Rate: Notwithstanding any other provision of this section, the following temporary tax rates will apply for the fiscal year commencing on July 1, 2025~~4~~, and ending on June 30, 2026~~August 31, 2025~~,

(1) The restaurant, amusements, and admissions taxes on gross receipts set forth in subsections (A), (D), and (E) of this section shall be increased from two (2) percent of gross receipts to two and one-half (2.5) percent; and-

(2) The short term rental tax on gross receipts set forth in subsection (C) shall be divided to dedicate two (2) percent of revenues for general fund purposes, with the remaining seven (7) percent dedicated to the housing trust fund.

Commencing September 1, 2025~~July 1, 2026~~, said tax rates shall again be set as set forth in subsections (A)-(E) at two (2) percent.

Remainder of section, as written.

* Material stricken out deleted.

** Material underlined added.

ER/Ordinances 2025/Gross Receipts
August 2025

ORIGINAL

AN ORDINANCE
IN RELATION TO

Gross Receipts Tax

Introduced by

Councilor Traverse

Read in City Council first time

June 23, 2025

Attest,

Katherine Schad, Clerk.

Rules suspended, and ordinance placed in all stages of passage.

Attest,

_____, Clerk.

Read in City Council second time

August 4, 2025

Attest,

Katherine Schad, Clerk.

Passed in City Council at meeting held

August 4, 2025

Attest,

Katherine Schad, Clerk.

Approved

August 5, 2025

William J. Miller, Mayor.

Distribution

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

Katherine Schad, CAO Schad, City Clerk

Adopted 08/04/25

Published 08/06/25

Effective 08/26/25

namely the 6th

day of August

, 2025

And the within Ordinance was ordered published for Wednesday, _____ day,

Charter this certificate is hereto attached.

and Clerk of the City Council of said City, do hereby certify that the within written Ordinance has been duly published according to Law and the Charter of the City, and in compliance with said

I, CAO Katherine Schad

City Clerk of the City of Burlington

Resolution Relating to

REQUESTING MAYOR EMMA MULVANEY-STANAK TO
JOIN MAYORS FOR PEACE

RESOLUTION_____

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

CITY OF BURLINGTON

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

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

That WHEREAS, the 80th anniversary of the atomic bombing of Hiroshima and Nagasaki is Aug. 6 and Aug. 9;

WHEREAS, more than 100,000 Japanese hibakusha (bomb affected) people are still suffering from cancers caused by atomic bomb radiation; and

WHEREAS, nine nuclear powers are engaged in a renewed nuclear arms race; and

WHEREAS, the United States is scheduled to spend nearly \$2 trillion on new nuclear weapons, and the planes, subs and missiles to deliver them; and

WHEREAS, Congress has budgeted \$900 billion for defense in the current fiscal year; and

WHEREAS, every dollar spent on defense is a dollar not spent on domestic social support; and

WHEREAS, the U.S. Conference of Mayors is encouraging all cities to join Mayors For Peace, an international peace group based in Japan; and

WHEREAS, the goals of Mayors For Peace is to realize a world without nuclear weapons, realize safe and resilient cities, and promote a culture of peace;

NOW THEREFORE, BE IT RESOLVED that the Burlington City Council approve and support the city’s membership in Mayors for Peace, and requests the Mayor to implement the duties required of membership, and work with the community to promote peace in Burlington.

Resolution Relating to

REQUESTING MAYOR EMMA MULVANEY-STANAK TO
JOIN MAYORS FOR PEACE

RESOLUTION 8.2

Sponsor(s): Councilor Bergman

Introduced: 08/04/25

Referred to:

Action: adopted as amended

Date: 08/04/25

Signed by Mayor: 08/05/25

CITY OF BURLINGTON

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

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

1 That WHEREAS, the 80th anniversary of the atomic bombing of Hiroshima and Nagasaki is Aug. 6 and
2 Aug. 9;

3 WHEREAS, more than 100,000 Japanese hibakusha (bomb affected) people are still suffering from
4 cancers caused by atomic bomb radiation; and

5 WHEREAS, nine nuclear powers are engaged in a renewed nuclear arms race; and

6 WHEREAS, the United States is scheduled to spend nearly \$2 trillion on new nuclear weapons, and
7 the planes, subs and missiles to deliver them; and

8 WHEREAS, Congress has budgeted \$900 billion for defense in the current fiscal year; and

9 WHEREAS, every dollar spent on defense is a dollar not spent on domestic social support; and

10 WHEREAS, the U.S. Conference of Mayors is encouraging all cities to join Mayors For Peace, an
11 international peace group based in Japan; and

12 WHEREAS, the goals of Mayors For Peace is to realize a world without nuclear weapons, realize safe
13 and resilient cities, and promote a culture of peace;

14 WHEREAS, the City of Burlington has been a member of Mayors for Peace since 1986;

15 NOW THEREFORE, BE IT RESOLVED that the Burlington City Council approve and support the
16 city's continued membership in Mayors for Peace, and requests the Mayor to implement the duties required of
17 membership not at the expense of but alongside our work to address the many pressing needs of our city, and
18 work with the community to promote peace in Burlington.

19
20
21 GB/Resolutions 2025/Requesting Mayor Emma Mulvaney-Stanak to Join Mayors for Peace
22 8/4/25

* * * * *

DISTRIBUTION:

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

ORIGINAL

RESOLUTION RELATING TO

Requesting Mayor Emma Mulvaney-Stanak To Join Mayors For Peace

.....

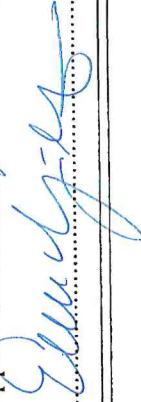
.....

Adopted by the City Council

August 4, 2025

 Clerk

Approved..... Aug 5, 2025

 Mayor

Attest:

Vol. Page

* * * * *

Resolution Relating to

RATIFICATION OF TENTATIVE AGREEMENT AND
AUTHORIZATION TO EXECUTE COLLECTIVE
BARGAINING AGREEMENT BETWEEN THE CITY OF
BURLINGTON AND FOP BPOA #021 (July 1, 2025 – June
30, 2028)

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

CITY OF BURLINGTON

In the year Two Thousand Twenty Five

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

That WHEREAS, the City and the Fraternal Order of Police, City of Burlington Police Association Lodge
#021 (FOP) have been negotiating the terms and conditions of a successor agreement to the Collective
Bargaining Agreement that expired on June 30, 2025; and

WHEREAS, the negotiating teams of the parties have reached a Tentative Agreement for a new three
year agreement, retroactively effective July 1, 2025 (unless otherwise specified); and

WHEREAS, the Fraternal Order of Police, City of Burlington Police Association Lodge #021 has
ratified this Tentative Agreement on July 23, 2025;

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby ratifies and authorizes Mayor
Emma Mulvaney-Stanak to execute a Collective Bargaining Agreement between the City and the FOP for a
three year period retroactively from July 1, 2025 to June 30, 2028, in substantially the form attached hereto,
subject to the final review and approval of the City Attorney and Chief Administrative Officer

Resolutions 2025/RATIFICATION OF TENTATIVE AGREEMENT AND AUTHORIZATION TO EXECUTE COLLECTIVE BARGAINING
AGREEMENT BETWEEN THE CITY OF BURLINGTON AND FOP BPOA #021 (July 1, 2025 – June 30, 2028)
08/04/2025

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



To: Board of Finance
City Council

From: Lynn Reagan, Interim Director of Human Resources
Jessica Brown, City Attorney
Joe Corrow, President of BPOA, Lodge #021

Date: July 30, 2025

Re: Ratification of tentative agreement

The City has concluded negotiations with the Burlington Police Officer Association (BPOA) regarding the collective bargaining agreement covering the period of July 1, 2025 to June 30, 2028. A tentative agreement has been reached and was unanimously voted in favor by the members of the BPOA on July 23, 2025.

A summary of the changes are outlined in the attached Memorandum of Agreement which include the key articles on wages, healthcare and lateral recruitment.

Thank you

Board of Finance and City Council Submission ChecklistDepartment: Human Resources Submitter: Lynn Reagan, Interim Director of HRTitle/Subject: Ratification of BPOA CBA

	Approval:	Meeting Date:
☒	Board of Finance	8/4/2025
☒	City Council	8/4/2025
☐	Concurrent	Click or tap to enter a date.

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

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	7/28/2025	Lynn Reagan
Mayor's Office informed and approved memo	Yes	7/31/2025	Erin Jacobsen
Board/Commission, if required	N/A		
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	7/31/2025	Jessica Brown
CAO has reviewed budget, financing, and memo	Yes	7/30/2025	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	No	Click or tap here to enter text.
Additional Materials, if necessary	Choose an item.	Click or tap here to enter text.
Draft Resolution or Motion?	Yes	Click or tap here to enter text.
If for submission to Council, are sponsors identified?		

TO: City of Burlington, City Council

FROM: Patrick Leahy Burlington International Airport
Nic Longo, Director of Aviation

CC: Emma Mulvaney-Stanak, Mayor
Katherine Schad, Chief Administrator Officer

DATE: August 4, 2025

SUBJECT: To authorize the City of Burlington and the Patrick Leahy Burlington International Airport to increase rates associated with Transportation Network Companies

REQUEST

The City of Burlington and the Patrick Leahy Burlington International Airport (“Leahy BTV”) seeks approval and authorization to set new rates for all Transportation Network Companies operating within City limits

Background

On February 16, 2016, the City Council enacted a new Vehicle for Hire Ordinance (BCO- 30-1) that is required to determine and recommend a fee to charge for vehicle for hire business licenses for approval by the city council. The following fees also included a supplemental fee pertaining to each ride originating or ending within the City of Burlington:

\$.25 per ride supplemental business license fee for each ride originating or ending in the City

Additionally, it was required for operators to report all ride transactions and associated payments to be made monthly to the Vehicle for Hire Administrator.

Following the passage of the Ordinance, Memoranda of Understanding were entered with Lyft, Inc. (hereinafter “Lyft”) and Raiser LLC (hereinafter “Raiser”) whom is a subsidiary of Uber Technologies (“Uber”). The term of the MOU begins on the date of full execution and was in effect for a period of

one (1) year; and is automatically renewed unless a party sends a written notice of termination to the other party at least thirty days prior to the end of the current term.

Financials

	City Trips	Income
FY25*	457,071	\$114,267
FY24	419,963	\$100,791
FY23	331,017	\$79,444
FY22	224,944	\$53,987

**April through June 2025 data not yet available. Average of Q1 through Q3 used to forecast Q4.*

Comparison to Other Cities/States

The City of Portland, Maine currently charges \$0.50 per drop-off and pickup within city limits. The State of New York has a \$1.00 surcharge for all operations within the State. The highest rate within a municipality is Portland, Oregon which recently raised their City charge to \$2.00 per pickup/drop-off.

Recommendation

Below is the recommended new fee structure

Fee	Recommended New Price	Current Price	Increase	Estimated Additional FY26 Revenue
Per Ride fee (City)	\$0.50	\$0.25	\$0.25	\$114,268

PROPOSED MOTION:

City Council:

“To authorize the City of Burlington staff to raise the Transportation Network Company (TNC) fee to \$0.50 for each ride originating and ending within the City limits.”

Board of Finance and City Council Submission Checklist

Version: April 2025

Department: Airport Submitter: Nicolas Longo
To authorize the City of Burlington and the Patrick Leahy Burlington International
Title/Subject: Airport to increase rates associated with Transportation Network Companies

Approval Requested: Meeting Date:
☐ Board of Finance Click or tap to enter a date.
☒ City Council 8/4/2025
☐ 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	7/2/2025	Nicolas Longo
Mayor's Office	Yes	7/8/2025	Joe Magee
Board/Commission	Yes	7/9/2025	Vehicle for Hire Board
City Attorney's Office for memo and contracts or legal documents	Yes	7/10/2025	Jessica Brown
City Attorney's Office for memo and motion(s) or resolution(s)	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CAO for budget, financing, and memo	Yes	7/8/2025	Katherine Schad Bradley 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.

JESSICA C. BROWN, ESQ.
City Attorney
KIMBERLEE J. STURTEVANT, ESQ.
ACA, Director of Litigation
HAYLEY I. McCLENAHAN, ESQ.
Assistant City Attorney
ERIK RAMAKRISHNAN, ESQ.
ACA, Director of Gen. Gov't
& Transactional Servs.
EMMETT WOOD, ESQ.
Assistant City Attorney

149 Church Street
Burlington, VT 05401-8489
Phone: (802) 865-7121
Fax: (802) 865-7123
TTY: (802) 865-7142



CITY OF BURLINGTON, VERMONT
OFFICE OF
THE CITY ATTORNEY
AND
CORPORATION COUNSEL

July 23, 2025
Memo Regarding TNC Rate Change and Updates to 23 V.S.A. §754

The office of the City Attorney is in receipt of a memo from Katie Franger, Public Affairs Manager of Rasier, LLC (a subsidiary of Uber) dated July 7, 2025. The memo claims that the City of Burlington no longer has the authority to set new rates for all Transportation Network (TNC) Companies operating within City limits as well as at the Leahy BTV Airport. The memo cites recent changes to the Preemption Savings Clause found in 23 VSA § 754 as the source of the preemption.

The City of Burlington is empowered through its charter to pass ordinances regulating all vehicles for hire subject to the approval of the City Council. This power is found in Article 19 of the City Charter. Further, 23 VSA § 754 does not preempt the City of Burlington from passing ordinances, resolutions, or bylaws regarding TNC rates. The full text of section 754 reads as follows:

“(a) Municipal ordinances, resolutions, or bylaws regulating transportation network companies are preempted to the extent they are inconsistent with the provisions of this chapter.

(b) Subsection (a) of this section shall not apply to a municipal ordinance, resolution, or bylaw regulating transportation network companies adopted by a municipality with a population of more than 35,000 residents based on the 2010 census and in effect on July 1, 2017. This subsection shall be repealed on July 1, 2025.”

The memo dated July 7 completely fails to address both the City’s statutory power to regulate this field of law enshrined in the City Charter as well as critical language in subsection (a).

Rasier claims that as of July 1, 2025, the City of Burlington is no longer empowered to pass ordinances, resolutions, or bylaws regulating TNCs. However, the statute clearly states that the City is only preempted to the extent that any such ordinances, resolutions, or bylaws are inconsistent with the text of

Chapter 10 of the state statutes. Rates and rate changes for TNCs are not addressed in Chapter 10. Thus, the proposed rate change is not inconsistent with Chapter 10 and the City is not preempted from setting new rates for TNCs.

While this office acknowledges that the recent changes to 23 VSA § 754 may affect the scope of the City's lawmaking ability in some regard, TNC rate changes are not a field in which that aforementioned preemption exists. Thus, it is permissible by law for the City of Burlington to move forward with the proposed changes to TNC rates for operators within the City and working at the airport.

Please feel free to reach out for any clarification or follow up.

Sincerely,
Emmett Wood, Esq (they/them)
Assistant City Attorney
Office of the City Attorney

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at (802) 540-2505.



**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:

FY'26 Fleet Purchase Replacement List (GO Bond 2025B)				
Vehicle	Life Span- Year Purchased	Replacement Cost	Order Year	Estimated Receipt Of Vehicle
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
Total Cost:		\$2,840,000.00		

FY'26 Fleet Purchase Replacement List, (Non-GO Bond 2025B) GF, Revenue/Special Revenue Departments.				
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
Total Cost:		\$931,000		

***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

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	
Total									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	\$9,800.00	\$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	\$9,800.00	\$19,816.96		4									
Total	\$3,771,000	\$3,831,000.00		\$60,000	\$19,600.00	\$133,118.06	\$35,789.89	17									

Board of Finance and City Council Submission Checklist

Version: April 2025

Department: Public Works Submitter: Lee Perry

Title/Subject: FY26 Fleet Purchasing Memo

Approval Requested:

☒ Board of Finance

☒ City Council

☐ Both BOF and Council

Meeting Date:

7/14/2025

8/4/2025

Click or tap to enter a date.

Instructions

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

Signoff Needed	Received?	Approval Date	Note
Department Head	Yes	7/8/2025	Reviewed and approved by Chapin Spencer.
Mayor's Office	Yes	7/9/2025	Reviewed and approved by 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	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	7/8/2025	Reviewed and approved by Erik Ramakrishnan
CAO for budget, financing, and memo	Yes	7/8/2025	Reviewed and approved by 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.