



Board of Finance

**Monday, September 29, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street,
1st Floor**

Join from PC, Mac, iPad, or Android:

<https://zoom.us/j/96667921603>

Phone one-tap:

+19292056099, 96667921603# US (New York)

Join via audio:

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Webinar ID: 966 6792 1603

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**CCTV link: https://www.youtube.com/playlist?list=PLIjLFn4BZd2PwCqe7INoKug676jif_iUA **

1. Agenda

Subject	1.1. Motion to amend/adopt agenda
Meeting	September 29, 2025 - Board of Finance Meeting - Monday, September 29, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to amend/adopt agenda as follows: remove from the Deliberative Agenda item 4.1. CEDO, Community Justice Center - Reclassification of one position from Limited Service to Regular - CEDO/CJC (per Mayor Mulvaney-Stanak); remove from the Deliberative Agenda item 4.2. Creation of one position at CJC - CEDO/CJC (per Mayor Mulvaney-Stanak); add to the Deliberative agenda item 4.8. Ratification Of Tentative Agreement And Authorization To Execute Collective Bargaining Agreement Between The City of Burlington And The Burlington Firefighters' Association (July 1, 2025 - June 30, 2028) - Fire (per COS Jacobsen)

2. Public Forum

Subject	2.1. Verbal Comments
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Meeting September 29, 2025 - Board of Finance Meeting - Monday, September 29, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 2. Public Forum

Department Council and Board

Type Action
Procedural

Recommended Action open Public Forum
close Public Forum

3. Consent Agenda

Subject 3.1. Motion to adopt the consent agenda and take the actions indicated

Meeting September 29, 2025 - Board of Finance Meeting - Monday, September 29, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Council and Board

Type Procedural

Recommended Action Motion to adopt the consent agenda and take the actions indicated

Subject 3.2. September 8, 2025 Board of Finance Meeting Minutes - CT

Meeting September 29, 2025 - Board of Finance Meeting - Monday, September 29, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Clerk/Treasurer's Office

Type Action (Consent)
Information
Minutes

Recommended Action approve the minutes

Subject 3.3. Communication: Bruce Wilson, Arts So Wonderful, re: graffiti removal and 5 Murals

Meeting September 29, 2025 - Board of Finance Meeting - Monday, September 29, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Council and Board

Type Action (Consent)

Recommended Action	to recommend that City Council approve the use of \$3,125 from the City Council Initiative Fund for graffiti removal and creating murals at Thorsen Way and authorize CAO to effectuate any budget amendments needed
Subject	3.4. New England Central Railroad sixteenth contract amendment - BED
Meeting	September 29, 2025 - Board of Finance Meeting - Monday, September 29, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Burlington Electric Department
Type	Action (Consent)
Recommended Action	to approve and recommend approval to the City Council that the General Manager or their delegee may execute a three year extension of the rail contract between BED and New England Center Railroad, as included in the attached contract amendment
Subject	3.5. Parking Garage Security Contract - DPW/Division of Parking and Traffic
Meeting	September 29, 2025 - Board of Finance Meeting - Monday, September 29, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Public Works Department
Type	Action (Consent)
Recommended Action	<p>1. To authorize the Director of Public Works to execute an agreement with Securitas for security services at the Marketplace Garage and Downtown Garage. The contract would run from October 20, 2025 through October 19, 2026 for a total authorized contract value not to exceed \$223,520.</p> <p>2. To authorize the Director of Public Works to execute extensions of the contract through September 2030, subject to appropriations and review and approval of the City Attorney, and provided that the increase in price per fiscal year does not exceed the lesser of five percent (5%) or the twelve-month increase in CPI-U (Northeast Region)</p>
Subject	3.6. Resolution: Authorization For Capital Public Improvement Infrastructure Bonds - March 4, 2025 Voter Authorization - CT
Meeting	September 29, 2025 - Board of Finance Meeting - Monday, September 29, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Resolution
Recommended Action	move to approve and recommend that the City Council adopt resolution related to FY26 capital improvement bonds borrowing

4. Deliberative Agenda

Subject	4.1. CEDO, Community Justice Center - Reclassification of one position from Limited Service to Regular - CEDO/CJC **AGENDA ITEM REMOVED**
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Meeting September 29, 2025 - Board of Finance Meeting - Monday, September 29, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Community & Economic Development Office (CEDO)

Type Action

Recommended Action Move to approve and recommend that the City Council approve the reclassification of the following position retroactive for July 1, 2025:

- A BARJ Coordinator, from a Limited Service, Full-Time, Non-Exempt, AFSCME, Grade 16 position to a Regular Service, Full-Time, Non-Exempt, AFSCME, Grade 16 position.

Subject 4.2. Creation of one position at CJC - CEDO/CJC **AGENDA ITEM REMOVED**

Meeting September 29, 2025 - Board of Finance Meeting - Monday, September 29, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Community & Economic Development Office (CEDO)

Type Action

Recommended Action to approve and recommend that City Council approve the creation of the Adult Restorative Services Coordinator position within CEDO, a Regular Service, Full-time, Union, Grade 16, position

Subject 4.3. CityPlace/BTC Public Improvements Budget Amendment - DPW

Meeting September 29, 2025 - Board of Finance Meeting - Monday, September 29, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Public Works Department

Type Action

Recommended Action to approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to affect all necessary budget amendments and transfers of funds which result in an increase of the project budget by \$6,500,926 for the BTC Public Improvements

Subject 4.4. Award of Ravine Sewer Abandonment & Grouting Construction Contract - DPW/Water Resources

Meeting September 29, 2025 - Board of Finance Meeting - Monday, September 29, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Public Works Department - Water Resources

Type	Action
Recommended Action	<p>1. To approve and authorize the Director of Public Works, Chapin Spencer, to execute a contract with S. D. Ireland Brothers for total contract amount of \$449,000 for the Ravine Sewer Abandonment and Grouting project, subject to the review by the City Attorney.</p> <p>2. To approve and authorize the Chief Administrative Officer, or their designee, to effect all necessary budget amendments in substantial conformance with this request.</p>
Subject	4.5. Downtown TIF Substantial Change Request - Use of Investment Earnings - CEDO
Meeting	September 29, 2025 - Board of Finance Meeting - Monday, September 29, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Community & Economic Development Office (CEDO)
Type	Action
Recommended Action	to approve the City's substantial change request to VEPC for the Downtown TIF District and to recommend City Council approve and authorize City Council President Ben Traverse and Chief Administrative Officer Katherine Schadt to execute the attached formal request letter
Subject	4.6. Downtown Tax Increment Financing District Audit - Authorization for State Education Fund Payment - CT
Meeting	September 29, 2025 - Board of Finance Meeting - Monday, September 29, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Clerk/Treasurer's Office
Type	Action
Recommended Action	to approve and recommend that the City Council authorize the Chief Administrative Officer to take all such action, and to execute all such instruments approved as to form by the City Attorney, as may be necessary or convenient to ensure the repayment of the State Education Fund in the total amount of \$95,363 from the DWTN TIF Fund (Fund 236), to resolve the underpayment issues noted in the State's DWTN TIF District Audit
Subject	4.7. Projected Unaudited FY25 General Fund Results - CT
Meeting	September 29, 2025 - Board of Finance Meeting - Monday, September 29, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Clerk/Treasurer's Office
Type	Discussion Information

Subject	4.8. Resolution: Ratification Of Tentative Agreement And Authorization To Execute Collective Bargaining Agreement Between The City Of Burlington And The Burlington Firefighters' Association (July 1, 2025 - June 30, 2028) - Fire
Meeting	September 29, 2025 - Board of Finance Meeting - Monday, September 29, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Fire Department
Type	Action Resolution
Recommended Action	waive the reading and adopt the resolution

5. Adjournment

Subject	5.1. Motion to adjourn
Meeting	September 29, 2025 - Board of Finance Meeting - Monday, September 29, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	5. Adjournment
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adjourn



**BURLINGTON BOARD OF FINANCE
BUSHOR CONFERENCE ROOM, 149 CHURCH STREET, 1ST FLOOR
MINUTES OF MEETING
September 8, 2025**

1. Agenda

1. Agenda

Mayor Mulvaney-Stanak convened the meeting at 5:03 pm.

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

Member absent: Councilor Neubieser

Subject

1.1. Motion to adopt agenda

Meeting

September 8, 2025 - Board of Finance Meeting - Monday, September 8, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category

1. Agenda

Department

Council and Board

Type

Action
Procedural

Recommended Action Motion to adopt agenda

1.1. Motion to adopt agenda

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

2. Public Forum

2. Public Forum

Subject

2.1. Verbal Comments

Meeting

September 8, 2025 - Board of Finance Meeting - Monday, September 8, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category

2. Public Forum

Department

Council and Board

Type

Action
Procedural

Recommended Action open Public Forum
 close Public Forum

2.1. Verbal Comments

Verbal comments were from:

Christine Hughes
Ferenc Paris
Keren Sita
Sharon Bushor

3. Consent Agenda

3. Consent Agenda

Motion made by Councilor Carpenter, seconded by Councilor Barlow, to adopt the consent agenda as presented and to take the actions as indicated. Motion passed unanimously.

Subject **3.1. Motion to adopt the consent agenda and take the actions indicated**

Meeting September 8, 2025 - Board of Finance Meeting - Monday, September 8, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Council and Board

Type Action (Consent)
 Procedural

Recommended Action Motion to adopt the consent agenda and take the actions indicated
3.1. Motion to adopt the consent agenda and take the actions indicated

Subject **3.2. August 25, 2025 Board of Finance Meeting Minutes - CT**

Meeting September 8, 2025 - Board of Finance Meeting - Monday, September 8, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Clerk/Treasurer's Office

Type Action (Consent)
 Information
 Minutes

Recommended Action approve the minutes
3.2. August 25, 2025 Board of Finance Meeting Minutes - CT

Subject **3.3. Communication: Christine Hughes, Director, Richard Kemp Center, re: status of the \$1 million appropriation**

Meeting September 8, 2025 - Board of Finance Meeting - Monday, September 8, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Clerk/Treasurer's Office

Type Action (Consent)
Communication

Recommended Action waive the reading and place the communication on file

3.3. Communication: Christine Hughes, Director, Richard Kemp Center, re: status of the \$1 million appropriation

Subject 3.4. Request for Approval to Execute a Contract with Alda Laval for Comprehensive Rebuild of Belt Filter Press #1 - DPW/Water Resources

Meeting September 8, 2025 - Board of Finance Meeting - Monday, September 8, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Public Works Department - Water Resources

Type Action (Consent)

Recommended Action to approve and recommend that the City Council authorize the Director of Public Works' to execute a \$329,112 contract with Alfa Laval with authorization for contingency funding of an additional \$45,888 for the construction of these belt filter press improvements, subject to the review and approval of the City Attorney's Office

3.4. Request for Approval to Execute a Contract with Alda Laval for Comprehensive Rebuild of Belt Filter Press #1 - DPW/Water Resources

Subject 3.5. Department of Corrections Grant: "Safer Communities" (Grant # 03520-1609) - CEDO/CJC

Meeting September 8, 2025 - Board of Finance Meeting - Monday, September 8, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Community & Economic Development Office (CEDO)

Type Action (Consent)

Recommended Action move to approve and recommend that the City Council approve and: 1) authorize the CEDO Director to accept and execute a second amendment to State Grant #03520-1609 in the amount of \$864,063.34 for FY26 and FY27, subject to review and approval of the City Attorney 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, and 2) authorize the CAO or their designee to effectuate any budget amendments necessary to reflect the necessary changes to the FY26 budget lines associated with the grant

3.5. Department of Corrections Grant: "Safer Communities" (Grant # 03520-1609) - CEDO/CJC

Subject **3.6. Court Diversion Grant #02100-FY26/27-CN - CEDO/CJC**

Meeting September 8, 2025 - Board of Finance Meeting - Monday, September 8, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Community & Economic Development Office (CEDO)

Type Action (Consent)

Recommended Action to approve and recommend that the City Council approve the acceptance of the State of Vermont Grant Award #02100-FY26/27-CN, in the amount of \$953,658, which will continue the offering of court diversion and pretrial services being provided by the BCJC to June 30, 2026, subject to final review and approval of the City Attorney, and to authorize the CEDO Director to sign the grant agreement, and to take such further actions or to execute such further instruments as may be necessary or convenient to effectuate the transactions contemplated hereby

3.6. Court Diversion Grant #02100-FY26/27-CN - CEDO/CJC

Subject **3.7. Balanced and Restorative Justice grant (# 03440-29000-26) approval - CEDO/CJC**

Meeting September 8, 2025 - Board of Finance Meeting - Monday, September 8, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Community & Economic Development Office (CEDO)

Type Action (Consent)

Recommended Action move to approve and recommend that City Council approve and authorize the CEDO Director to accept the DCF State Grant #03440-29000-26 in the amount of \$230,450.02 for the period of July1, 2025-June 30, 2026, upon final review and approval of the City Attorney's Office

3.7. Balanced and Restorative Justice grant (# 03440-29000-26) approval - CEDO/CJC

4. Deliberative Agenda

4. Deliberative Agenda

Subject **4.1. Street Light Tariff Update - BED**

Meeting September 8, 2025 - Board of Finance Meeting - Monday, September 8, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Burlington Electric Department

Type Action

Recommended Action to approve and recommend that the City Council authorize the General Manager of the Burlington Electric Department or their designee to file the updated Street Lighting tariff with the Vermont Public Utility Commission and to take such actions as may be needed to secure its approval

4.1. Street Light Tariff Update - BED

Motion made by Councilor Barlow, seconded by Councilor Carpenter, to approve the motion as presented. Motion passed unanimously.

Subject 4.2. Seeking authorization to accept Grant #03420-01613 Overdose Prevention Center (OPC) Pilot Grant Funding from the Vermont Department of Health and implement a fixed-site OPC in Burlington and administer subaward/s to the qualified and approved OPC Provider - Mayor's Office

Meeting September 8, 2025 - Board of Finance Meeting - Monday, September 8, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Mayor's Office

Type Action

Recommended Action **Updated Motion Language:**

A . to authorize (i) the Mayor to execute the grant agreement with the Vermont Department of Health for the Overdose Prevention Center, subject to review and approval of the City Attorney; (ii) the Chief Administrative Officer to make all such amendments to the approved budget as may be necessary or convenient to accept and expend the grant funds; and (iii) subject to part (B) of this motion, the Mayor or Chief Administrative Officer, and each of them, to take all such further actions and to execute all such further instruments approved as to form by the City Attorney's Office, ~~including a sub-recipient agreement,~~ as may be necessary or convenient to implement the transactions contemplated hereby;

B. The foregoing approvals are conditioned on the City Council's understanding that, (i) the City Council retains all land use and zoning authority over the Overdose Prevention Center, as provided in state statute, the City Charter, and the Comprehensive Development Ordinance; and (ii) any sub-recipient agreement shall be subject to City Council approval.

Original Motion Language:

to approve and recommend to the City Council to authorize, (i) the Mayor to execute the grant agreement with the Vermont Department of Health for the Overdose Prevention Center, subject to review and approval of the City Attorney; (ii) the Chief Administrative Officer to make all such amendments to the approved budget as may be necessary or convenient to accept and expend the grant funds; and (iii) the Mayor or Chief Administrative Officer, and each of them, to take all such further actions and to execute all such further instruments approved as to form by the City Attorney's Office, including a sub-recipient agreement, as may be necessary or convenient to implement the transactions contemplated hereby

4.2. Seeking authorization to accept Grant #03420-01613 Overdose Prevention Center (OPC) Pilot Grant Funding from the Vermont Department of Health and implement a fixed-site OPC in Burlington and administer subaward/s to the qualified and approved OPC Provider - Mayor's Office Councilor Neubieser joined for this agenda item. Motion made by City Council President Traverse, seconded by Councilor Barlow, to approve the motion as amended. Motion passed unanimously.

5. Executive Session

5. Executive Session

Motion made by City Council President Traverse, seconded by Councilor Barlow, to go into Executive Session. Councilor Neubieser was not present for the Executive Session. Motion passed unanimously.

Subject	5.1. Discussion of Tentative Collective Bargaining Agreement between the City of Burlington and BFFA Local 3044 (July 1, 2025 – June 30, 2028)
Meeting	September 8, 2025 - Board of Finance Meeting - Monday, September 8, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	5. Executive Session
Department	Mayor's Office
Type	Action Procedural
Recommended Action	move to make a specific finding that premature general public knowledge regarding the proposed terms of a collective bargaining agreement with the Burlington Firefighters' Association would clearly place the City at a substantial disadvantage; and 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 BFFA, and members of the City's negotiation team from the Department of Finance and Administration, the Fire Department, the Mayor's Office, and the City Attorney's Office with outside counsel

5.1. Discussion of Tentative Collective Bargaining Agreement between the City of Burlington and BFFA Local 3044 (July 1, 2025 – June 30, 2028)

6. Adjournment

6. Adjournment

Subject	6.1. Motion to adjourn
Meeting	September 8, 2025 - Board of Finance Meeting - Monday, September 8, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	6. Adjournment
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adjourn
6.1. Motion to adjourn	

Mayor Mulvaney-Stanak adjourned the meeting at 5:58 pm.



September 7, 2025

To: Burlington Vermont City Council
ATTN: Becca Brown McKnight

From Arts So Wonderful
ATTN: Bruce Wilson
242 College Street
Burlington Vermont
05401 UNIT D

Dear Becca,

Thank you for helping us to complete Thorsen Way with graffiti removal and 5 Murals. Please make check payable to Arts So Wonderful \$3125. We will use these funds to help pay for supplies, graffiti removal, Muralist for 5 Murals at Thorsen Way.

Thank you.

Bruce Wilson

Arts So Wonderful

242 College Street

UNIT D

Burlington VT 05401

802 304 37775

www.ArtsSoWonderdful.com

@artssowonderful.com

www.peg.tv.com Rutland Channel 1

www.cctv.org/search/node/service%20rendered Burlington Channel 17



MEMORANDUM

To: Burlington Board of Finance
Burlington City Council

From: Darren Springer, General Manager
Munir Kasti, COO and Manager of Utility Services and Engineering
Betsy Lesnikoski, Chief Forester

Date: September 29, 2025

Subject: New England Central Railroad sixteenth contract amendment

Burlington Electric Department's ("BED's") Certificate of Public Good for the Joseph C. McNeil Generating Station requires that 75% of all wood fuel deliveries be by rail. Since 1983 BED has had a contract with the New England Central Railroad for the delivery of woodchips. The contract has been extended by fifteen prior amendments and will expire on September 30, 2025. The parties have agreed to a 3 year extension. The last such extension was for 5 years in 2020. There are no other changes to the existing contract terms proposed.

BED staff will be present at the Board of Finance meeting on September 29, 2025 to answer any questions. Thank you for your consideration.

MOTIONS

Board of Finance: To approve and recommend approval to the City Council that the General Manager or their delegee may execute a three year extension of the rail contract between BED and New England Center Railroad, as included in the attached contract amendment.

City Council: To approve that the General Manager or their delegee may execute a three year extension of the rail contract between BED and New England Central Railroad, as included in the attached contract amendment.

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

Phone 802.658.0300

AMENDMENT NO. 16

TO

WOOD FUEL TRANSPORTATION AGREEMENT

The Wood Fuel Transportation Agreement dated October 16, 1984 (the “**Original Agreement**”) by and between **New England Central Railroad, Inc.** (“**NECR**”) and the **City of Burlington, Vermont**, acting by and through its **Burlington Electric Department** (“**BED**”), as previously amended, is hereby further amended by this Amendment No. 16 as follows:

1. Paragraph 11 of the Original Agreement, as previously amended from time to time, is hereby amended in part to read as follows:

Paragraph 11 – Duration:

“This Agreement shall apply to shipments of woodchips made on and after October 1, 2025, (application date), pursuant to and subject to 49 CFR 1313 and shall remain in effect through September 30, 2028.”

2. All other provisions of the Original Agreement and subsequent amendments thereto, to the extent not inconsistent herewith and unless previously expired or cancelled are hereby ratified and shall remain in full force and effect.

**CITY OF BURLINGTON, VERMONT
ELECTRIC DEPARTMENT**

**NEW ENGLAND CENTRAL
RAILROAD, INC.**

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Board of Finance and City Council Submission Checklist

Version: April 2025

Department: Burlington Electric Submitter: Darren Springer and Betsy Lesnikoski
 Title/Subject: BED and NECR Rail Contract Extension

Approval Requested:	Meeting Date:
<input checked="" type="checkbox"/> Board of Finance	9/29/2025
<input checked="" type="checkbox"/> City Council	10/6/2025
<input type="checkbox"/> Both BOF and Council	Click or tap to enter a date.

Instructions

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

Signoff Needed	Received?	Approval Date	Note
Department Head	Yes	9/19/2025	Darren Springer
Mayor's Office	Yes	9/22/2025	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	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	9/19/2025	Jessica Brown, motions included
CAO for budget, financing, and memo	Yes	9/23/2025	Katherine Schad
Human Resources, if personnel action or policy	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if IT-related	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.



City of Burlington
Department of Public Works
Division of Parking and Traffic
645 Pine Street, Suite A
Burlington, VT 05402
802.863.9094 P
802.863.0466 F
802.863.0450 TTY
www.burlingtonvt.gov

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

Jackie Esperti
ASSISTANT DIRECTOR for PARKING & TRAFFIC

Date: September 29, 2025
To: Board of Finance
From: Chapin Spencer, Director of Public Works
Jackie Esperti, Division Director for Parking and Traffic
Subject: Parking Garage Security Contract

REQUEST

The Department of Public Works (DPW) seeks Board of Finance approval to grant the FY26-FY27 security contract to Securitas for security services in the Marketplace Garage and Downtown Garage through September 2026 for \$223,520 resulting in an expenditure of \$167,640 in FY26 and \$55,880 in FY27.

BACKGROUND

In July of 2025, proposals were solicited for security services in the City's parking garages. Under this contract, we have requested two shifts each day. The first shift is 3:30PM to 11:30PM with a priority of circulating within the Marketplace garage. The second shift is from 11:00PM to 7:00AM. Both shifts are seven days per week. Between the private security, City staff, Burlington Police and the Chittenden County Sheriff, the garages have 24 hour/day coverage.

- 0630-1430 – COB Garage Maintenance Staff
- 0700-2300 – COB Parking Services Staff circulating
- 1130-1530 – Sheriff
- 1530-2330 – Private Security Shift 1
- 2300-0700 - Private Security Shift 2

In addition to security guards, Burlington DPW has a broad safety and security strategy that also includes:

- 1) Dozens of security cameras in each garage
- 2) Publicly displayed security camera monitors
- 3) Staff presence in and around garage public spaces
- 4) Improved lighting including motion sensor technology
- 5) Quarterly security meetings with the adjacent hotels

An Equal Opportunity Employer

This material is available in alternative formats for persons with disabilities. To request an accommodation, please call 802.863.9094 (voice) or 802.863.0450 (TTY).

- 6) Coordination with hotel security contractors
- 7) Participation in the weekly Safety and Security Meeting hosted by the Church St. Marketplace
- 8) Improved fencing and general physical security
- 9) Aggressive Graffiti Control

BIDS

We received three proposals that we reviewed on price, experience, quality of the proposal and safety. The lowest price was \$221,104. Based on staff review of the proposals, we are recommending selecting the second-lowest proposer Securitas at \$223,520 -- \$2,416 over the lowest cost proposal. We believe the Securitas proposal best meets the safety and security needs of the City for the following reasons:

- Vision Reporting Software – Allows us to track officer tours using a mobile device. Automated reporting for tours and incidents.
- Professional Security Coverage – Local Recruiter out of S. Burlington office to recruit local talent here in Burlington to fill the security post coverage.
- Field Manager – Local Field Manager out of the S. Burlington office to manage the scheduling, assure uniforms are up to standards, and assure service expectations are met.
- A District Manager who will meet quarterly to review key performance indicators and make program improvements.
- Free Security Technology Risk Assessment – Both municipal garages are in need of technology resources. Securitas will work with us to enhance and improve the program by utilizing Security Technology.

EXTENSIONS

Although this contract would expire after one year, in October 2026, the need for security services will likely extend beyond that date, and Article 4.1 of the Purchasing Policy allows contracts to extend for up to five (5) years in normal circumstances. If the relationship between the parties is positive, as anticipated, it may make the best fiscal sense for the City to extend the contract rather than re-procure. Therefore, staff requests Board of Finance authorization for the Director of Public Works to execute one-year extensions through September 2030 without further approval from the Board of Finance, provided the increase in price per fiscal year does not exceed the lesser of CPI-U (Northeast Region) or five percent (5%).

MOTIONS

Board of Finance:

1. To authorize the Director of Public Works to execute an agreement with Securitas for security services at the Marketplace Garage and Downtown Garage. The contract would run from October 20, 2025 through October 19, 2026 for a total authorized contract value not to exceed \$223,520.
2. To authorize the Director of Public Works to execute extensions of the contract through September 2030, subject to appropriations and review and approval of the City Attorney, and provided that the increase in price per fiscal year does not exceed the lesser of five percent (5%) or the twelve-month increase in CPI-U (Northeast Region).

Board of Finance and City Council Submission Checklist

Version: April 2025

Department: DPW - Parking Submitter: Jackie Esperti

Title/Subject: Parking Garage Security Contract

Approval Requested:	Meeting Date:
<input checked="" type="checkbox"/> Board of Finance	9/29/2025
<input type="checkbox"/> City Council	Click or tap to enter a date.
<input type="checkbox"/> Both BOF and Council	Click or tap to enter a date.

Instructions

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

Signoff Needed	Received?	Approval Date	Note
Department Head	Yes	8/29/2025	Chapin Spencer Approved
Mayor's Office	Yes	9/3/2025	Erin Jacobson Approved
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	Yes	9/1/2025	Erik Ramakrishnan Approved
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	9/2/2025	Katherine Schad Approved
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.

Resolution Relating to

RESOLUTION _____

AUTHORIZATION FOR CAPITAL PUBLIC
IMPROVEMENT INFRASTRUCTURE BONDS – MARCH 4,
2025 VOTER AUTHORIZATION

Sponsor(s): Bd. of Finance
Introduced: _____
Referred to: _____

Action: _____
Date: _____
Signed by Mayor: _____

CITY OF BURLINGTON

In the year Two Thousand Twenty Five

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

1 That WHEREAS, at a special meeting held on March 4, 2025, voters of the City of Burlington, by in excess
2 of 2/3rds of the voters voting at such meeting, authorized the City Council to issue general obligation bonds or
3 notes in one or more series in an aggregate principal amount not to exceed Twenty Million Dollars and 00/100
4 (\$20,000,000.00) for the purpose of funding capital improvement infrastructure projects of the City and its
5 departments in furtherance of the City’s 5-Year Capital Plan (the “Projects”); and

6 WHEREAS, the City Council now intends to approve the issuance of general obligation bonds or notes
7 in a principal amount not to exceed Seven Million Dollars (\$7,000,000), to be issued in one or more series to
8 finance a portion of the Projects for the City and its departments (the “Bonds”); and

9 WHEREAS, the City expects to engage in the process of soliciting proposals from qualified
10 underwriting firms and financial institutions to sell, in a competitive or negotiated sale, the Bonds to finance
11 the Projects; and

12 WHEREAS, the City intends to use the proceeds of tax-exempt bonds or other debt to pay the costs of
13 the Projects, and may incur some capital costs prior to the issuance of the Bonds to finance the Projects of the
14 City and its departments;

15 NOW, THEREFORE, BE IT RESOLVED that the City Council has determined that it is necessary to
16 pledge the credit of the City and to issue the Bonds in connection therewith in the principal amount not to
17 exceed Seven Million Dollars (\$7,000,000); and

18 BE IT FURTHER RESOLVED that such Bonds may be sold in a private placement, public offering,
19 competitive sale, or negotiated sale with one or more underwriters or underwriting firms, and may be sold and
20 issued together with other general obligation bonds of the City; and

21 BE IT FURTHER RESOLVED that the pledging of the City’s credit for such Bonds is hereby
22 authorized, with the amount of indebtedness and the form of the evidence of indebtedness to be issued, the
23 interest rates, and payment schedule to be determined by the Chief Administrative Officer; provided that the

AUTHORIZATION FOR CAPITAL PUBLIC IMPROVEMENT
INFRASTRUCTURE BONDS – MARCH 4, 2025 VOTER
AUTHORIZATION

24 true interest cost for the Bonds as determined by the Chief Administrative Officer, the Director of Finance, or
25 the Assistant Director of Finance shall not exceed six and one-half percent (6.50%) per annum; and

26 BE IT FURTHER RESOLVED that in the event that the true interest cost of the Bonds would exceed
27 six and one-half percent (6.50%) per annum, the prior approval of the City’s Board of Finance shall be
28 required; and

29 BE IT FURTHER RESOLVED that the Bonds, when issued and delivered, shall be valid and binding
30 general obligations of the City payable according to the terms and tenor thereof from unlimited *ad valorem*
31 taxes duly assessed on the grand list of all taxable property in the City; and

32 BE IT FURTHER RESOLVED that the Mayor, the Chief Administrative Officer, the Director of
33 Finance, and the Assistant Director of Finance are, and each one of them is, hereby authorized and directed to
34 prepare one or more Official Statements of the City as they deem necessary in the City’s best interest. The
35 Mayor, the Chief Administrative Officer, the Director of Finance, and the Assistant Director of Finance are,
36 and each one of them is, hereby authorized to execute and deliver one or more final Official Statements and to
37 execute and deliver such agreements approved as to form by legal counsel, including one or more bond
38 purchase agreement with the underwriter or underwriters for the Bonds, continuing disclosure certificates,
39 certificates as to use of proceeds and all other documents, agreements and instruments necessary or convenient
40 in connection with the issuance of the Bonds; and

41 BE IT FURTHER RESOLVED that, in order to obtain efficiency in the issuance of such Bonds,
42 reduce transaction expenses, and seek the potential opportunity for more favorable interest rates, the Chief
43 Administrative Officer may combine the issuance of the Bonds in one or more series with other bonds or notes
44 as authorized by the City Council for other capital projects; and

45 BE IT FURTHER RESOLVED that, if in the opinion of the Chief Administrative Officer it is
46 desirable and in the City’s best interest to obtain bond insurance for the Bonds, the Mayor, the Chief
47 Administrative Officer, the Director of Finance, and the Assistant Director of Finance are, and each one of
48 them is, hereby authorized to enter into such agreements and instruments approved as to form by legal counsel
49 with the bond insurer in order to obtain bond insurance for the Bonds; and

50 BE IT FURTHER RESOLVED that it is the official intent of the City Council to reimburse some
51 capital expenditures made during the City’s 2026 fiscal year in furtherance of the Projects, in an amount not to
52 exceed \$1,000,000 in the aggregate, with the proceeds of tax-exempt bonds, in accordance with the

AUTHORIZATION FOR CAPITAL PUBLIC IMPROVEMENT
INFRASTRUCTURE BONDS – MARCH 4, 2025 VOTER
AUTHORIZATION

53 requirements of Section 1.150-2 of the Treasury Regulations adopted under the Internal Revenue Code of
54 1986, as amended; and

55 BE IT FURTHER RESOLVED that the City reasonably expects on the date hereof that it will
56 reimburse such expenditures with the proceeds of tax-exempt bonds; and

57 BE IT FURTHER RESOLVED that the City’s Chief Administrative Officer, the Director of Finance,
58 and the Assistant Director of Finance are each further authorized to declare additional notices of official intent
59 to reimburse capital expenditures made in furtherance of the Projects with the proceeds of tax-exempt bonds.

60

61 TM/Resolutions 2025/Authorization for Capital Public Improvement Infrastructure Bonds
62 9/25/25



DEPARTMENT OF FINANCE & ADMINISTRATION
City of Burlington

City Hall, 149 Church Street, Burlington, VT 05401 (802) 865-7000

MEMORANDUM

TO: Board of Finance and City Council

FROM: Darlene Bayko, Assistant Director of Finance
Brad Kukenberger, Director of Finance

DATE: Sept 29 & Oct 6, 2025

RE: Approval of Resolution for Annual Borrowing for FY26

Overview

The DFA presents this Resolution for Capital Improvement Bonds FY26 borrowing for capital needs, specifically a resolution for \$7M capital improvement infrastructure bond. This is the first borrowing that is part of the voter-approved \$20M general obligation bonds for the capital improvement plan from Town Meeting Day 2025.

Please note that DFA expects the true interest cost for any and all financing to be less than 6.5% and we will come back to the Board of Finance for additional approval if the true interest cost exceeds 6.5%.

Board of Finance Motion

Move to approve and recommend that the City Council adopt resolution related to FY26 capital improvement bonds borrowing.

City Council Motion

To waive the reading and to approve the attached resolution.

Board of Finance and City Council Submission Checklist

Department: Department of Finance and Administration Submitter: Darlene Bayko

Title/Subject: FY26 Annual Bonding

	Approval:	Meeting Date:
<input checked="" type="checkbox"/>	Board of Finance	9/29/2025
<input type="checkbox"/>	City Council	Click or tap to enter a date.
<input type="checkbox"/>	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	09/23/2025	Katherine Schad
Mayor’s Office informed and approved memo	Yes	09/24/2025	Erin Jacobsen
Board/Commission, if required	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney’s Office has approved contract and/or legal documents, -Identify attorney in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney’s Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	9/18/2025	Erik Ramakrishnan
CAO has reviewed budget, financing, and memo	Yes	9/23/2025	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

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



COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

149 CHURCH STREET • ROOM 32 • CITY HALL • BURLINGTON, VT 05401
(802) 865-7144 • (802) 865-7024 (FAX)
www.burlingtonvt.gov/cedo

To: Board of Finance and City Council

From: Rachel Jolly, Assistant Director, Community Justice Center
Orietta Glozheni, Human Resources Manager

DATE: September 29, 2025 Board of Finance; Oct. 6 City Council

RE: CEDO, Community Justice Center –Reclassification of one position from Limited Service to Regular

Executive Summary

The Community Justice Center (CJC) is seeking approval for the reclassification of one position:

- A Youth Restorative Services (BARJ) Coordinator, from a Limited Service, Full-Time, Non-Exempt, AFSCME, Grade 16 position to a Regular Service, Full-Time, Non-Exempt, AFSCME, Grade 16 position.

Background and Financial Impact

The Balanced and Restorative Justice (BARJ) Coordinator position was created in October 2023 to increase capacity for accepting and coordinating referrals received from the VT Department for Children and Families, serving youth who are involved with the criminal-legal system or at risk of being so. We started this new position as Limited Service as we didn't have a guarantee about future funding. After almost two years of stability, and with the renewal of the contract in FY26, we are seeking to move the position to Regular Service.

This position is 90% grant funded and 10% funded with General Fund dollars. The financial impact to the City for the addition of retirement is \$664/year and this can be absorbed within the CJC's existing GF budget.

Board of Finance Motion:

Move to approve and recommend that the City Council approve the reclassification of the following position retroactive for July 1, 2025:

- A BARJ Coordinator, from a Limited Service, Full-Time, Non-Exempt, AFSCME, Grade 16 position to a Regular Service, Full-Time, Non-Exempt, AFSCME, Grade 16 position.

City Council Motion:

Move to approve the reclassification of the following position retroactive July 1, 2025:

- A BARJ Coordinator, from a Limited Service, Full-Time, Non-Exempt, Union, Grade 16 position to a Regular Service, Full-Time, Non-Exempt, AFSCME, Grade 16 position.

Board of Finance and City Council Submission Checklist

Department: CEDO Submitter: Rachel Jolly

Title/Subject: Reclass of Limited Service to Regular CJC position

	Approval:	Meeting Date:
<input checked="" type="checkbox"/>	Board of Finance	9/29/2025
<input checked="" type="checkbox"/>	City Council	10/6/2025
<input type="checkbox"/>	Concurrent	

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	9/17/2025	Kara Alnasrawi
Mayor’s Office informed and approved memo	Yes	9/22/2025	Erin Jacobsen
Board/Commission, if required	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney’s Office has approved contract and/or legal documents, -Identify attorney in note	N/A		
City Attorney’s Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	9/16/2025	Emmett Wood
CAO has reviewed budget, financing, and memo	Yes	9/16/2025	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	Yes	9/18/2025	Orieta Glozheni
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?	N/A	Click or tap here to enter text.
Additional Materials, if necessary	N/A	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?	N/A	Click or tap here to enter text.



COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

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www.burlingtonvt.gov/cedo

MEMORANDUM

To: Board of Finance
City Council

From: Rachel Jolly, Assistant Director, CJC
Lynn Reagan, Director of Human Resources
Orieta Glozheni, Human Resources Manager

CC: Kara Alnasrawi, CEDO Director

Date: September 12, 2025

RE: Creation of one position at CJC

Executive Summary

We propose creating one new position in the Community Justice Center (CJC):

- Adult Restorative Services Coordinator—a Regular Service, Full-time, Union, Grade 16, position.

Background:

With the passage of [Act 180](#) last year, which expands the pre-charge restorative justice option across the state, the VT Attorney General’s Office assumed responsibility for funding and management of the program from the VT Department of Corrections. Now called Pre-Charge Diversion, this program has been added to the suite of court diversion and pre-trial services falling under the AGO contract that has come to the Burlington CJC since 2019. In FY26, the AGO is awarding one contract to each of the four Chittenden County CJCs to deliver Pre-Charge Diversion. However, as of FY27, the intention is for pre-charge services countywide to be delivered under the Burlington CJC contract.

CJC anticipates the City Council acceptance, on September 29th, of the \$953,658 award from the AGO to deliver diversion and pretrial services in FY26. This includes a budget for adding 1 FTE to focus on the delivery of the Pre-Charge Diversion program, as well as working on the transition of the program within the county.

Financial Impact:

This position will be a Grade 16, step 1-15, \$32.22 – \$36.30/hour. This new position was not in the FY26 City budget because we did not have the additional money in the AGO contract at that time. 100% of this position will be covered by the AGO funds.

Motions:

Board of Finance Motion:

To approve and recommend that City Council approve the creation of the Adult Restorative Services Coordinator position within CEDO, a Regular Service, Full-time, Union, Grade 16, position.

City Council Motion:

To approve the creation of the Adult Restorative Services Coordinator position within CEDO, a Regular Service, Full-time, Union, Grade 16, position.



City of Burlington, Vermont Adult Restorative Services Coordinator

SALARY	\$30.48 Hourly \$63,398.40 Annually	LOCATION	Burlington, VT
JOB TYPE	Regular Full Time Non Exempt	JOB NUMBER	CEDO Adult Restor Svcs Coord
DEPARTMENT	Community Economic Development Office (CEDO)	DIVISION	Community Justice
OPENING DATE	08/22/2025	CLOSING DATE	9/14/2025 11:59 PM Eastern
FLSA	Non-Exempt	BARGAINING UNIT	AFSCME

General Purpose

This position serves on a team of those responsible for the coordination and delivery of the CJC's adult Restorative Justice services, from pre-charge through reparative processes, and with responsible and impacted parties. The work is closely integrated with our Diversion and Pretrial Service programs. A key focus of the position is to be outcomes-driven with respect to equity, inclusion and belonging. Other measures of success include successful completions, affected and responsible party satisfaction, and restitution paid to affected parties.

Union Affiliation: American Federation of State, County, and Municipal Employees (AFSCME)

Pay Grade 16: \$30.48 Hourly

Remote Tier 3: Up to two (2) days remote/week

Essential Job Functions

Restorative Process Scheduling and Coordination

- Work with the Adult Restorative team to conduct intakes, assess needs, schedule and implement restorative processes with responsible and affected parties in partnership with contracted Cultural Advocates and volunteers, when appropriate.
- Provide staff support to the restorative justice processes including but not limited to: scheduling, organizing and attending meetings, supporting the participation of volunteers and following through on data and policy needs presented by the cases.
- Develop and maintain working relationships with relevant stakeholders including those in criminal-legal system (Chittenden County law enforcement agencies State's Attorney, VT Dept. of Corrections, VT Center for Crime Victim Services) and community-based providers (Howard Center, Safe Harbor, Steps to End Domestic Violence, HOPE Works, Pride Center, USCRI VT, AALV, etc.).
- Support affected and responsible parties of crime by helping them navigate the criminal-legal system, advocating for services when they experience barriers, and connecting them to processes, goods and services that will enhance their safety and lessen the impacts of their crime.
- Work to create conditions of accountability-taking for responsible parties at all stages of the restorative processes

- Provide trauma-informed, culturally literate responses to the range of experiences participants impacted by and responsible for harm have lived
- Work in coordination with CJC and BPD-based Victim Services Specialists to integrate restorative processes, when needed or appropriate.
- Stay current in practical knowledge of the theories, practices and methodologies in the fields of restorative and transformative justice, trauma-informed care, levelling power dynamics and other issues related to equity, justice and inclusion.
- Schedule and facilitate twice/month RTAP classes with adults and youth charged with retail theft.

Harmed Party Services:

- Trauma-informed and culturally-sensitive outreach to victims of crime when their cases have been referred to restorative justice
- Provide and build meaningful opportunities for victims to engage in restorative processes
- Participate in bi-monthly Victim Services team meetings to coordinate with colleagues, build meaningful program development, and engage in relevant professional development

Administrative and Data Related

- Collect, track and evaluate feedback using Results-Based Accountability metrics, aiming for a minimum of 30% response rate
- Document and track all required participant data in combination of SharePoint and Law Manager software platforms
- Maintain and enter timely updates on internal excel spreadsheets for program participants

Miscellaneous/Other

- Educate are a service providers on the restorative justice program principals and build a network of community support
- Act as “Ambassador” for the City, carryout work and interacting with co-workers and the public in respectful profession manner.
- Contribute toward making the BCJC an inclusive, welcoming, culturally sensitive organization through serving on at least one internal committee, and through active self-reflection/awareness regarding one’s own identities and toward promoting equity, sensitivity and humility in our work with staff, volunteers and participants

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements

- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Bachelor’s degree and two years of experience, or six years of program coordination experience with focus on restorative justice, victim advocacy, community development or related field required.
- Demonstrated commitment to and interest in advancing social and/or racial justice initiatives
- Demonstrated knowledge and familiarity of restorative practices.
- Ability to understand the criminal legal system and demonstrated knowledge and familiarity with crime/victim issues.
- Demonstrated strong organizational, coordination, and group leadership skills.
- Ability to work effectively with a wide range of individuals and groups, including strong formal and informal negotiation skills.
- Demonstrated ability in public speaking, interviewing, meeting facilitation, and training skills.
- Computer literacy necessary. Knowledge of Microsoft Office Suite preferred.
- Ability to develop strong relationships with diverse groups of people, who may have conflicting interests and opinions.
- Some evening availability required.

- Ability to work in a team environment, while also working independently necessary.
- Ability to create and maintain an environment that embraces the operating principles of Restorative Justice.
- Communicates skillfully on the phone, in person, and in writing, and varies language and communication style to meet the needs of the recipient.
- Remains calm in the presence of strong emotions from others while creating an atmosphere for problem solving
- Is discreet and maintains confidentiality regarding people and situations

Indirectly Supervises: 3-4 volunteers at any given time

Additional Information

Promoting a culture that reveres diversity and equity

The City of Burlington is proud to be an equal opportunity employer, and we are strongly committed to creating a dynamic and equitable work-force that mirrors the population and world that we serve. We do not discriminate on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, crime victim status, veteran status, disability, HIV positive status, or genetic information in employment or the provision of services.

In addition to being an equal opportunity employer we actively encourage applicants who can contribute to our growing diversity to apply.

Applications for our employment opportunities are **only accepted online through our [Government Jobs](#)** website.

For accessibility information or alternative formats, please contact Human Resources Department at [802-540-2505](tel:802-540-2505) or careers@burlingtonvt.gov.

Benefits

The City of Burlington is proud to offer full time employees a comprehensive benefits program that includes:

- Medical/Dental Insurance Coverage
- Prescription Drug Coverage
- Flexible Spending Programs
- Short-Term Disability Insurance
- Paid Leave (Sick and Vacation)
- Pension Plan
- Contributory Retirement Plan
- Life Insurance
- Discounted Gym Memberships
- Free Yoga Membership to Sangha Studios (Burlington, Williston & online)
- Tuition Discounts for Champlain College TruEd
- Employee Assistance Program
- Wellness Bonus Incentives Program
- Local & National Store Discounts
- Subsidized Transportation Options
- Qualifying employer for Public Service Loan Forgiveness

For additional details please visit <https://www.burlingtonvt.gov/HR/benefitsinformation>

Employer

City of Burlington, Vermont

Address

200 Church Street, Suite 102

Burlington, Vermont, 05401

Phone

802-540-2505

Website

<https://www.burlingtonvt.gov>

Adult Restorative Services Coordinator Supplemental Questionnaire

***QUESTION 1**

Do you have a Bachelor's degree and two years of experience, or six years of program coordination experience with a focus on restorative justice, victim advocacy, community development, or a related field?

- Yes
- No

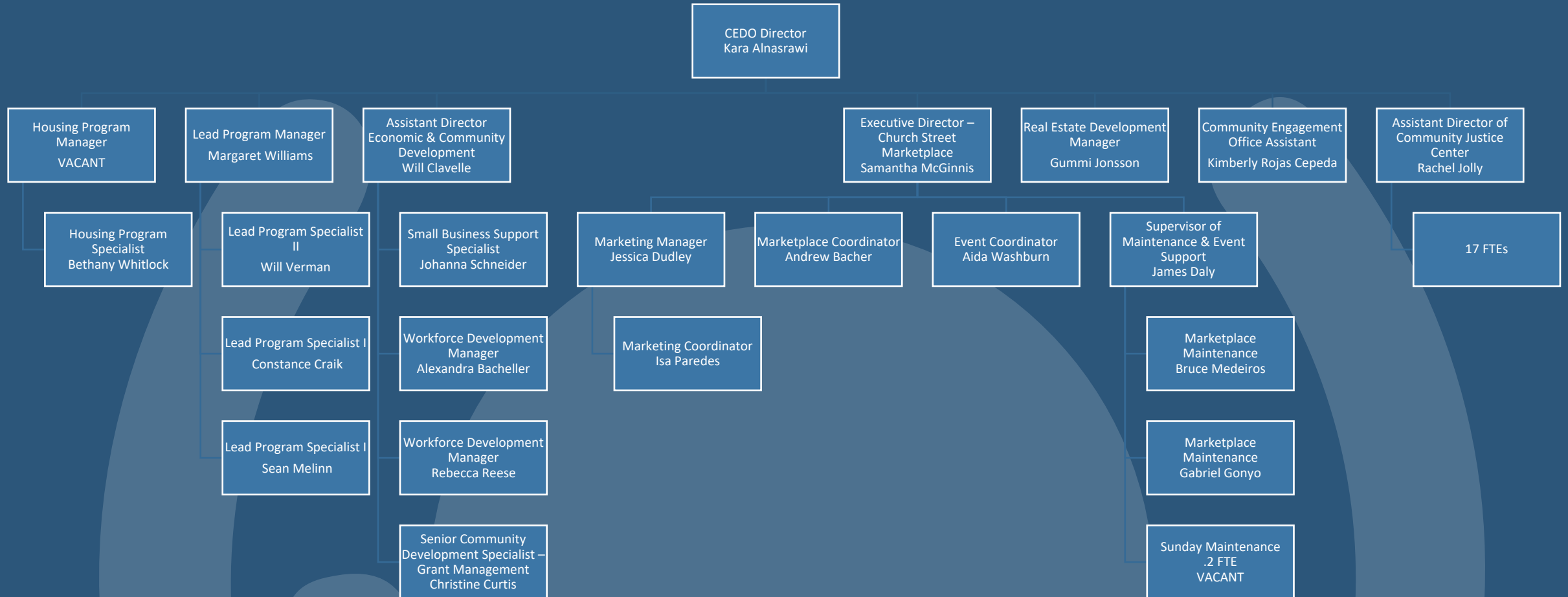
***QUESTION 2**

Do you have some evening availability?

- Yes
- No

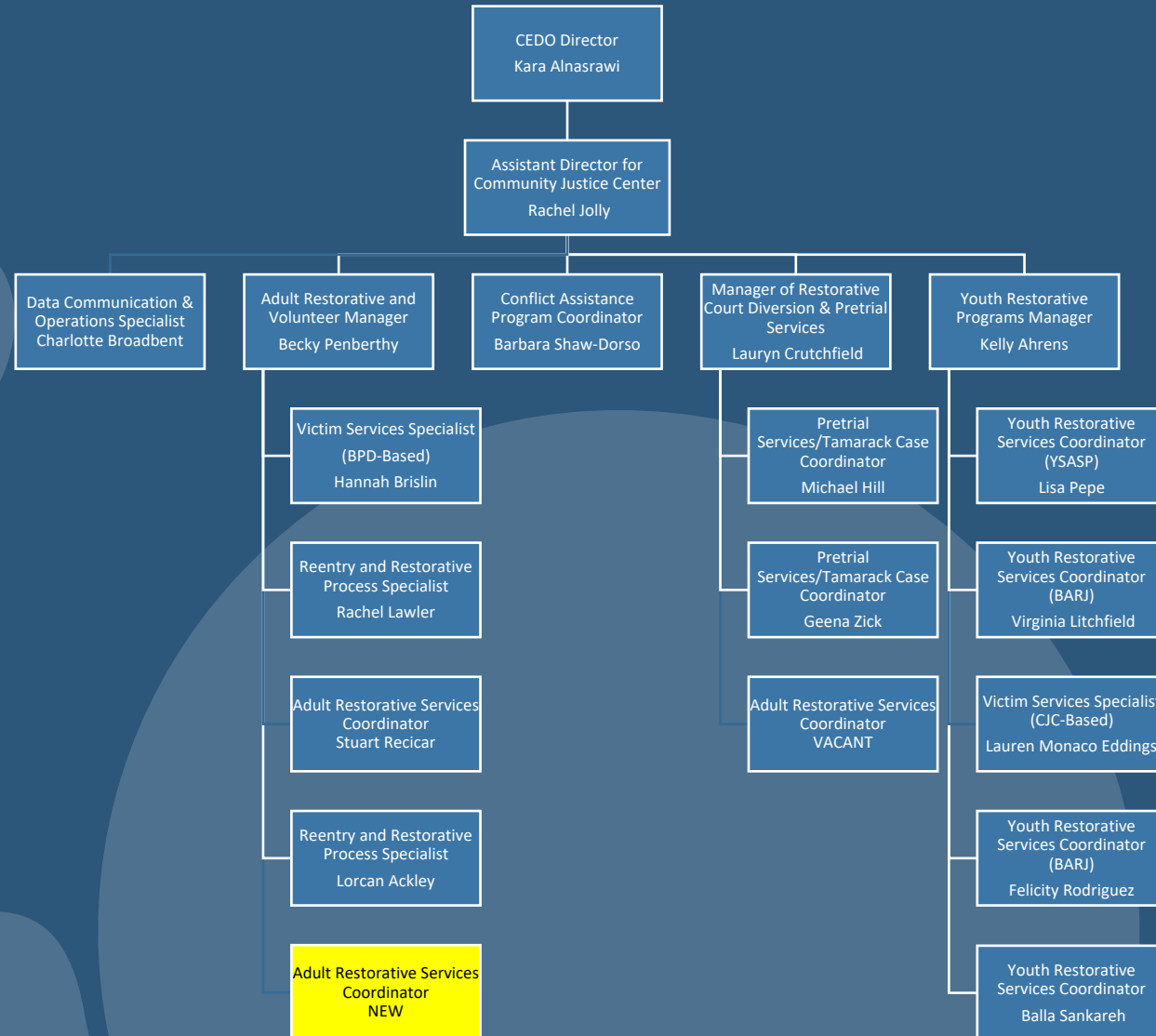
* Required Question

CEDO ORGANIZATIONAL CHART



CEDO ORGANIZATIONAL CHART

Community Justice Center



Board of Finance and City Council Submission Checklist

Department: CEDO Submitter: Rachel Jolly

Title/Subject: Creation of new CJC position

	Approval:	Meeting Date:
<input checked="" type="checkbox"/>	Board of Finance	9/29/2025
<input checked="" type="checkbox"/>	City Council	10/6/2025
<input type="checkbox"/>	Concurrent	

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	9/17/2025	Kara Alnasrawi
Mayor’s Office informed and approved memo	Yes	9/22/2025	Erin Jacobsen
Board/Commission, if required	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney’s Office has approved contract and/or legal documents, -Identify attorney in note	N/A		
City Attorney’s Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	9/16/2025	Emmett Wood
CAO has reviewed budget, financing, and memo	Yes	9/16/2025	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	Yes	9/18/2025	Orieta Glozheni
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?	N/A	Click or tap here to enter text.
Additional Materials, if necessary	Yes	Job Description and Org Chart
Draft Resolution or Motion?	Yes	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	N/A	Click or tap here to enter text.



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Post Office Box 849
Burlington, VT 05402-0849
802.863.9094 VOX
802.863.0466 FAX
802.863.0450 TTY
www.burlingtonvt.gov

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

TO: Board of Finance/City Council

FROM: Julia Ursaki, PE, Public Works Transportation Engineer
Laura Wheelock, PE, Division Director of Technical Services/City Engineer

DATE: September 29, 2025 (BOF) & October 6, 2025 (CC)

CC: Chapin Spencer, Director of Public Works
Ashley Parker, Capital Program Director
Stephen Donahue, CPA, Senior Accountant
Gummi Jonsson, Real Estate Development Manager

RE: CityPlace/BTC Public Improvements Budget Amendment

Request:

The Department of Public Works (“DPW”) is requesting Board of Finance and City Council approve a budget amendment to increase the BTC Public Improvement project budget by \$6,500,926 in Waterfront Tax Increment Financing (TIF) District funds for the Public Improvements Contract per the Second Amendment to the Second Amended and Restated Development Agreement (ARDA 2.0) with CityPlace Partners (CPP).

Background on the CityPlace Public Improvements Project

The CityPlace Public Improvements project area includes the new sections of Pine Street and St. Paul Street between Bank Street and Cherry Street, as well as the north side of Bank Street and south side of Cherry Street, as defined under the Second Amended and Restated Development Agreement as Amended (ARDA 2.0). Public Improvement elements are all within the City’s public rights-of-way and include:

- Construction of the new street to Great Streets Design Standards;
- Amenities such as decorative lighting, benches, and bike racks;
- Durable materials with granite curbs, paver amenity belts, and new concrete sidewalks;
- Street ecology supported with new trees/plantings with soils cells to support growth;

- Stormwater collection with rain gardens and infiltration within the tree belt through pervious pavers and curb inlets into these practices

The public improvements work has been underway since fall 2023, and work on Bank Street and the southern half of Saint Paul Street is largely complete. Public improvements work in the remaining areas will continue with an anticipated completion in fall of 2027. In addition, the south tower of CityPlace is set to open in the coming weeks.

Note: the CityPlace development has been rebranded as Burlington Square. For consistency in our financial system and agreements we are still using the CityPlace name for our documentation. The CityPlace Partners LLC is still active and is the entity with whom the City is doing business.

Background on ARDA 2.0 TIF Payments for Public Improvements

The ARDA 2.0 contains provisions that the City pay CPP for the public improvements work with Waterfront TIF in two stages. The first was when CPP closed on their financing for the south tower (which occurred in August 2024). The second is when CPP closes on their financing for the north tower, which CPP anticipates to occur in October 2025. This budget amendment will allow staff to issue payment to CPP, however, no payment will be issued until the Office of the City Attorney verifies that the ARDA conditions are met and all required invoice documentation is submitted by CPP.

Funding and Budget for the CityPlace Public Improvements

Funding for the public improvements comes from Waterfront Tax Increment Financing (TIF) under Tier 2 as described in the ARDA 2.0. The budget was presented to the City Council on June 20, 2023 when construction costs were approved.

The City currently holds a note that covers \$18.84M in possible Waterfront TIF debt for this project. Of that, we allocated \$6.4M when the south tower's financing closed last year towards Tier 1 and Tier 2 costs, and are holding \$600k of unallocated Tier 1 costs towards the CDS local match while the project determines the limits of CDS work. For reference, the ARDA 2.0 defines a "TIF Waterfall" of four tiers that defines the order in which Waterfront TIF funding will be spent, starting with funding expenses in Tier 1, then Tier 2, etc. The four tiers are:

1. City's TIF eligible costs for Public Improvements up to a cap of \$1,000,000, City's payment to 100 Bank to acquire property rights to construct Public Improvements, and the \$3,000,000 CDS grant local match
2. CPP's TIF eligible costs in connection with any completed and delivered Public Improvements incurred on or after September 2020 and BED's lighting infrastructure costs
3. Tier 3 has been removed
4. CPP's remaining TIF eligible costs in connection with any completed and delivered Public Improvements incurred prior to September 2020

The City already holds an \$18.84M note of short term debt for this project. This budget amendment will increase the long-term Waterfront TIF debt by \$6,500,926, for a new total of \$12,900,926, which will be paid off by the future property tax increment from the CityPlace

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development project. It will cover the public improvement expenses approved by City Council on June 20, 2023. This request, along with previously allocated TIF funding, is summarized in Table 1 below. The proposed budget amendment leaves a \$5,339,074 difference in committed Waterfront TIF debt and the amount of permanent financing that the City could choose to pursue of the \$18.84M total. This remaining debt capacity could be used to support the public improvements if other costs arise, or could be forfeited if all conditions of the ARDA are met and no additional funding is needed, which would ultimately save the City money. Unknown underground utility conflicts and the uncertainty of future Sales Tax Reallocation grant awards in the future are examples of costs that could arise.

NW Budget - TIF ONLY				
Project Name	FY24 Approved	Added 1/29/24	Added 10/6/25 (current request)	Total as Amended
<i>851 BTC Public Improvements, Public Art (TIF Proceeds)</i>				
	\$7,000.00	\$200,000.00		\$207,000.00
<i>851 BTC Public Improvements, BTC Public Improvement TIF (TIF Proceeds)</i>				
	\$2,738,376.00	\$1,054,624.00	\$6,500,926.00	\$10,293,926.00
<i>851 BTC Public Improvements, CDS CD23(1) - Cherry Street (TIF Proceeds – Local Match)</i>				
	\$2,400,000.00			\$2,400,000.00
			TOTAL	\$12,900,926.00

Motions

Board of Finance:

- To approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to affect all necessary budget amendments and transfers of funds which result in an increase of the project budget by \$6,500,926 for the BTC Public Improvements.

City Council:

- To authorize the Chief Administrative Officer, or their designee, to affect all necessary budget amendments and transfers of funds which result in an increase of the project budget by \$6,500,926 for the BTC Public Improvements.



MEMORANDUM

TO: Board of Finance

FROM: Ashley Walenty, PE DPW Water Resources Engineer
Megan Moir, Division Director Water Resources

CC: Chapin Spencer, DPW Director
Laura Wheelock, Division Director Technical Services

DATE: September 29, 2025

RE: Award of Ravine Sewer Abandonment & Grouting Construction Contract

REQUEST

The Department of Public Works (“DPW”) and its Water Resources Division seeks authorization to execute a contract with S.D. Ireland for \$449,000 for the Ravine Sewer Abandonment and Grouting project and to designate the Director of Public Works and appropriate City staff to execute associated documents.

INTRODUCTION AND BACKGROUND:

The Department of Public Works (DPW) and its Water Resources Division (WRD) has been working with Champlain Housing Trust (CHT) to abandon a portion of the late-1800's era, 5-foot diameter brick sewer (referred to as the “Ravine Sewer”) for the development of their Post Apartments project. The Post Apartments project consists of the construction of a new, approximately 45,000 square foot multi-family housing building centered about the footprint of the former VFW building at 176 South Winooski Ave. in Burlington, Vermont. The Ravine Sewer (built in the 1870's) underlies the northwest corner of the proposed new building and is about 25 to 30 feet below current site grades. The Post Apartments project was designed with the understanding that a separate project underway by the City to modernize the sewer system, which included taking this stretch of the Ravine Sewer offline, would be completed in advance of beginning construction on the Post Apartments structure. This would allow for grouting the Ravine sewer between the manholes in Main Street and King Street. As such, the foundation support system that was installed for the Post Apartments project is reliant upon the Ravine Sewer being grouted below the building footprint and in adjacent areas.

Since design was completed, delays in the sewer project led to the Post Apartments project going into construction in advance of the Ravine Sewer being taken offline. Furthermore, there is concern with taking offline the portion of the Ravine Sewer that resides west of South Winooski Ave. The result is that a much smaller portion of the Ravine Sewer can be readily grouted, accessing the sewer for grouting via manholes is not expected to be practical, and the in-construction Post Apartments building will limit the locations at which the Ravine Sewer can be accessed for grouting from above.

Based on these conditions the City worked with a Geotechnical Engineering Consultant to design the grouting plan and specifications to accomplish the proper abandonment necessary to support the Post Apartments building foundation system. The design will require drilling access and venting ports into the Ravine Sewer from ground surface, constructing bulkheads through the drill casing at each end of the project, and grouting between the bulkheads. We anticipate this will require working within South Winooski Ave. as well as the adjacent gas station property at the corner of South Winooski Ave. and Main St. Coordination between the gas station property and the project will be handled by the Contractor with support from CHT and the City as necessary.

PROCUREMENT AND CONTRACTING:

The City posted a Request for Price Quotations (RFPQ) to abandon and fully grout a portion of the Ravine Sewer on August 12, 2025 with bids due September 9, 2025. The City reached out to various known contractors in the area to notify them of the RFPQ. Two bids were received, Engineer’s Construction, Inc (ECI) and S. D. Ireland.

The City reviewed both bids and has deemed SDI to be a responsible bidder with a the lowestcost estimate to perform this work; see below for bid results.

Contractor	Total Bid
Engineer’s Construction, Inc.	\$937,500
S. D. Ireland Brothers	\$449,000

It is the staff recommendation to execute a construction contract with SDI to perform this work and to include a contingency of approximately 10% (\$45,000) for a total contract authorization of \$494,000.

PROJECT COST SUMMARY:

The following summary tables outlines the funding sources that comprise the total contract values for which we are seeking approval:

Ravine Sewer Abandonment & Grouting Project		
Funding Source	Costs by Source	Total Contract including Contingency
CDBG Grant Cost Share	\$135,000 NTE	\$494,000
TIF Contingency	\$260,000	
Wastewater Fund Cost Share	\$24,000	
CHT Cost Share	\$75,000	

MOTIONS:

The Department of Public Works’ Water Resources Division respectfully requests that the Board of Finance approve the following motions:

Board of Finance Actions:

1. "To approve and authorize the Director of Public Works, Chapin Spencer, to execute a contract with S. D. Ireland Brothers for total contract amount of \$449,000 for the Ravine Sewer Abandonment and Grouting project, subject to the review by the City Attorney."
2. To approve and authorize the Chief Administrative Officer, or their designee, to effect all necessary budget amendments in substantial conformance with this request.

Thank you for your consideration of this request.

Board of Finance and City Council Submission Checklist

Department: DPW-Water Resources Submitter: Ashley Walenty/Megan Moir

Title/Subject: Ravine Sewer Abandonment & Grouting Contract Award

	Approval:	Meeting Date:
<input checked="" type="checkbox"/>	Board of Finance	9/26/2025
<input type="checkbox"/>	City Council	Click or tap to enter a date.
<input type="checkbox"/>	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	9/23/2025	Chapin Spencer
Mayor's Office informed and approved memo	Yes	9/24/2025	Erin Jacobsen
Board/Commission, if required			
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A		
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	9/24/2025	Erik Ramakrishnan
CAO has reviewed budget, financing, and memo	Yes	9/23/2025	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

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



To: Board of Finance and City Council
From: Kara Alnasrawi, CEDO Director
CC: Katherine Schade, CAO
Chapin Spencer, DPW Director
Laura Wheelock, City Engineer
Date: September 29th, 2025

RE: Downtown TIF Substantial Change Request – Use of Investment Earnings

Background:

Burlington’s Downtown TIF District was approved by VEPC in 2011. Since its inception, there have been 4 substantial change requests. It is readily expected that TIF Districts will require such changes as conditions evolve over the lifetime of the district.

The Downtown TIF district is currently bonded to support the Great Streets Main Street construction project. Due to the immensely impactful nature of this project, business owners in the City of Burlington requested that the project be reviewed to consider mitigation actions that could be taken to offer adjacent businesses relief.

On June 23rd, 2025, City Council approved a [staff-recommended mitigation strategy](#) that involved opening Main Street to traffic on nights and weekends. The cost of this mitigation strategy was priced at \$600,000 and the source of funds was identified as investment earnings from the TIF Bond Series 2022B. Through 6/30/2025 gross investment earnings totaled \$2,947,374.

Current Situation:

The opening of Main Street on nights and weekends was well received by the business community and appears to have had the desired effect of offering relief from the financial impacts of the project.

In addition, the City has been seeking other sources of funding to add back some of the work on the project due to the overall cost of the project. The City applied for and was awarded a \$200,000 downtown improvement grant to assist with this. This grant will require a \$40,000 match.

CEDO will now be going to the Vermont Economic Progress Council (VEPC) for approval of the use of its investment earnings to cover:

- 1) Pay any IRS rebate due when the city is required to
- 2) Cover the \$600,000 change order approved by City Council to mitigate the traffic impacts of Main Street construction
- 3) Provide a \$40,000 match for the \$200,000 downtown improvement grant
- 4) If further funds are available from the investment earnings, pay for adding features back into the project that were removed due to budget issues
- 5) If further funds remain, pay interest on the bond.

Attachments:

- 1) The narrative to VEPC in support of the Substantial Change Request
- 2) TIF district financials which have been amended to reflect this substantial change request
- 3) Formal request letter to VEPC to be signed by Council President Ben Traverse and Chief Administrative Officer Katherine Schad

Motion:

Board of Finance: To approve the City's substantial change request to VEPC for the Downtown TIF District and to recommend City Council approve and authorize City Council President Ben Traverse and Chief Administrative Officer Katherine Schad to execute the attached formal request letter

City Council: To approve the City's substantial change request to VEPC for the Downtown TIF District and authorize City Council President Ben Traverse and Chief Administrative Officer Katherine Schad to execute the attached formal request letter

City of Burlington – Downtown TIF District

Substantial Change Request Narrative

October 2025

Introduction

The City of Burlington submits this Substantial Change application to the Vermont Economic Progress Council (VEPC) for two main purposes:

- 1) Investment Earnings – To request VEPC approval for the City’s plan for use of the investment earnings derived from the depository account holding the bond proceeds.
- 2) General update – To provide an update regarding progress on the Great Streets Main Street project, private development projects, and TIF district finances.

Background

A) History

Burlington’s Downtown TIF district was approved by VEPC in 2011. Since then, four requests for Substantial Change and Phase Filings have been approved, in 2014, 2020, 2021, and 2024.

The last of these reduced the percentage of education tax increment being retained by the Downtown TIF district from 75% to 69%. It also approved the City’s plan for use of the bond premium, and, due to significantly increased construction costs, approved a reduction in the Great Streets Main Street project area from six blocks of Main Street to three blocks along with removal of some features.

The Downtown TIF district has helped pay for significant public infrastructure improvements and brownfield remediation all of which have directly and indirectly stimulated substantial private investment. TIF investments include:

- Great Streets Main Street reconstruction (currently underway)
- Ravine sewer replacement and reconstruction (anticipated completion Nov. 2025)
- Great Streets reconstruction of St. Paul Street from Main Street to Maple Street.
- Main Street stormwater upgrades completed as part of the redevelopment of City Hall Park as a precursor to Great Streets reconstruction of Main Street.
- Upgrades to the Market Place parking garage.
- Browns Court environmental remediation.

B) Development Projects

At the time of the 2024 Substantial Change request, three projects were anticipated in the near term. Of these three projects, one is now complete (151-157 South Champlain Street) and the other two are under construction (YMCA redevelopment and CHT-VFW).

The redevelopment of the YMCA property was previously envisioned to be a hotel or mix of hotel and apartments. The project that is now underway, referred to as the College Street Apartments, is entirely apartments consisting of a total of 79 units, including 12 affordable units.

The CHT-VFW project has 38 affordable rental apartments, and two nonprofit commercial spaces, one for VFW post 782, and the other for the Burlington Community Justice Center.

Additionally, there are three major projects that may proceed in the next several years. These are 1) the Gateway (Memorial) Block which includes the municipal parking lot made available for development as a result of the reconstruction and relocation of the ravine sewer; 2) the site of the former Cathedral of Immaculate Conception; and 3) the former state office building on Cherry Street. All three sites are under agreement with developers who are currently conducting due diligence analysis and project feasibility review.

The Gateway Block is currently envisioned to include 103 residential units and a hotel with 152 rooms. The former state office building at 108 Cherry Street will be demolished and current plans anticipate approximately 250 residential units. Less is known at the present time about the potential project on the former site of the Cathedral of Immaculate Conception, but the cathedral building has been demolished and previous concept plans have shown the site has capacity for several hundred residential units.

C) Finances

The final debt for the TIF district was issued in August 2022. It was for \$30,120,000 principal plus a bond premium of \$4,261,971 (net after cost of issuance of bond).

The Original Taxable Value of the Downtown TIF district was \$170,006,600. Through the current fiscal year (FY 2026), the Grand List has grown to \$300,157,409 (education taxable value).

In the 2024 financial plan the estimates of value of the three near-term projects showed these three projects combined with previous growth would be sufficient to pay the TIF district debt. This continues to be the case today.

The City's financial plan for the TIF district does not require and does not include the three larger projects, the Gateway Block, state office property, and cathedral site. They continue to be listed in the financial plan as a matter of information, but no incremental revenue is ascribed to them in the cash flow. If even one of these is built it will likely add tens of millions in taxable value. If they all occur, cumulatively they could add more than \$100 million to the TIF district grand list. This would generate substantial surplus revenues in the TIF district which could allow future reduction of the municipal and education tax percentages retained.

D) Main Street Great Streets Project

The Main Street Great Streets project commenced construction in February 2024. From a construction perspective it has proceeded well and is ahead of schedule. From a community perspective it has been highly disruptive. The closure of major sections of Main Street has interfered with one of the two main east-west entries to downtown. The associated closures of the intersections of Main Street with South Winooski, Church, St. Paul, and Pine have disrupted major north-south entrances into downtown.

While such disruptions are unavoidable with major street and subsurface utility reconstruction, it has caused significant traffic issues for residents, commuters, shoppers, and tourists. Nearby businesses have suffered materially. To address this, the City worked with the construction contractor to identify ways to mitigate the traffic problems to the extent reasonably possible. The selected approach was to open the streets and intersections for two-way traffic on nights and weekends. While this slows construction, possibly by a few months, and adds \$600,000 in cost, the City Council voted to approve the contract amendment. The impact on the community in general and businesses in particular was simply too great to ignore. Payment for this is discussed below. Because the construction is ahead of schedule, even with this change it is expected to be completed by the overall completion date of November 2026.

As was explained and approved by VEPC in 2024, the construction bids came in significantly higher than budget. In order to bring the project within budget, the City elected to reduce the geographic range of the

Main Street Great Streets project by reducing the number of blocks. The City also reduced some of the street features and amenities.

Subsequently, the City has been seeking other sources of funding to add back some of the work that was deleted. The City applied for and was awarded a \$200,000 downtown improvement grant to assist with this. It requires a \$40,000 match. Funding of the match is discussed below.

A further change is that the closure of the ravine sewer in the vicinity of the CHT-VFW project required some unanticipated specialized expertise. This added \$234,000 in cost. To pay for this, the City obtained \$135,000 HUD grant, CHT is paying \$75,000, and the City is using \$24,000 of its own wastewater capital funds. Other miscellaneous changes have added \$251,947 to the budget that will also be paid from City funds.

This brings the total budget (not including the \$600,000 traffic mitigation and the \$240,000 downtown improvement grant with matching funds) to \$35,474,624, with all the increase paid from non-TIF funds.

E) Investment Earnings

The proceeds from the final \$30 million bond were placed in an interest-bearing depository account. Funds are gradually being drawn down to pay the costs of the Main Street Great Streets project. Interest continues to be earned on the remaining balance in the account. These earnings have not previously been accounted for in the Downtown TIF district financial plan.

Through 6/30/25 gross investment earnings totaled \$2,947,374. There may be a required offset to this. IRS rules limit investment earnings from the proceeds of non-taxable bonds. These rules may require the City to rebate a substantial portion of the earnings to the IRS. The most recent estimate (1/31/25) indicates an accrued liability to the IRS of \$1,422,575. However, the final amount cannot be calculated until all bond funds are drawn down to pay for the Main Street Great Streets project. This must occur by August 31, 2027. If there is a payment due it must be paid within 60 days. Due to the esoteric rules under which any rebate is calculated the rebate could grow (although the City's bond advisor indicates it is unlikely to increase materially) or it could drop to as little as zero.

A further complication is that it is impossible to project what future investment earnings may be. This is due to the uncertainty of the timing of withdrawals from the account to pay for project costs as well as the unpredictable interest rate environment. Nonetheless, based on advice of the City's bond advisor, the City is confident there will be at least \$1 million net available after any IRS rebate and potentially much more.

Due to the uncertainty of future investment earnings and the unknowable amount of the potential IRS rebate, we do not think it prudent to include this in the financial workbook spreadsheet. Nonetheless, these funds must be used for either project costs for the Downtown TIF district or to pay interest on the bond, so the plan for the funds should be reviewed and approved by VEPC. As requested below, the City seeks authorization from VEPC to use available earnings to support the balance of expenditures needed to complete the project, and then use any remaining balance of earnings to make future interest payments.

Financial Plan

The financial plan for the Downtown TIF district is little changed from the most recent version (05-23-24) shared with VEPC. Most changes from that version are simply updates that reflect replacing projected revenues and expenses with actuals.

As discussed above, the updated financial plan spreadsheet does not include investment earnings on the bond proceeds. Consequently, it also does not include the \$600,000 change order for traffic mitigation nor the \$40,000 grant matching funds which the City intends to pay from this source.

Here are the changes to the financial plan spreadsheet included with this Substantial Change application:

- Tab 1 Years and Tax Rates – Actual tax rates for FY 25 and FY 26 have been added.
- Tab 5I Infrastructure Projects – The total budget and “Other Sources” have been increased as discussed above.
- Tab 5L Real Prop Incremental Value
 - Rows 10 & 11 have been inserted to show actual changes in the grand list for FY 25 and FY 26. The decrease in FY 26 is due to a tax appeal on one property which resulted in a roughly \$2 million drop in valuation.
 - The projected value for the YMCA project has been decreased to reflect the smaller size of the final design compared to earlier concepts.
- 5O All Revenue Sources by Year – Actual Revenues for FY 23, FY 24, and FY 25 have been added to replace previous projected revenues. (FY 25 has yet to be audited and is subject to change).
- 5S Related Costs – Actual related costs for FY 23 and FY 24 have been included and budgets for subsequent years have been adjusted to keep the total to the end of the district within the approved maximum of \$1,848,000.
- 5R Cash Flow – All of the forgoing changes filter through to the Cash Flow tab.
 - Audit adjustments – The previous 05-23-24 version included a downward adjustment of \$43,976 to the FY 23 year-end balance in the Downtown TIF fund. This was made to reflect the difference between the amount then shown on the City’s books and the final amount determined by the state auditor’s office (SAO).
Subsequently, to address the SAO’s findings, the City made various retroactive adjustments in its books resulting in changes to its year end balances in FY 21, FY 22, and FY 23. To make the financial plan spreadsheet show balances consistent with the City’s revised books a downward adjustment is shown in FY 21 and an upward adjustment in FY 23. These are a result of the Fiscal Year timing of when various adjustments were made in the City’s books. Between the two adjustments shown in the updated spreadsheet, the net adjustment is \$26,727 downward, which is less than the amount in the 05-23-24 spreadsheet.
 - The net result of changes in the financial plan, as outlined above, is a slightly lower projected ending balance of \$1,901,138 in FY 37 compared to \$2,026,395 in the 05-23-24 version. Keep in mind two factors discussed earlier in this narrative which could change this. First, the net investment earnings may have a surplus which would apply to this fund. Second, new development which is not currently included in the financial projections could add materially to the Downtown TIF fund.

Adjustment of Equal Share Percentage

Section 715 of the adopted TIF rule requires that following incurrence of the final TIF debt a determination be made as to whether to adjust the percentages of municipal and education taxes retained. As part of VEPC’s 2024 Substantial Change decision the Council unanimously voted to:

...maintain the current adjustment of equal share, which was adjusted in August 2023 by the Council, in which the City of Burlington retains educational increment of 69%. The Council reviewed the financial plan as part of the statutory requirements to review the equal share adjustment as Burlington has now incurred all the TIF district debt. [And that] ...the Council review the equal share adjustment in March 2027 or an earlier time if warranted.

As shown in the cash flow tab of the financial plan, the projections indicate the Downtown TIF fund is expected to have a positive fund balance throughout the remaining life of the district and have sufficient

revenue to pay its debt. However, the projected low balance of \$740,000 in FY 2031 is minimal in the context of the district's total debt.

Based on the updated financial plan, the City believes VEPC's 2024 decision remains appropriate, and no further changes should be made at this time. By March 2027 the City expects much more will be known about the outcome of the investment proceeds and the three major development projects discussed earlier.

Substantial Change Requests

- 1) Approve use of the investment proceeds as follows: First, to pay any rebate due the IRS when the City is required to. Second to pay the \$600,000 change order described above to mitigate the traffic impacts of the Main Street Great Streets project. Third, to provide the \$40,000 match for the \$200,000 downtown improvement grant. Fourth to pay for adding features and amenities back into the project that were deleted due to the construction bids being higher than the budget. This could include providing matching funds for any other grants that may be awarded for the Main Street Great Streets project. And fifth to pay interest on the bond.
- 2) Approve the updated Financial Plan and budget.

Required Narrative Elements

- 1) Impact of the change on the overall District Plan, Finance Plan, or District Reconciliation.

This Substantial Change application proposes no changes to the district plan. The changes to the financial plan are minimal, mostly reflecting actual revenue and expense updates. As discussed above, once more is known about the final outcome of investment earnings and any potential IRS rebate the investment fund could result in a further change to the financial plan.

- 2) Whether the change impacts the District Plan approval determinations made by the Council.

As there are no material changes to the public or private projects proposed in this Substantial Change, nothing herein will impact the district plan approval determinations.

- 3) Whether the change is consistent with the approved local plan and a communication from the regional planning commission commenting on whether the District remains consistent with the regional plan with the change.

Letters are included from the City Director of Planning and from the Chittenden County Regional Planning Commission indicating conformance with the municipal and regional plans.

- 4) Information and data showing the impact of the change on infrastructure costs, revenue generation and overall viability of the District.

The updated financial plan and discussion of the changes provides this information.

- 5) A proposal and substantiation of proportionality, if the change involves a new infrastructure improvement project.

Not applicable as no new infrastructure project is proposed.

Municipality:	Burlington
Date:	9/23/2025
Table 1 -- Years and Tax Rates	
Calendar Year of Updated Financial Plan	2023
First FISCAL Year in Cash Flow	2017

Tax Rates for Current FISCAL Year	FY 2026 Actual	FY 2025 Actual
Municipal	\$ 0.8561	\$ 0.8331
Education- Homestead	\$ 1.5264	\$ 1.5985
Education- Non-Residential	\$ 1.5072	\$ 1.5837
Municipal Tax Rate Inflation based on Historic Trend	2.00%	
Education Tax Rate Inflation based on Historic Trend	2.50%	

Final FY for Education Increment	2036
Final FY for Municipal Increment	2036

Burlington
9/23/2025

Table 2 -- Municipal & Ed Property Tax Share	Current
Municipal Increment Share Approved by VEPC	100%
Education Property Tax Share Approved by VEPC	75%
Education Property Tax Share Approved by VEPC 08-31-23	69%

Through FY 2023

From FY 2024 forward

Table 5I -- Infrastructure Projects

Infrastructure Project Name	Project Location	Fiscal Yr to Start Construction	Estimated Construction Costs (Current \$)	Estimated Construction Contingency Costs	Est. Soft Costs	Est.Total Project Costs (Current \$)	Est. Total Project Cost in Year of Construction	PROPORTIONALITY: Level 1				PROPORTIONALITY: Level 2				PROPORTIONALITY: Level 3				Proportionality Proposed by Municipality		
								Percentage		Applicant Municipality		TIF		Non TIF		TIF		Other Sources				
								0%	0%	%	\$	%	\$	%	\$	%	\$	%	\$			
		2022			0%		0%															
		Totals	\$0	\$0	\$0	\$35,474,624	\$42,347,221		\$42,347,221		\$0		\$42,347,221		\$0		\$40,399,242		\$1,947,979			95%
PHASE 1 COMPLETED PROJECTS							Phase 1 Completed Totals:	\$6,872,597		\$6,872,597		\$6,872,597				\$6,017,271		\$855,326				88%
Great Streets - Main St. Concept Design	TIF District	2018			inc. in total costs		\$335,666	100%	\$335,666	0%	\$0	100%	\$335,666	0%	\$0	100%	\$335,666	0%	\$0			78%
Great Streets - St Paul - Main to Maple	TIF District	2019			inc. in total costs		\$4,539,113	100%	\$4,539,113	0%	\$0	100%	\$4,539,113	0%	\$0	100%	\$4,539,113	0%	\$0			93%
Storm Water North Side Main Street/City Hall Park	TIF District	2020			inc. in total costs		\$613,591	100%	\$613,591	0%	\$0	100%	\$613,591	0%	\$0	81%	\$500,000	19%	\$113,591			81%
CSMP Garage 2014 Upgrades	TIF District	2017			inc. in total costs		\$876,388	100%	\$876,388	0%	\$0	100%	\$876,388	0%	\$0	15%	\$134,653	85%	\$741,735			15%
Browns Court Parking Brownfield Remediation	TIF District	2018			inc. in total costs		\$507,839	100%	\$507,839	0%	\$0	100%	\$507,839	0%	\$0	100%	\$507,839	0%	\$0			100%
APPROVED PROJECT UNDERWAY							Phase 1 Remaining to be done:	\$27,347,529		\$2,867,633	\$5,259,462	\$35,474,624	\$35,474,624		\$35,474,624		\$34,381,971		\$1,092,653			97%
Great Streets - Main St.	TIF District	2024	\$27,347,529	\$2,867,633	\$5,259,462	\$35,474,624	\$35,474,624	100%	\$35,474,624	0%	\$0	100%	\$35,474,624	0%	\$0	97%	\$34,381,971	3%	\$1,092,653			97%

Burlington
09/23/25

Table 5J -- Infrastructure Impact & Nexus

Project Name	Loc	%	Project Description	Impact on TIF District			Impact on Real Property Developments	Reports, studies justifying project	Explanation of Proportion
				Direct	Essential	Major			
Great Street Projects - Main Street, from South Union St. to Battery St.	CW	100%	With the original approval in 2011 and subsequent updates, VEPC has authorized use of TIF for streetscape, utility upgrades, stormwater controls, among other infrastructure. The Great Streets projects incorporate all of these elements into a single initiative: streetscape including pedestrian improvements, bike lanes, parking realignment, street trees, sidewalks, landscaping and lighting as well as stormwater and subsurface utility upgrades, reconstructions, relocations and extensions. This also includes reconstruction and partial relocation of the ravine sewer.	Direct	Essential	Major	Every private development project in the Burlington's downtown, whether inside or outside the Downtown TIF district is directly or indirectly incentivized by the Great Streets improvements. These private projects include, but are not limited to the YMCA boutique hotel, 151-157 S. Champlain St., Nedde's 77-79 Pine St. development, 121 Pine, 86 Main and CHT's proposed development on the VFW property. Reconstruction and partial relocation of the ravine sewer is essential to allow redevelopment of the Gateway Block and Hood Plant property.	1) Main Street Bicycle Scoping Study 2) Plan BTV WalkBike 3) Transportation Demand Management Action Plan 4) Burlington Street Design Guidelines 5) Integrated Water Quality Plan	Other than the one block of Main Street between Church St. and St. Paul St. This project is completely within the TIF District boundary and will directly serve the stimulated projects due to the extent of distribution throughout downtown.
							http://greatstreetsbtv.com/		

Table 5K -- Real Property Development

Development or Redevelopment Project Name	Span #	Address or Location Description	Tax Map Identifying Information	Zoning District	Project Description	Project Characterization	Project Status	Public Infrastructure Impact
151-157 South Champlain Street	114-035-16911 / 114-035-16910	151-157 S. Champlain St.	049-1-005-000 / 049-1-004-000	Residential-High Density Form District 5	Market rate housing with required 15% IZ units. Permits in hand for 32 unit condos, developer working on amending and enlarging to 48 units of rental housing.	Known	Project is under construction	Project dependent on public parking and supporting infrastructure on downtown streets.
Gateway (aka "superblock")	114-035-17391 / 114-035-17505	234 & 236 Main Street	049-3-100-000 / 049-3-188-000	Downtown Transition Form District 5	Mixed use redevelopment 20,000 of commercial space and 60,000 SF mixed income housing.	2023	Conceptual	Project dependent on structured parking and streetscape, utilities, and stormwater capacity in City right-of-way.
South Champlain/Maple Street	114-035-16946 / 114-035-16945	189-191 & 193-201 South Champlain Street	049-1-042-000 / 049-1-041-000	Residential-High Density	Currently surface parking and vacant lot. Concepts by owner - ground floor parking, upper floor offices/residential.	2024	A Duplex Zoning Permit for this property was granted 2/20/19	Project dependent on structured parking and streetscape, utilities, and stormwater capacity in City right-of-way.
121 Pine Street	114-035-17095	121 Pine Street	049-1-104-000	Downtown Form District 6	30,000 SF residential building	Current	Conceptual	Project dependent on streetscape, utilities, and stormwater capacity in City right-of-way.
86 Main Street	114-35-17094	86 Main Street	049-1-103-000	Downtown Form District 6	23 housing units with ground floor office	Current	Conceptual	Project dependent on streetscape, utilities, and stormwater capacity in City right-of-way.
YMCA multi-family	114-035-17487	266 College Steet	049-3-168-000	Downtown Center (FD5)	Approx. 100,000 SF multifamily developemnt	Known	Under contract to residential developer	Project dependent on streetscape, utilities, and stormwater capacity in City right-of-way.
CHT-VFW	114-035-17506	176 S. Winooski Ave.	049-3-189-000	Downtown Center (FD5)	18,283 SF residential, plus 20,732 SF commercial	Known	Site under control by CHT as developer. Project designed, financed and has permits.	Project dependent on streetscape, utilities, and stormwater capacity in City right-of-way.
Cathedral of Immaculate Conception	114-035-14870	20 Pine St.	044-2-010-000	Downtown Form District 6	Mixed use new development of up to 600,000 SF	Current	Owner plans to sell the property for redevelopment. Studies of development potential have been completed.	Project dependent on streetscape, utilities, and stormwater capacity in City right-of-way.
Former Burlington Free Press printing press building	114-035-17454	127 S. Winooski Ave.	049-3-148-007	Downtown Form District 6	Redevelopment into mixed use residential and commerial	Current	Purchased by developer. Developer working on redevelopment plans.	Project dependent on streetscape, utilities, and stormwater capacity in City right-of-way.
Prospective Background Growth Post FY22								Projects dependent on public parking and supporting infrastructure on downtown streets.

For actual FY 2017 through FY2025 see tab 50 "All Revenue Sources by Year".

Table 5N -- Projected TIF Rev & Share

Year	Annual Estimated Municipal Increment	Annual Estimated Homestead Increment	Annual Estimated Non-Homestead Increment	Total Projected Property Tax Increment Generated	Municipal portion to the Municipal General Fund	Municipal portion to TIF debt	Education portion to Education Fund Thru FY 2023	<u>INCREASED</u> Education portion to Education Fund From FY 2024 forward	Education portion to TIF debt thru FY 2023	<u>REDUCED</u> Education portion to TIF debt from FY 2024 forward	Total Municipal and Education Revenue to TIF Debt
BASE YEAR:	2017			SPLIT PERCENTAGES:	0%	100%	25%	31%	75%	69%	
TOTALS:	\$17,247,876	\$1,540,239	\$25,500,006	\$44,288,121	\$0	\$17,247,876	\$0	\$8,382,476	\$0	\$18,657,769	\$35,905,645
CHECK	\$17,247,876	\$1,540,239	\$25,500,006	\$44,288,121	\$0	\$17,247,876					\$35,905,645
2017	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0		\$0
2018	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0		\$0
2019	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0		\$0
2020	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0		\$0
2021	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0		\$0
2022	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0		\$0
2023	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0		\$0
2024	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2025	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2026	\$1,279,653	\$123,382	\$1,839,803	\$3,242,838	\$0	\$1,279,653	\$0	\$608,587	\$0	\$1,354,598	\$2,634,251
2027	\$1,338,860	\$126,467	\$1,935,354	\$3,400,681	\$0	\$1,338,860	\$0	\$639,165	\$0	\$1,422,657	\$2,761,516
2028	\$1,499,736	\$129,629	\$2,182,411	\$3,811,775	\$0	\$1,499,736	\$0	\$716,732	\$0	\$1,595,307	\$3,095,043
2029	\$1,529,730	\$132,869	\$2,236,971	\$3,899,571	\$0	\$1,529,730	\$0	\$734,650	\$0	\$1,635,190	\$3,164,920
2030	\$1,560,325	\$136,191	\$2,292,895	\$3,989,411	\$0	\$1,560,325	\$0	\$753,017	\$0	\$1,676,070	\$3,236,394
2031	\$1,591,531	\$139,596	\$2,350,218	\$4,081,345	\$0	\$1,591,531	\$0	\$771,842	\$0	\$1,717,971	\$3,309,503
2032	\$1,623,362	\$143,086	\$2,408,973	\$4,175,421	\$0	\$1,623,362	\$0	\$791,138	\$0	\$1,760,921	\$3,384,283
2033	\$1,655,829	\$146,663	\$2,469,197	\$4,271,690	\$0	\$1,655,829	\$0	\$810,917	\$0	\$1,804,944	\$3,460,773
2034	\$1,688,946	\$150,329	\$2,530,927	\$4,370,203	\$0	\$1,688,946	\$0	\$831,190	\$0	\$1,850,067	\$3,539,013
2035	\$1,722,725	\$154,088	\$2,594,201	\$4,471,013	\$0	\$1,722,725	\$0	\$851,969	\$0	\$1,896,319	\$3,619,044
2036	\$1,757,179	\$157,940	\$2,659,056	\$4,574,175	\$0	\$1,757,179	\$0	\$873,269	\$0	\$1,943,727	\$3,700,906
2037	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0		\$0

Table 50 -- All Rev Sources By Year

Year	Annual TIF Increment: Municipal	Annual TIF Increment: Education		Grant Amount	Other Revenue Information	Other Revenue Amount	Total Revenue
Totals:	\$22,876,777	\$26,455,736		\$0		\$4,160,000	\$53,492,513
2017	:Base Year						
	Any Years Prior to Increment:						\$0
2017	\$174,481	\$342,977	Total Actual TIF Revenue FY 2017				\$517,458
2018	\$238,757	\$490,686	Total Actual TIF Revenue FY 2018				\$729,443
2019	\$261,984	\$534,832	Total Actual TIF Revenue FY 2019				\$796,816
2020	\$422,214	\$670,526	Total Actual TIF Revenue FY 2020				\$1,092,740
2021	\$481,449	\$752,295	Total Actual TIF Revenue FY 2021				\$1,233,744
2022	\$834,564	\$1,244,399	Total Actual TIF Revenue FY 2022		Champlain College Development Fee	\$260,000	\$2,338,963
2023	\$955,080	\$1,209,240	Total Actual TIF Revenue FY 2023		Champlain College Development Fee	\$260,000	\$2,424,320
2024	\$1,044,334	\$1,195,353	Total Actual TIF Revenue FY 2024		Champlain College Development Fee	\$260,000	\$2,499,687
2025	\$1,216,038	\$1,357,659	Total Actual TIF Revenue FY 2025	\$0	Champlain College Development Fee	\$260,000	\$2,833,697
2026	\$1,279,653	\$1,354,598		\$0	Champlain College Development Fee	\$260,000	\$2,894,251
2027	\$1,338,860	\$1,422,657		\$0	Champlain College Development Fee	\$260,000	\$3,021,516
2028	\$1,499,736	\$1,595,307		\$0	Champlain College Development Fee	\$260,000	\$3,355,043
2029	\$1,529,730	\$1,635,190		\$0	Champlain College Development Fee	\$260,000	\$3,424,920
2030	\$1,560,325	\$1,676,070		\$0	Champlain College Development Fee	\$260,000	\$3,496,394
2031	\$1,591,531	\$1,717,971		\$0	Champlain College Development Fee	\$260,000	\$3,569,503
2032	\$1,623,362	\$1,760,921		\$0	Champlain College Development Fee	\$260,000	\$3,644,283
2033	\$1,655,829	\$1,804,944		\$0	Champlain College Development Fee	\$260,000	\$3,720,773
2034	\$1,688,946	\$1,850,067		\$0	Champlain College Development Fee	\$260,000	\$3,799,013
2035	\$1,722,725	\$1,896,319		\$0	Champlain College Development Fee	\$260,000	\$3,879,044
2036	\$1,757,179	\$1,943,727		\$0	Champlain College Development Fee	\$260,000	\$3,960,906
2037	\$0	\$0		\$0	Champlain College Development Fee	\$260,000	\$260,000

Table 5R -- Cash Flow

Fiscal Year	Total TIF Revenue (from Increment)	Other Annual Revenue	Total Available Revenue	Series 2017D Bond	Series 2018D Bond	Interfund Loan 2018	Series 2022B Bond	Total Debt Service	Related Costs	Annual Surplus (Deficit)	Net Adjustment Per 1/12/24 State Audit	Cummulative Surplus (Deficit)	Remaining Debt Balance
2017	:Base Year			\$3,400,000	\$1,570,000	\$250,000	\$30,120,000		(\$1,848,000)				
Begining Balance:	\$0											\$0	
2017	\$517,458	\$0	\$517,458	\$0	\$0	\$0	\$0	\$0	(\$243,259)	\$274,199		\$274,199	\$0
2018	\$729,443	\$0	\$729,443	(\$55,202)	\$0	\$0	\$0	(\$55,202)	(\$28,932)	\$645,309		\$919,508	\$3,400,000
2019	\$796,816	\$0	\$796,816	(\$280,400)	(\$33,363)	(\$25,000)	\$0	(\$338,763)	(\$49,565)	\$408,489		\$1,327,997	\$5,065,000
2020	\$1,092,740	\$0	\$1,092,740	(\$282,750)	(\$137,000)	(\$50,000)	\$0	(\$469,750)	(\$26,237)	\$596,753		\$1,924,750	\$4,820,000
2021	\$1,233,744	\$0	\$1,233,744	(\$284,300)	(\$138,875)	(\$50,000)	\$0	(\$473,175)	(\$41,807)	\$718,762	(\$160,474)	\$2,483,038	\$4,565,000
2022	\$2,078,963	\$260,000	\$2,338,963	(\$285,025)	(\$135,625)	(\$50,000)	\$0	(\$470,650)	(\$128,734)	\$1,739,579		\$4,222,617	\$4,305,000
2023	\$2,164,320	\$260,000	\$2,424,320	(\$284,850)	(\$137,250)	(\$50,000)	(\$1,008,183)	(\$1,480,283)	(\$198,271)	\$745,766	\$133,747	\$5,102,129	\$34,155,000
2024	\$2,239,687	\$260,000	\$2,499,687	(\$283,750)	(\$138,625)	(\$25,000)	(\$3,148,875)	(\$3,596,250)	(\$298,854)	(\$1,395,417)		\$3,706,712	\$32,215,000
2025	\$2,573,697	\$260,000	\$2,833,697	(\$282,450)	(\$134,875)	\$0	(\$3,152,375)	(\$3,569,700)	(\$155,652)	(\$891,655)		\$2,815,057	\$30,205,000
2026	\$2,634,251	\$260,000	\$2,894,251	(\$280,125)	(\$136,000)	\$0	(\$3,151,375)	(\$3,567,500)	(\$108,959)	(\$782,208)		\$2,032,849	\$28,095,000
2027	\$2,761,516	\$260,000	\$3,021,516	(\$281,625)	(\$136,875)	\$0	(\$3,150,750)	(\$3,569,250)	(\$43,118)	(\$590,852)		\$1,441,997	\$25,875,000
2028	\$3,095,043	\$260,000	\$3,355,043	(\$282,625)	(\$137,500)	\$0	(\$3,150,250)	(\$3,570,375)	(\$43,281)	(\$258,613)		\$1,183,384	\$23,540,000
2029	\$3,164,920	\$260,000	\$3,424,920	(\$283,125)	(\$137,875)	\$0	(\$3,149,625)	(\$3,570,625)	(\$43,446)	(\$189,151)		\$994,233	\$21,085,000
2030	\$3,236,394	\$260,000	\$3,496,394	(\$283,125)	(\$138,000)	\$0	(\$3,148,625)	(\$3,569,750)	(\$43,615)	(\$116,971)		\$877,262	\$18,505,000
2031	\$3,309,503	\$260,000	\$3,569,503	(\$282,625)	(\$137,875)	\$0	(\$3,151,875)	(\$3,572,375)	(\$133,787)	(\$136,659)		\$740,603	\$15,790,000
2032	\$3,384,283	\$260,000	\$3,644,283	(\$281,625)	(\$137,500)	\$0	(\$3,149,125)	(\$3,568,250)	(\$33,963)	\$42,070		\$782,672	\$12,940,000
2033	\$3,460,773	\$260,000	\$3,720,773	(\$280,125)	(\$136,875)	\$0	(\$3,150,125)	(\$3,567,125)	(\$28,089)	\$125,559		\$908,231	\$9,945,000
2034	\$3,539,013	\$260,000	\$3,799,013	(\$283,000)	(\$136,000)	\$0	(\$3,149,500)	(\$3,568,500)	(\$24,325)	\$206,188		\$1,114,419	\$6,795,000
2035	\$3,619,044	\$260,000	\$3,879,044	(\$280,250)	(\$134,875)	\$0	(\$3,151,875)	(\$3,567,000)	(\$24,512)	\$287,532		\$1,401,951	\$3,485,000
2036	\$3,700,906	\$260,000	\$3,960,906	(\$281,875)	(\$138,375)	\$0	(\$3,151,875)	(\$3,572,125)	(\$24,702)	\$364,079		\$1,766,030	\$0
2037	\$0	\$260,000	\$260,000	\$0	\$0	\$0	\$0	\$0	(\$124,892)	\$135,108		\$1,901,138	\$0

Table 5S -- Related Costs

Year	Related Cost Name	Related Cost Description	Related Cost Amount
		Total:	\$ 1,848,000
2017			Actual: \$ 243,259
2018			Actual: \$ 28,932
2019			Actual: \$ 49,565
2020			Actual: \$ 26,237
2021			Actual: \$ 41,807
2022			Actual: \$ 128,734
2023			Actual: \$ 198,271
2024			Actual: \$ -
2024			Actual: \$ 298,854
	DPW Staff Time	City staff time to manage TIF infrastructure projects	\$ 70,000
	CEDO Staff Time	City Staff Time to implement TIF	\$ 17,636
	Admin Staff Time	City Staff Time to administer TIF	\$ -
	Professional/Consulting Sevices		\$ 85,165
	State Audit		\$ 126,053
2025			Budget: \$ 155,652
	DPW Staff Time	City staff time to manage TIF infrastructure projects	\$ 70,000
	CEDO Staff Time	City Staff Time to implement TIF	\$ 16,364
	Admin Staff Time	City Staff Time to administer TIF	\$ 10,000
	Municap	Provide adminstrative and accounting expertise for TIF districts	\$ 15,000
	Marcum	Downtown TIF portion of annual city audit	\$ 7,803
	White + Burke	Consulting for VEPC filings, financial modeling, developer negotiations	\$ 24,485
	Legal	Legal costs associated with TIF district administration, projects, etc.	\$ 10,000
	Other	Misc. other costs	\$ 2,000
	State Audit	Fee charged by State Auditor's office	\$ -
2026			Budget: \$ 108,959
	DPW Staff Time	City staff time to manage TIF infrastructure projects	\$ 60,000
	CEDO Staff Time	City Staff Time to implement TIF	\$ 10,000
	Admin Staff Time	City Staff Time to administer TIF	\$ 5,000
	Municap	Provide adminstrative and accounting expertise for TIF districts	\$ 14,000
	Marcum	Downtown TIF portion of annual city audit	\$ 7,959
	White + Burke	Consulting for VEPC filings, financial modeling, developer negotiations	\$ 5,000
	Legal	Legal costs associated with TIF district administration, projects, etc.	\$ 5,000
	Other	Misc. other costs	\$ 2,000
	State Audit	Fee charged by State Auditor's office	\$ -

2027			Budget:	\$ 43,118
	DPW Staff Time	City staff time to manage TIF infrastructure projects	\$	-
	CEDO Staff Time	City Staff Time to implement TIF	\$	10,000
	Admin Staff Time	City Staff Time to administer TIF	\$	10,000
	Municap	Provide administrative and accounting expertise for TIF districts	\$	10,000
	Marcum	Downtown TIF portion of annual city audit	\$	8,118
	White + Burke	Consulting for VEPC filings, financial modeling, developer negotiations	\$	-
	Legal	Legal costs associated with TIF district administration, projects, etc.	\$	5,000
	Other	Misc. other costs	\$	-
	State Audit	Fee charged by State Auditor's office	\$	-
2028			Budget:	\$ 43,281
	DPW Staff Time	City staff time to manage TIF infrastructure projects	\$	-
	CEDO Staff Time	City Staff Time to implement TIF	\$	10,000
	Admin Staff Time	City Staff Time to administer TIF	\$	10,000
	Municap	Provide administrative and accounting expertise for TIF districts	\$	10,000
	Marcum	Downtown TIF portion of annual city audit	\$	8,281
	White + Burke	Consulting for VEPC filings, financial modeling, developer negotiations	\$	-
	Legal	Legal costs associated with TIF district administration, projects, etc.	\$	5,000
	Other	Misc. other costs	\$	-
	State Audit	Fee charged by State Auditor's office	\$	-
2029			Budget:	\$ 43,446
	DPW Staff Time	City staff time to manage TIF infrastructure projects	\$	-
	CEDO Staff Time	City Staff Time to implement TIF	\$	10,000
	Admin Staff Time	City Staff Time to administer TIF	\$	10,000
	Municap	Provide administrative and accounting expertise for TIF districts	\$	10,000
	Marcum	Downtown TIF portion of annual city audit	\$	8,446
	White + Burke	Consulting for VEPC filings, financial modeling, developer negotiations	\$	-
	Legal	Legal costs associated with TIF district administration, projects, etc.	\$	5,000
	Other	Misc. other costs	\$	-
	State Audit	Fee charged by State Auditor's office	\$	-
2030			Budget:	\$ 43,615
	DPW Staff Time	City staff time to manage TIF infrastructure projects	\$	-
	CEDO Staff Time	City Staff Time to implement TIF	\$	10,000
	Admin Staff Time	City Staff Time to administer TIF	\$	10,000
	Municap	Provide administrative and accounting expertise for TIF districts	\$	10,000
	Marcum	Downtown TIF portion of annual city audit	\$	8,615
	White + Burke	Consulting for VEPC filings, financial modeling, developer negotiations	\$	-
	Legal	Legal costs associated with TIF district administration, projects, etc.	\$	5,000
	Other	Misc. other costs	\$	-
	State Audit	Fee charged by State Auditor's office	\$	-
2031			Budget:	\$ 133,787
	DPW Staff Time	City staff time to manage TIF infrastructure projects	\$	-
	CEDO Staff Time	City Staff Time to implement TIF	\$	10,000
	Admin Staff Time	City Staff Time to administer TIF	\$	10,000
	Municap	Provide administrative and accounting expertise for TIF districts	\$	-
	Marcum	Downtown TIF portion of annual city audit	\$	8,787
	White + Burke	Consulting for VEPC filings, financial modeling, developer negotiations	\$	-
	Legal	Legal costs associated with TIF district administration, projects, etc.	\$	5,000
	Other	Misc. other costs	\$	-

	State Audit	Fee charged by State Auditor's office	\$ 100,000	
2032			Budget:	\$ 33,963
	DPW Staff Time	City staff time to manage TIF infrastructure projects	\$ -	
	CEDO Staff Time	City Staff Time to implement TIF	\$ 10,000	
	Admin Staff Time	City Staff Time to administer TIF	\$ 10,000	
	Municap	Provide administrative and accounting expertise for TIF districts	\$ -	
	Marcum	Downtown TIF portion of annual city audit	\$ 8,963	
	White + Burke	Consulting for VEPC filings, financial modeling, developer negotiations	\$ -	
	Legal	Legal costs associated with TIF district administration, projects, etc.	\$ 5,000	
	Other	Misc. other costs	\$ -	
	State Audit	Fee charged by State Auditor's office	\$ -	
2033			Budget:	\$ 28,089
	DPW Staff Time	City staff time to manage TIF infrastructure projects	\$ -	
	CEDO Staff Time	City Staff Time to implement TIF	\$ 3,947	
	Admin Staff Time	City Staff Time to administer TIF	\$ 10,000	
	Municap	Provide administrative and accounting expertise for TIF districts	\$ -	
	Marcum	Downtown TIF portion of annual city audit	\$ 9,142	
	White + Burke	Consulting for VEPC filings, financial modeling, developer negotiations	\$ -	
	Legal	Legal costs associated with TIF district administration, projects, etc.	\$ 5,000	
	Other	Misc. other costs	\$ -	
	State Audit	Fee charged by State Auditor's office	\$ -	
2034			Budget:	\$ 24,325
	DPW Staff Time	City staff time to manage TIF infrastructure projects	\$ -	
	CEDO Staff Time	City Staff Time to implement TIF	\$ -	
	Admin Staff Time	City Staff Time to administer TIF	\$ 10,000	
	Municap	Provide administrative and accounting expertise for TIF districts	\$ -	
	Marcum	Downtown TIF portion of annual city audit	\$ 9,325	
	White + Burke	Consulting for VEPC filings, financial modeling, developer negotiations	\$ -	
	Legal	Legal costs associated with TIF district administration, projects, etc.	\$ 5,000	
	Other	Misc. other costs	\$ -	
	State Audit	Fee charged by State Auditor's office	\$ -	
2035			Budget:	\$ 24,512
	DPW Staff Time	City staff time to manage TIF infrastructure projects	\$ -	
	CEDO Staff Time	City Staff Time to implement TIF	\$ -	
	Admin Staff Time	City Staff Time to administer TIF	\$ 10,000	
	Municap	Provide administrative and accounting expertise for TIF districts	\$ -	
	Marcum	Downtown TIF portion of annual city audit	\$ 9,512	
	White + Burke	Consulting for VEPC filings, financial modeling, developer negotiations	\$ -	
	Legal	Legal costs associated with TIF district administration, projects, etc.	\$ 5,000	
	Other	Misc. other costs	\$ -	
	State Audit	Fee charged by State Auditor's office	\$ -	
2036			Budget:	\$ 24,702
	DPW Staff Time	City staff time to manage TIF infrastructure projects	\$ -	
	CEDO Staff Time	City Staff Time to implement TIF	\$ -	
	Admin Staff Time	City Staff Time to administer TIF	\$ 10,000	
	Municap	Provide administrative and accounting expertise for TIF districts	\$ -	
	Marcum	Downtown TIF portion of annual city audit	\$ 9,702	
	White + Burke	Consulting for VEPC filings, financial modeling, developer negotiations	\$ -	
	Legal	Legal costs associated with TIF district administration, projects, etc.	\$ 5,000	

	Other	Misc. other costs	\$	-	
	State Audit	Fee charged by State Auditor's office	\$	-	
2037				Budget:	\$ 124,892
	DPW Staff Time	City staff time to manage TIF infrastructure projects	\$	-	
	CEDO Staff Time	City Staff Time to implement TIF	\$	-	
	Admin Staff Time	City Staff Time to administer TIF	\$	10,000	
	Municap	Provide administrative and accounting expertise for TIF districts	\$	-	
	Marcum	Downtown TIF portion of annual city audit	\$	9,892	
	White + Burke	Consulting for VEPC filings, financial modeling, developer negotiations	\$	-	
	Legal	Legal costs associated with TIF district administration, projects, etc.	\$	5,000	
	Other	Misc. other costs	\$	-	
	State Audit	Fee charged by State Auditor's office	\$	100,000	

Burlington TIF Bond 2017D

Total \$3,400,000

Year	Date	Loan Principal	Loan Yield	Interest	Loan Debt Service	Fiscal Year	FY Loan Debt Service	Principal Balance
1	5/1/2018			\$55,201.94	\$55,201.94	2018	\$55,201.94	\$3,400,000
	11/1/2018	\$ 130,000	2.000%	\$75,850.00	\$205,850.00			
2	5/1/2019	\$ -		\$74,550.00	\$74,550.00	2019	\$280,400.00	\$3,270,000
	11/1/2019	\$ 135,000	2.000%	\$74,550.00	\$209,550.00			
3	5/1/2020			\$73,200.00	\$73,200.00	2020	\$282,750.00	\$3,135,000
	11/1/2020	\$ 140,000	3.000%	\$73,200.00	\$213,200.00			
3	5/1/2021			\$71,100.00	\$71,100.00	2021	\$284,300.00	\$2,995,000
	11/1/2021	\$ 145,000	3.000%	\$71,100.00	\$216,100.00			
4	5/1/2022			\$68,925.00	\$68,925.00	2022	\$285,025.00	\$2,850,000
	11/1/2022	\$ 150,000	4.000%	\$68,925.00	\$218,925.00			
5	5/1/2023			\$65,925.00	\$65,925.00	2023	\$284,850.00	\$2,700,000
	11/1/2023	\$ 155,000	4.000%	\$65,925.00	\$220,925.00			
6	5/1/2024			\$62,825.00	\$62,825.00	2024	\$283,750.00	\$2,545,000
	11/1/2024	\$ 160,000	4.000%	\$62,825.00	\$222,825.00			
7	5/1/2025			\$59,625.00	\$59,625.00	2025	\$282,450.00	\$2,385,000
	11/1/2025	\$ 165,000	5.000%	\$59,625.00	\$224,625.00			
8	5/1/2026			\$55,500.00	\$55,500.00	2026	\$280,125.00	\$2,220,000
	11/1/2026	\$ 175,000	5.000%	\$55,500.00	\$230,500.00			
9	5/1/2027	\$ -		\$51,125.00	\$51,125.00	2027	\$281,625.00	\$2,045,000
	11/1/2027	\$ 185,000	5.000%	\$51,125.00	\$236,125.00			
10	5/1/2028			\$46,500.00	\$46,500.00	2028	\$282,625.00	\$1,860,000
	11/1/2028	\$ 195,000	5.000%	\$46,500.00	\$241,500.00			
11	5/1/2029			\$41,625.00	\$41,625.00	2029	\$283,125.00	\$1,665,000
	11/1/2029	\$ 205,000	5.000%	\$41,625.00	\$246,625.00			
12	5/1/2030			\$36,500.00	\$36,500.00	2030	\$283,125.00	\$1,460,000
	11/1/2030	\$ 215,000	5.000%	\$36,500.00	\$251,500.00			
13	5/1/2031			\$31,125.00	\$31,125.00	2031	\$282,625.00	\$1,245,000
	11/1/2031	\$ 225,000	5.000%	\$31,125.00	\$256,125.00			
14	5/1/2032			\$25,500.00	\$25,500.00	2032	\$281,625.00	\$1,020,000
	11/1/2032	\$ 235,000	5.000%	\$25,500.00	\$260,500.00			
15	5/1/2033			\$19,625.00	\$19,625.00	2033	\$280,125.00	\$785,000
	11/1/2033	\$ 250,000	5.000%	\$19,625.00	\$269,625.00			
16	5/1/2034			\$13,375.00	\$13,375.00	2034	\$283,000.00	\$535,000
	11/1/2034	\$ 260,000	5.000%	\$13,375.00	\$273,375.00			
17	5/1/2035			\$6,875.00	\$6,875.00	2035	\$280,250.00	\$275,000
	11/1/2035	\$ 275,000	5.000%	\$6,875.00	\$281,875.00			
18	5/1/2036			\$0.00	\$0.00	2036	\$281,875.00	\$0
		\$ 3,400,000		\$ 1,738,852	\$ 5,138,852		\$ 5,138,852	

Burlington TIF Bond 2018D

Total \$1,570,000

Year	Date	Loan Principal	Loan Yield	Interest	Loan Debt Service	Fiscal Year	FY Loan Debt Service	Principal Balance
1	5/1/2019			\$33,362.50	\$33,362.50	2019	\$33,362.50	\$1,570,000
	11/1/2019	\$ 60,000	5.000%	\$39,250.00	\$99,250.00			
2	5/1/2020	\$ -		\$37,750.00	\$37,750.00	2020	\$137,000.00	\$1,510,000
	11/1/2020	\$ 65,000	5.000%	\$37,750.00	\$102,750.00			
3	5/1/2021			\$36,125.00	\$36,125.00	2021	\$138,875.00	\$1,445,000
	11/1/2021	\$ 65,000	5.000%	\$36,125.00	\$101,125.00			
3	5/1/2022			\$34,500.00	\$34,500.00	2022	\$135,625.00	\$1,380,000
	11/1/2022	\$ 70,000	5.000%	\$34,500.00	\$104,500.00			
4	5/1/2023			\$32,750.00	\$32,750.00	2023	\$137,250.00	\$1,310,000
	11/1/2023	\$ 75,000	5.000%	\$32,750.00	\$107,750.00			
5	5/1/2024			\$30,875.00	\$30,875.00	2024	\$138,625.00	\$1,235,000
	11/1/2024	\$ 75,000	5.000%	\$30,875.00	\$105,875.00			
6	5/1/2025			\$29,000.00	\$29,000.00	2025	\$134,875.00	\$1,160,000
	11/1/2025	\$ 80,000	5.000%	\$29,000.00	\$109,000.00			
7	5/1/2026			\$27,000.00	\$27,000.00	2026	\$136,000.00	\$1,080,000
	11/1/2026	\$ 85,000	5.000%	\$27,000.00	\$112,000.00			
8	5/1/2027			\$24,875.00	\$24,875.00	2027	\$136,875.00	\$995,000
	11/1/2027	\$ 90,000	5.000%	\$24,875.00	\$114,875.00			
9	5/1/2028	\$ -		\$22,625.00	\$22,625.00	2028	\$137,500.00	\$905,000
	11/1/2028	\$ 95,000	5.000%	\$22,625.00	\$117,625.00			
10	5/1/2029			\$20,250.00	\$20,250.00	2029	\$137,875.00	\$810,000
	11/1/2029	\$ 100,000	5.000%	\$20,250.00	\$120,250.00			
11	5/1/2030			\$17,750.00	\$17,750.00	2030	\$138,000.00	\$710,000
	11/1/2030	\$ 105,000	5.000%	\$17,750.00	\$122,750.00			
12	5/1/2031			\$15,125.00	\$15,125.00	2031	\$137,875.00	\$605,000
	11/1/2031	\$ 110,000	5.000%	\$15,125.00	\$125,125.00			
13	5/1/2032			\$12,375.00	\$12,375.00	2032	\$137,500.00	\$495,000
	11/1/2032	\$ 115,000	5.000%	\$12,375.00	\$127,375.00			
14	5/1/2033			\$9,500.00	\$9,500.00	2033	\$136,875.00	\$380,000
	11/1/2033	\$ 120,000	5.000%	\$9,500.00	\$129,500.00			
15	5/1/2034			\$6,500.00	\$6,500.00	2034	\$136,000.00	\$260,000
	11/1/2034	\$ 125,000	5.000%	\$6,500.00	\$131,500.00			
16	5/1/2035			\$3,375.00	\$3,375.00	2035	\$134,875.00	\$135,000
	11/1/2035	\$ 135,000	5.000%	\$3,375.00	\$138,375.00			
17	5/1/2036			\$0.00	\$0.00	2036	\$138,375.00	\$0
		\$ 1,570,000		\$ 793,363			\$ 2,363,363	

Burlington - Downtown TIF District

Interfund Loan

Closing Date 10/15/18
 Loan Amount \$250,000
 Loan Term 5 Years
 Interest Rate 0.00%

<u>Payment Dates</u>	<u>Fiscal Year</u>	<u>Quarterly Payment</u>	<u>Fiscal Year Payment</u>	<u>Outstanding Balance</u>
01/15/19		\$12,500		\$237,500
04/15/19	2019	\$12,500	\$25,000	\$225,000
07/15/19		\$12,500		\$212,500
10/15/19		\$12,500		\$200,000
01/15/20		\$12,500		\$187,500
04/15/20	2020	\$12,500	\$50,000	\$175,000
07/15/20		\$12,500		\$162,500
10/15/20		\$12,500		\$150,000
01/15/21		\$12,500		\$137,500
04/15/21	2021	\$12,500	\$50,000	\$125,000
07/15/21		\$12,500		\$112,500
10/15/21		\$12,500		\$100,000
01/15/22		\$12,500		\$87,500
04/15/22	2022	\$12,500	\$50,000	\$75,000
07/15/22		\$12,500		\$62,500
10/15/22		\$12,500		\$50,000
01/15/23		\$12,500		\$37,500
04/15/23	2023	\$12,500	\$50,000	\$25,000
07/15/23		\$12,500		\$12,500
10/15/23		\$12,500		\$0
	2024		\$25,000	

Burlington TIF Bond Series 2022B

Total \$30,120,000

Year	Date	Loan Principal	Coupon	Interest	Loan Debt Service	Fiscal Year	FY Loan Debt Service	Principal Balance
								\$30,120,000
1	11/1/2022			\$255,183.33	\$255,183.33			
	5/1/2023		5.000%	\$753,000.00	\$753,000.00	2023	\$1,008,183.33	\$30,120,000
2	11/1/2023	\$ 1,685,000		\$753,000.00	\$2,438,000.00			
	5/1/2024		5.000%	\$710,875.00	\$710,875.00	2024	\$3,148,875.00	\$28,435,000
3	11/1/2024	\$ 1,775,000		\$710,875.00	\$2,485,875.00			
	5/1/2025		5.000%	\$666,500.00	\$666,500.00	2025	\$3,152,375.00	\$26,660,000
3	11/1/2025	\$ 1,865,000		\$666,500.00	\$2,531,500.00			
	5/1/2026		5.000%	\$619,875.00	\$619,875.00	2026	\$3,151,375.00	\$24,795,000
4	11/1/2026	\$ 1,960,000		\$619,875.00	\$2,579,875.00			
	5/1/2027		5.000%	\$570,875.00	\$570,875.00	2027	\$3,150,750.00	\$22,835,000
5	11/1/2027	\$ 2,060,000		\$570,875.00	\$2,630,875.00			
	5/1/2028		5.000%	\$519,375.00	\$519,375.00	2028	\$3,150,250.00	\$20,775,000
6	11/1/2028	\$ 2,165,000		\$519,375.00	\$2,684,375.00			
	5/1/2029		5.000%	\$465,250.00	\$465,250.00	2029	\$3,149,625.00	\$18,610,000
7	11/1/2029	\$ 2,275,000		\$465,250.00	\$2,740,250.00			
	5/1/2030		5.000%	\$408,375.00	\$408,375.00	2030	\$3,148,625.00	\$16,335,000
8	11/1/2030	\$ 2,395,000		\$408,375.00	\$2,803,375.00			
	5/1/2031		5.000%	\$348,500.00	\$348,500.00	2031	\$3,151,875.00	\$13,940,000
9	11/1/2031	\$ 2,515,000		\$348,500.00	\$2,863,500.00			
	5/1/2032		5.000%	\$285,625.00	\$285,625.00	2032	\$3,149,125.00	\$11,425,000
10	11/1/2032	\$ 2,645,000		\$285,625.00	\$2,930,625.00			
	5/1/2033		5.000%	\$219,500.00	\$219,500.00	2033	\$3,150,125.00	\$8,780,000
11	11/1/2033	\$ 2,780,000		\$219,500.00	\$2,999,500.00			
	5/1/2034		5.000%	\$150,000.00	\$150,000.00	2034	\$3,149,500.00	\$6,000,000
12	11/1/2034	\$ 2,925,000		\$150,000.00	\$3,075,000.00			
	5/1/2035		5.000%	\$76,875.00	\$76,875.00	2035	\$3,151,875.00	\$3,075,000
13	11/1/2035	\$ 3,075,000		\$76,875.00	\$3,151,875.00			
						2036	\$3,151,875.00	\$0
		\$ 30,120,000		\$ 11,844,433	\$ 41,964,433		\$ 41,964,433	



Burlington City Council

October 6, 2025

Jessica Hartleben, Executive Director
Vermont Economic Progress Council
National Life Building, 6th Floor, One National Life Drive
Montpelier, VT 05620-501

Re: Substantial Change Request Submission: Downtown Tax Increment Financing District Reconciliation Plan

Dear Ms. Hartleben,

Please accept this letter as formal submission to the Vermont Economic Progress Council (VEPC) from the City of Burlington (City) of a Section 1003.3 of Rule 15-P04 Substantial Change request to the Downtown Tax Increment Financing District's approved TIF District Plan and TIF District Financing Plan. This request is being made after the duly warned public hearing and City Council review and approval of said request (with narrative and attachments) at the scheduled October 6, 2025 Burlington City Council meeting. This letter is supported by the included narrative with attachments.

Ben Traverse
Burlington City Council President
City of Burlington

Katherine Schad
Chief Administrative Officer
City of Burlington



OFFICE OF THE CLERK/TREASURER

City of Burlington

City Hall, Room 20, 149 Church Street, Burlington, VT 05401
Voice (802) 865-7000; Fax (802) 865-7014; Deaf/Hard of Hearing 711

Date: September 29 & October 6, 2025

To: Board of Finance & City Council

From: Ashley Parker, Capital Program Director

Cc: Katherine Schad, Chief Administrative Officer
Erin Jacobsen, Chief of Staff
Kara Alnasrawi, CEDO Director
Joseph Turner, City Assessor
Stephen Donahue, Senior Accountant

Subject: Downtown Tax Increment Financing District Audit – Authorization for State Education Fund Payment

Background:

The State of Vermont Auditors Office (SAO) recently conducted an audit of the City's Downtown (DWTN) Tax Increment Financing (TIF) District. The DWTN TIF District audit looked at fiscal years 2012 to 2023. One of the findings for this audit was that the City had underpaid the State Education Fund. Here are the details associated with this finding:

DWTN TIF District:

- Due to the omission of parcels from the Original Taxable Value (OTV), the SAO asserts that the City underpaid the State Education Fund and owes \$95,363.
- The SAO asserts that payment should be made from the City's DWTN TIF Fund (Fund 236).

City Response:

The SAO released its final Audit Report of for the DWTN TIF District on [January 12, 2024](#). For more than a year, the City's response to the SAO and to the Vermont Economic Progress Council (VEPC) was that it was challenging the Education Fund payment issue in tandem with a similar recommendation from the SAO related to an Education Fund payment stemming from the Waterfront (WTF) TIF District Audit. The City [recently acknowledged](#) it would make this payment on behalf of the WTF TIF District, and is now working to make the payment for the DWTN TIF District.

The City received a bill from the State Treasurer's Office in September 2025 in the amount of \$95,363. It is important the City make a timely payment to the Education Fund.

- **The City will repay the State Ed Fund \$95,363 from the DWTN TIF Fund (Fund 236) to resolve the underpayment issues noted in the State’s DWTN TIF District Audit.** This payment will not significantly impact the amount of funds available in the DWTN TIF Fund to service the City’s DWTN TIF debt.

Motions –

Board of Finance:

1. To approve and recommend that the City Council authorize the Chief Administrative Officer to take all such action, and to execute all such instruments approved as to form by the City Attorney, as may be necessary or convenient to ensure the repayment of the State Education Fund in the total amount of \$95,363 from the DWTN TIF Fund (Fund 236), to resolve the underpayment issues noted in the State’s DWTN TIF District Audit.

City Council:

1. To authorize the Chief Administrative Officer to take all such action, and to execute all such instruments approved as to form by the City Attorney, as may be necessary or convenient to ensure the repayment of the State Education Fund in the total amount of \$95,363 from the DWTN TIF Fund (Fund 236), to resolve the underpayment issues noted in the State’s DWTN TIF District Audit.

Board of Finance and City Council Submission Checklist

Version: April 2025

Department: CT Office Submitter: Ashley Parker

Title/Subject: DWTN TIF State Education Fund Payment – Re: SAO Recommendation

Approval Requested:	Meeting Date:
<input checked="" type="checkbox"/> Board of Finance	9/29/2025
<input checked="" type="checkbox"/> City Council	10/6/2025
<input type="checkbox"/> Both BOF and Council	Click or tap to enter a date.

Instructions

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

Signoff Needed	Received?	Approval Date	Note
Department Head	Yes	9/23/2025	Katherine Schad
Mayor's Office	Yes	9/24/2025	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	9/19/2025	Erik Ramakrishnan
CAO for budget, financing, and memo	Yes	9/23/2025	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.



Department of Finance and Administration

City of Burlington

City Hall, 149 Church Street, Burlington, VT 05401

Voice (802) 865-7000

Fax (802) 865-7014

To: Board of Finance
From: Bradley Kukenberger, Director of Finance
Date: September 29, 2025
Subject: Projected Unaudited FY25 General Fund Results

Overview

This memo provides the Board of Finance with projected, unaudited FY25 year-end results for the City's General Fund. These results reflect year-to-date transactions through June 30, 2025, with estimates for year-end close. They remain subject to final reconciliation and audit adjustments.

While we have taken a conservative approach in this analysis, the trends observed throughout FY25 have largely held true. The City experienced under performance in some key revenue areas—notably sales and property tax equivalents—offset by over performance in other categories such as grants, investments, and PILOT revenues. On the expenditure side, savings in personnel and operating costs helped balance the overall financial picture.

Taken together, I expect these dynamics will allow the City to close the fiscal year with a small General Fund surplus, with potential upside for a greater surplus, providing reassurance that Burlington's fiscal position remains stable despite uneven performance across categories.

Revenues

- **Amended Budget:** \$108.7M
- **Estimated FY25 Revenues:** \$102.4M
- **Variance:** -\$6.3M (94.2% of budget collected)
- **Comparison to FY24 Actuals:** +\$6.5M (+6.7%)

Highlights:

- Sales Tax Equivalents (**ie. Gross Receipts**) underperformed expectations, with collections down ~19% vs. budget, reflecting a **4.2% reduction in gross sales** (see attached chart).
- The City benefited from additional grant funding and higher-than-expected investment income.
- Property tax collections are on track to hit standard historic collection levels (95-98%), though final numbers may adjust during the audit.

Expenditures

- **Amended Budget:** \$108.6M
- **Estimated FY25 Expenditures:** \$102.3M
- **Variance:** +\$6.2M (94.3% of budget expended)
- **Comparison to FY24 Actuals:** +\$4.3M (+4.4%)

Highlights:

- **Personnel expenses** aligned with recent history (5% vacancy savings City-wide), with the primary areas of vacancy savings in BPD and DPW.
- **General Operating costs** came in below budget, with small savings across multiple departments accumulating to 12% citywide.
- **Debt Service, Regional Programs, and Interfund transfers** finished close to budget as expected.
- **Capital Equipment** was slightly over budget due to fiscal year timing.

Net Position

- **Projected Revenues:** \$102,381,370.81
- **Projected Expenditures:** \$102,338,211.89
- **Estimated Surplus:** \$43,158.92

The General Fund is projected to close FY25 in balance, with a modest surplus.

Next Steps

- Final reconciliation and audit adjustments will be completed in the coming months.
- A full audited presentation will be included in the FY25 Annual Comprehensive Financial Report (ACFR).
- These results should be treated as preliminary but provide an early indication of the City's fiscal year-end position.

FY2025 Unaudited General Fund Revenues and Expenditures								
Revenue Type	Adopted Budget	Budget Amendments	Amended Budget	YTD Transactions	Estimated FY25 Total	Surplus/(Deficit)	% Collected	FY24 Total
Tax & Tax Equivalents	75,140,274.00	-	75,140,274.00	64,905,537.74	70,826,015.55	(4,314,258.45)	94%	66,255,199.10
PILOT, Dev Fees, FFS	8,136,136.00	-	8,136,136.00	8,453,911.59	8,453,911.59	317,775.59	104%	7,783,607.49
Property Taxes	53,603,973.00	-	53,603,973.00	45,553,296.54	51,473,774.35	(2,130,198.65)	96%	48,038,082.13
Sales Tax Equivalents	13,400,165.00	-	13,400,165.00	10,898,329.61	10,898,329.61	(2,501,835.39)	81%	10,433,509.48
Credit Card Surcharges	227,101.00	-	227,101.00	275,843.66	275,843.66	48,742.66	121%	28,716.07
Credit Card Surcharges	227,101.00	-	227,101.00	275,843.66	275,843.66	48,742.66	121%	28,716.07
Ancillary	5,285,098.00	31,000.00	5,316,098.00	5,477,734.27	5,477,734.27	161,636.27	103%	5,729,457.46
Fines & Penalties	2,245,851.00	-	2,245,851.00	2,191,863.30	2,191,863.30	(53,987.70)	98%	2,164,556.15
Investments & Savings	1,455,437.00	-	1,455,437.00	1,948,196.80	1,948,196.80	492,759.80	134%	2,294,729.25
Leases & Rent	1,172,661.00	31,000.00	1,203,661.00	1,102,913.67	1,102,913.67	(100,747.33)	92%	1,174,227.15
Miscellaneous	411,149.00	-	411,149.00	234,760.50	234,760.50	(176,388.50)	57%	95,944.91
Charity	2,315,454.00	2,531,281.00	4,846,735.00	4,743,460.28	4,743,460.28	(103,274.72)	98%	3,961,992.54
Contributions, Donations, Gifts	1,027,500.00	6,547.00	1,034,047.00	871,384.59	871,384.59	(162,662.41)	84%	906,187.29
Foundations & Grants	1,287,954.00	2,524,734.00	3,812,688.00	3,872,075.69	3,872,075.69	59,387.69	102%	3,055,805.25
Direct	14,210,369.00	26,419.00	14,236,788.00	13,564,161.86	13,564,161.86	(672,626.14)	95%	12,584,406.63
FFS & Sales	14,210,369.00	26,419.00	14,236,788.00	13,564,161.86	13,564,161.86	(672,626.14)	95%	12,584,406.63
Non-Receipts	11,042,737.00	(2,111,119.00)	8,931,618.00	7,494,155.19	7,494,155.19	(1,437,462.81)	84%	7,361,382.17
Budget Balancing	1,088,000.00	12,386.00	1,100,386.00	-	-	(1,100,386.00)	0%	-
Intra-City Xfers	9,915,337.00	(2,127,505.00)	7,787,832.00	7,447,102.73	7,447,102.73	(340,729.27)	96%	7,327,913.19
Pass-Through	39,400.00	4,000.00	43,400.00	47,052.46	47,052.46	3,652.46	108%	33,468.98
Revenue Total	108,221,033.00	477,581.00	108,698,614.00	96,460,893.00	102,381,370.81	(6,317,243.19)	94.19%	95,921,153.97
Expense Type	Adopted Budget	Budget Amendments	Amended Budget	YTD Transactions	Estimated FY25 Total	Surplus/(Deficit)	% Expended	FY24 Total
Personnel Services	67,054,220.00	-17,598.00	67,036,622.00	63,652,866.85	63,652,866.85	3,383,755.15	95%	60,834,384.98
Capital Equipment	742,418.00	384,857.00	1,127,275.00	1,190,034.52	1,190,034.52	(62,759.52)	106%	429,700.95
General Operating	15,399,218.00	8,025.00	15,407,243.00	13,021,298.62	13,557,860.85	1,849,382.15	88%	13,337,330.82
Regional Programs	3,480,004.00	16,000.00	3,496,004.00	3,384,159.63	3,384,159.63	111,844.37	97%	3,598,973.69
Debt Service	7,970,125.00	0	7,970,125.00	7,905,353.26	7,905,353.26	64,771.74	99%	7,194,896.18
Interfund	13,530,258.00	11,000.00	13,541,258.00	10,826,871.57	12,647,936.78	893,321.22	93%	12,647,936.78
Expense Total	108,176,243.00	402,284.00	108,578,527.00	99,980,584.45	102,338,211.89	6,240,315.11	94.25%	98,043,223.40
					Surplus/(Deficit)	43,158.92		

Gross Receipts Comparison - Current & Prior Fiscal YTD

Through sales month **6**

Click the plus symbol (+) to the left of each Row # to show the individual billing codes/sales types

	Sales Type	2025	2024	Change	
Gross Sales (pre-GR tax)	Admissions	4,394,453	5,073,313	(678,860)	-13.4%
	Alcohol	38,574,006	42,106,693	(3,532,687)	-8.4%
	Amusements	407,511	342,934	64,577	18.8%
	Meals	127,612,622	129,906,401	(2,293,780)	-1.8%
	Rooms	49,168,401	51,280,438	(2,112,037)	-4.1%
	Short-term Rentals	8,602,336	10,063,570	(1,461,234)	-14.5%
	Total		228,759,328	238,773,349	(10,014,021)
Gross Receipts Tax	Admissions	104,378	101,466	2,912	2.9%
	Alcohol	942,359	842,134	100,225	11.9%
	Amusements	10,153	6,859	3,295	48.0%
	Meals	3,125,533	2,598,128	527,404	20.3%
	Rooms	1,851,897	1,025,609	826,288	80.6%
	Short-term Rentals	774,210	905,721	(131,511)	-14.5%
	Total		6,808,530	5,479,917	1,328,613
# of submissions	Admissions	108	118	(10)	-8.5%
	Alcohol	1,208	1,244	(36)	-2.9%
	Amusements	47	37	10	27.0%
	Meals	2,282	2,381	(99)	-4.2%
	Rooms	134	125	9	7.2%
	Short-term Rentals	62	63	(1)	-1.6%
	Total		3,841	3,968	(127)
Customers per Month	Average	216	218	(2)	-0.9%
	7	235	238	(3)	-1.3%
	8	229	235	(6)	-2.6%
	9	230	235	(5)	-2.1%
	10	224	223	1	0.4%
	11	213	212	1	0.5%
	12	210	208	2	1.0%
	1	206	205	1	0.5%
	2	200	204	(4)	-2.0%
	3	204	203	1	0.5%
	4	200	216	(16)	-7.4%
	5	221	217	4	1.8%
	6	223	223	0	0.0%

Resolution Relating to

RESOLUTION _____

RATIFICATION OF TENTATIVE AGREEMENT AND
AUTHORIZATION TO EXECUTE COLLECTIVE
BARGAINING AGREEMENT BETWEEN THE CITY OF
BURLINGTON AND THE BURLINGTON FIREFIGHTERS’
ASSOCIATION (July 1, 2025 – June 30, 2028)

Sponsor(s): Bd. of Finance
Introduced: _____
Referred to: _____

Action: _____
Date: _____
Signed by Mayor: _____

CITY OF BURLINGTON

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

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

1 That WHEREAS, the City and the Burlington Firefighters’ Association have been negotiating the terms
2 and conditions of a successor agreement to the Collective Bargaining Agreement that expired on June 30,
3 2025; and

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

6 WHEREAS, the Burlington Firefighters’ Association has ratified this Tentative Agreement on
7 September 4, 2025;

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

12

13 JB/Resolutions 2025/RATIFICATION OF TENTATIVE AGREEMENT AND AUTHORIZATION TO EXECUTE COLLECTIVE
14 BARGAINING AGREEMENT BETWEEN THE CITY OF BURLINGTON AND BFFA (July 1, 2025 – June 30, 2028)
15 09/26/2025

1 Final
2 MEMORANDUM OF AGREEMENT
3

4 This Memorandum of Agreement (MOA), entered into by and between the Burlington Fire Fighters
5 Association (BFFA) and the City of Burlington, Vermont, hereinafter "City" is the product of collective
6 bargaining conducted pursuant to the provisions of the Vermont Municipal Labor Relations Act, for the
7 purpose of reaching a successor collective-bargaining agreement to the July 1, 2022– June 30, 2025
8 collective-bargaining agreement. The successor collective-bargaining agreement shall be effective from
9 July 1, 2025 – June 30, 2028. Except where specifically amended by the provisions and conditions of this
10 MOA, all terms and provisions and conditions of the agreement in effect June 30, 2025, are to remain in
11 full force and are incorporated into this MOA are effective upon ratification by the BFFA and by the City
12 Council, unless specifically stated otherwise.
13

14
15 ARTICLE IX – PROMOTIONS, TRANSFERS AND EDUCATIONAL OPPORTUNITIES

16 9.4 Lieutenant. For the rank of Lieutenant, to be eligible to take the examination, an applicant must have
17 completed seven (7) consecutive years of service or the equivalent based on length of service credit and
18 must have ~~obtained- served in~~ the rank of senior firefighter with the Burlington Fire Department for at
19 least one (1) year prior to November 1 of the year in which the examination is taken. Examinations will
20 normally be given on even years in each biennial during the month of November.
21

22 9.11 Filling of Vacancies and Transfers

23 d. Upon execution of this agreement, ~~three- two~~ employees will be assigned to each ambulance
24 per shift. ~~for the purpose of staffing an ambulance rotation.~~
25

26 9.11e

27 e. ~~“Notwithstanding any inconsistencies of provisions of the CBA, including those in Articles 9.3,~~
28 ~~9.4, 9.5, and 10.3, both the City and Union agree to the following Lateral Hire Program. For all employees~~
29 ~~hired on or after July 1, 2025 with previous eligible firefighting experience, the following provisions shall~~
30 ~~apply:~~
31

- 32 1. ~~Lateral Candidates for open firefighter positions shall be eligible to have their prior firefighter-~~
33 ~~EMT service considered in determining their grade, title, and pay step upon hire, provided that~~
34 ~~the lateral transfer requirements are met. Such requirements shall be a minimum of one year of~~
35 ~~fulltime career fire service experience and the possession of NREMT EMT certification. Lateral~~
36 ~~Candidates meeting or exceeding these requirements shall be eligible to have such service credit~~
37 ~~applied upon hire as outlined in items 2 and 3. The Chief Engineer shall make the final~~

38 determination as to whether any Lateral Candidate’s prior experience meets the lateral transfer
39 requirements and shall not to be subject to appeal or CBA grievance process.

40
41 2. Lateral Candidates shall have their prior full-time firefighter-EMT experience assessed by a ratio
42 of one year of service credit for every full year of prior firefighter-EMT experience, up to a
43 maximum of six years of service credit upon entry. This formula will determine the Lateral
44 Candidate’s pay step upon entry to the according to the “New Employee Pay Scale” outlined in
45 Appendix B of the CBA, as well as the employee’s grade level and title according to Article 10.3 of
46 the CBA. Thereafter, a Lateral Hire shall advance through the “New Employee Pay Scale” and
47 grade level and title progression in accordance with Section 10.3. For example, a lateral candidate
48 receiving credit for (1) full year will start on NEPS Step 2, while a lateral candidate receiving the
49 maximum service credit of (6) years will start at NEPS Step 7.

50
51 3. A Lateral Hire shall be eligible to have their prior firefighter-EMT experience considered towards
52 the service credit necessary for promotion pursuant to Article 9. The prior firefighter-EMT
53 experience will be assessed by a ratio of one year of service credit for every two full years of prior
54 fulltime firefighter-EMT experience, up to a maximum of 3 years of service credit upon the review
55 and approval of the Chief Engineer.

56 4. Prior firefighter-EMT experience upon hire shall not be applied in consideration towards
57 calculation of seniority; accrual of vacation, sick, or any other earned leave time; service credit
58 towards the City’s pension system; or any other provision of the CBA or the City’s Comprehensive
59 Personnel Policy Manual. Such credit for such items shall be calculated from the employee’s date
60 of hire.

61
62 **9.14 – additional language to existing article**

63 In the case of non-mandatory training programs, employees will be compensated only for the actual
64 hours in class. Additionally, for courses that result in certification (~~AEMT, Fire Officer~~) (with the exception
65 for AEMT), employee will not receive compensation for hours in class until certification is obtained. For
66 employees attending the AEMT course, if the employee is unsuccessful in obtaining their certification
67 and, as a result, their employment with the department is terminated, the Department shall be allowed
68 to recoup overtime compensation the employee received through unused benefits (holiday, vacation, sick
69 leave) of the employee.

70 ARTICLE X – RATES OF PAY

71 10.2 Covered employees who are on the City Fire Department payroll as of the date of execution of this
72 Agreement shall receive the following increases to their base pay, as shown on Appendix B:

73 Annual cost of living adjustments (COLAs):

74	Retroactive to July 1, 202 5 ² for FY2 6 ³	4% ^{10%}
75	Effective July 1, 202 6 ³ for FY2 7 ⁴	7% ^{5.75%}
76	Effective July 1, 202 7 ⁴ for FY2 8 ⁵	7% ^{3.75%}

77
78 **Full article not written – capturing change to final paragraph of 10.4**

79 10.4 Wages paid pursuant to APPENDIX B shall include compensation for EMT certification, and will be
80 considered earnings for purposes of determining average final compensation for retirement. The four
81 (4%) percent incentive paid for AEMT certification ~~will not shall~~ be considered earnings for purposes of
82 determining average final compensation for retirement.

83
84 10.5 Employees who maintain paramedic certification shall be compensated above their wages on
85 APPENDIX B by an amount equal to six (6%) percent in addition to the AEMT pay, with such incentive paid
86 on a weekly basis. Paramedic certification shall be voluntary, and the six (6%) percent paramedic pay will
87 not be considered earnings for purposes of determining average final compensation for retirement.

88 Upon ratification of this CBA, labor and management will meet to develop a preceptor program to better
89 facilitate training. When acting in a precepting capacity, a member will be paid on the following schedule.

90 0 to 12 hours - \$50

91 12+ to 24 hours - \$100

92 24+ to 36 hours - \$150

93 36+ to 48 hours - \$200

94 Outside students will be allowed to ride with a BFD preceptor from the hours of 8:00am to 4:00pm on
95 Monday through Friday, not to include holidays. This program will be in effect no later than December 31,
96 2025. The preceptor program will be evaluated by both sides six months after implementation and, again,
97 after one year.

98
99 10.5a Annual Retention Bonus

100 The parties will agree on an appropriate distribution system of annual retention bonuses based on
101 tenure, in a total dollar amount of \$112,000 covering 84 members.

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103
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APPENDIX E
Retention Bonuses, as laid out in section 10.5a, will be paid out in accordance with the following chart, on the anniversary of an employee’s respective employment with the City of Burlington, so long as they are still a covered employee under the Collective Bargaining Agreement between the City and the Union at the time of their anniversary date:

Years of Service	Retention Bonus Pay
22 Years or Greater	\$2,500
21 Years	\$10,000
18 Years	\$8,000
15 Years	\$7,000
12 Years	\$6,000
9 Years	\$5,000
6 Years	\$4,000
3 Years	\$3,000

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The retention bonus payments made pursuant to this Agreement shall be added to eligible employee’s next regular paycheck as reasonably practicable after the anniversary date of their employment with the City.
With the exception of the “22 years or greater tier”, each retention bonus payout will be paid only on the respective milestone anniversary date. The intervening years between each milestone anniversary, before 22 years, do not qualify for any retention bonus payout. Starting at 22 years of service, annually thereafter, a covered employee shall be eligible for a \$2,500 retention bonus payout.
The retention bonus payments shall be subject to all necessary taxes and withholdings as determined by the City. Such sums are understood to be a gross amount and the Union understands and agrees that actual amounts remitted to eligible employees will be on a net basis.

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121
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ARTICLE XI – HOURS OF WORK

11.2 The BFD has fully switched over to the forty-eight/ninety-six (48/96) schedule. The Work Cycle will consist of continuous cycles of ~~twenty-one (21)~~ **twenty-eight (28)** consecutive days. Employees will work ~~scheduled one hundred sixty-eight (168) hours during each twenty-one (21) day cycle on a schedule~~ providing ~~twenty-four (24)~~ **forty-eight (48)** consecutive hours of work followed by ~~forty-eight (48)~~ **ninety-six (96)** consecutive hours off. The workday shall be a ~~twenty-four (24)~~ **forty-eight (48)** hour period

126 beginning at 7:30 a.m. ~~each day~~ on the first day of the shift. The Department will be responsible for all
127 record keeping with respect to cycle hours/pay.

128

129 It is understood that this schedule is not equally divided amongst work cycles and will instead result in
130 cycles where both two hundred and sixteen (216) hours and two hundred and forty (240) hours are
131 scheduled throughout the year. Cycle pay is defined as the wages paid to a member for scheduled hours
132 worked in excess of two hundred and twelve (212) in the twenty-eight (28) day cycle. Said wages will be
133 paid at a rate of one and one half times the employee’s regular wage, including the use of personal leave
134 or vacation leave during the twenty-eight (28) day cycle in lieu of actually working scheduled hours. All
135 other types of leave will be paid at an employee’s regular hourly wage.

136 ARTICLE XI – HOURS OF WORK

137 11.4a Shift to Shift Transfer Time Allocation

138 1. Voluntary Transfers: To facilitate the transition, employees who voluntarily transfer to a new
139 position or location will be granted one (1) transfer day, consisting of twenty-four (24) consecutive hours.

140 2. Mandated Transfers: Employees who are required to transfer due to an employee mandate
141 will be granted two (2) transfer shifts, totaling forty-eight (48) consecutive hours, to complete the
142 transition.

143 3. Scheduling: The transfer period shall commence at a time mutually agreed upon between the
144 employee and the employer, ensuring minimal disruption to operations while allowing adequate time for
145 relocation and adjustment.

146 4. Compensation and Leave: Transfer days are considered paid time and are not deducted from
147 the employee’s accrued leave balances.

148

149 ARTICLE XI – HOURS OF WORK

150 11.6 An employee called into work outside of a regularly scheduled shift shall be paid at time and one-
151 half the employee’s regular rate, for a period of not less than the following minimums:

152

<u>Emergencies</u>	<u>Hours</u>
Respond to emergencies (i.e. 2 nd alarm fires)	4 hours
Testify in Court or legal proceedings (except employee’s own disciplinary proceedings) or for other purposes.	2 hours
For this purpose, an employee shall be considered to have testified if the employee arrives at the place of testimony	

161

162

163

164 at the time of a scheduled appearance,
165 or, in the event that an employee
166 receives less than two (2) hours
167 advance notice of the cancellation
168 of a scheduled appearance.

169 Departmental committee meetings No minimum

171
172 An employee who is held over after a shift shall be paid for a minimum of ~~one~~ one-half (1/2) hour.

173
174

175

176 11.7 All unscheduled overtime shall be distributed and rotated equally as far as is reasonably practicable
177 among qualified employees first by voluntary canvass in order of seniority, starting where the last canvass
178 stopped, but excluding from the canvass those who are not qualified to perform the duties needed, and
179 proceeding until a volunteer is found or until the list is exhausted. The details of any such system shall be
180 agreed upon by the union and the fire department administration. Any overtime hiring that occurs after
181 shift change shall be filled with a member to fill the same position as the member who created the
182 vacancy. For instance, if a firefighter creates a vacancy, a firefighter will be hired to fill the vacancy, and
183 an officer shall be hired to fill a vacancy created by an officer. In the event a full canvass of the list fails to
184 produce the needed personnel on any occasion, mandatory call-in shall be used in inverse seniority, but
185 excluding any employees who are on authorized leave, swap, and/or approved training time, or who have
186 already been ordered in on a mandatory call-in once during a rotation through the roster. Leave time,
187 excluding training leave, is inclusive of the approved shift off as well as the two days prior and two days
188 after said shift. If less than 24 but more than or equal to 12 hours of approved leave are being used, only
189 the two days adjacent to the approved leave are protected. Leave time less than 12 hours does not count
190 as protective leave time. **Members completing clinical ride time, and who are riding with a preceptor, will**
191 **be ineligible to be ordered in for the hours of their scheduled ride time and the twelve (12) hours**
192 **immediately following it. However, in the event of an emergency event requiring recall, including but not**
193 **limited to a multiple alarm fire, mass casualty, or similar type of event, these members may be required**
194 **to respond in a firefighting/EMT capacity. In such cases, their recall shall be limited to the duration**
195 **necessary to effectively manage the incident.** The City shall maintain a log, open to the Union for
196 inspection at any time, showing the date and time of each members last date and time hired, the date
197 and time they were hired for, and whether the overtime was voluntary or mandatory.

198

199 11.10 The Department agrees to maintain a minimum staffing level in operations of twenty-two (22)
200 employees per shift. When staffing levels exceed twenty-two (22), the Department shall first assign such
201 additional personnel to companies, where two (2) personnel are otherwise assigned. The City of
202 Burlington and the Union agree to the tenets of safe staffing and are actively moving towards increasing
203 the number of personnel assigned to each apparatus over the next three years.

- 204 • FY26 – no new firefighter positions will be created
- 205 • FY27 - Effective July 1, 2026 the Department shall create and hire two (2) new firefighter
206 positions
- 207 • FY28 - Effective July 1, 2027 the Department shall create and hire two (2) new firefighter
208 positions

209
210 For the purpose of this section, the term “employees” includes Battalion Chiefs and Deputy Chiefs
211 (serving in the role of shift commander only), as well as any probationary employee who has successfully
212 completed their basic training requirements. Such basic training requirement shall consist of those
213 mutually agreed upon by the fire chief or designee and the union.

214
215 The Department shall ~~maintain~~ ~~create~~ the position of Cover Officer for all employees currently on the
216 Lieutenant promotional list as of July 1, 2025. Once all employees on the promotional list as of July 1,
217 2025 have promoted or the lieutenant’s promotional list as of July 1, 2025 expires, the Cover Officer
218 position shall be eliminated through attrition. Members promoted to the rank of Lieutenant, who are
219 filling the cover officer role will retain their rank. Through attrition, the department will return to the
220 practice of assigning (4) lieutenants per shift. ~~upon execution of a new CBA and~~ The Department shall
221 assign one member to the cover officer position per shift. This shall be a floating Lieutenant position
222 which will fill in as needed throughout the City. This position shall be included in the minimum staffing
223 number above. Any vacancy in this position shall not trigger the requirements of Section 10.6 of this
224 agreement.

225
226 ~~11.12 Upon ratification of this Agreement, and if the BFFA indicates a desire to proceed by December 1,~~
227 ~~2022, the parties agree to adopt a 48/96 schedule. Such trial period would begin with the start of the~~
228 ~~vacation schedule that is picked in January 2023. The parties will meet to work out the details of such~~
229 ~~plans, including potentially a change to the start of the shift time and the division of day and night tours.~~
230 ~~The parties will meet to evaluate the success of the new schedule every three months. The plan will be~~
231 ~~to continue the trial period for one year. But, after at least six months of the new schedule, either party~~
232 ~~has the right to end the 48/96 schedule by providing a good, business-related reason. If either party~~
233 ~~ends the 48/96 schedule, the parties will meet to determine the best time for the transition back to the~~
234 ~~terms in place prior to the trial period.~~

235

236

ARTICLE XII – HOLIDAYS

237 12.4 Employees who are eligible for holidays shall be compensated as follows:

238 a) For twelve (12) holidays per fiscal year, compensation shall, at the employee's option, be
 239 either an additional sum in the amount of one ~~fifth~~third (1/3) the employee's weekly rate (one-half for
 240 Christmas Day), or an additional day off. Holiday days elected as days off may be taken in twelve (12) hour
 241 segments.

242
 243 12.5 An employee's name will be placed on a calendar requesting a day off for the use of holiday
 244 time, compensatory time, and one (1) day vacation time. This may be done up to ~~three (3) months~~ twelve
 245 (12) weeks in advance of the requested ~~day shift~~. Up to four (4) weeks prior to the day, three (3)
 246 guaranteed slots shall be given to those signing up for vacations of one week or more rather than holiday
 247 time, compensatory time, or one (1) day vacation time. If no employee, or only one or two employees
 248 have signed up for vacation time, then the employee whose name is on the calendar for holiday time,
 249 compensatory time, or one (1) day vacation time shall be guaranteed the day. Under no circumstances
 250 shall more than three (3) employees per shift be granted leave for either vacation, holiday, or
 251 compensatory time, or one (1) day vacation time, with one (1) additional employee being eligible for one
 252 (1) day leave time only if minimum staffing levels can be maintained, at the commencement of the given
 253 shift, for a maximum total of four (4) employees per shift approved for leave. except that, beyond the
 254 three (3) slots, holiday time, compensatory time or one (1) day vacation time may be granted provided
 255 minimum manning is met at the commencement of the given shift, and provided further, that these
 256 Requests for ~~such single day leave~~ time off must be made not later than twelve (12) hours prior to the
 257 start of the shift. Members are permitted to submit for and be awarded consecutive days off on a "first
 258 come—first served" basis, utilizing their leave time.

259

260

ARTICLE XIV – SICK LEAVE

261

~~BONUS FOR NON-USE OF SICK LEAVE~~

262

~~14.4— Employees who use no sick leave in a quarter of a fiscal year and continue to use no~~

263

~~sick leave in following quarters, shall be paid a bonus, which shall be calculated according to the~~

264

~~following schedule:~~

265

~~1. — First full quarter of employment — \$50.00~~

266

~~2. — Next Quarter — \$75.00~~

267

~~3. — Next Quarter — \$100.00~~

268

~~4. — Next Quarter — \$125.00~~

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~~5. — Successive Quarters — \$150.00~~

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~~14.5 Use of sick leave in a quarter shall result in a reduction of the sick leave bonus for that quarter according to the following schedule:~~

- ~~1. One day of sick leave used in a quarter, quarterly bonus for that quarter decreases by \$25.00 from amount received in previous quarter;~~
- ~~2. Two days of sick leave used in a quarter, quarterly bonus for that quarter decreases by \$50.00 from amount received in previous quarter;~~
- ~~3. Three days of sick leave used in a quarter, quarterly bonus for that quarter decreases by \$75.00 from amount received in previous quarter;~~
- ~~4. More than three days of sick leave used in a quarter, quarterly bonus for that quarter is zero.~~

~~14.6 Employees who use sick leave and have their bonus reduced shall proceed each quarter through the schedule as set forth in paragraph 14.5. As an example, an employee who had progressed to the point of having received a \$100.00 bonus the previous quarter and who uses two days of sick leave in the current quarter shall be paid a bonus of \$50.00 for that quarter, and shall be eligible for a \$75.00 bonus the following quarter, etc. The use of not more than 2 hours of sick leave per quarter for doctor's appointments shall not count as non-work hours for purposes of eligibility for cycle pay for those otherwise eligible.~~

Wellness Bonus

Each employee (even those who do not receive their health benefits through the City and have accepted a cashout) will be eligible for up to \$400.00 per fiscal year as a wellness bonus. Wellness bonuses are available if an employee provides proof of participation through our medical providers web portal in the following wellness activities in the amounts stated:

- i) Annual physical examination with primary care physician or physician's assistant--\$100.
- ii) Annual or semi-annual dental examination (cleaning) with dentist or dental assistant--\$100.
- iii) Completion of annual online risk assessment by the stated deadline--\$100.00. Deadline will be identified each year no less than three months after start of fiscal year.
- iv) Participation in a list of approved wellness activities designated by Human Resources--\$50.00 each for up to total of \$100.00. For purpose of example only, these activities may include: proof of health club or gym membership, proof of enrollment in a weight management program, proof of completion of a smoking cessation program, proof of completion of any of the preventative care screenings included in the City's health plan, such as mammogram, annual gynecological exam,

302 colonoscopy, prostate exam, or proof of participation in any of the offerings included in the City's
303 EAP program.

304 e. Proof of participation means a statement or receipt from a health care provider to the
305 employee's insurance carrier for services provided or a receipt for payment to a wellness
306 provider such as a health club or a sworn statement signed by a provider that the employee
307 attended at least 80% of the sessions in a wellness program. Employees may be asked to submit
308 the proof of participation to Human Resources; the City's medical administrator will provide a list
309 of approved activities to the City's payroll department or provider on a monthly basis. Payment
310 will be made to the employee at the next payroll following receipt of the administrator's list

311 Additionally, each fiscal year BFFA members will be eligible to receive additional wellness bonuses for
312 completing a physical ability assessment, a physical fitness assessment, and a targeted behavioral health
313 screening. The union and administration will meet and agree to determine the standard that members
314 will need to meet to receive the bonus as well as how the assessments or screenings shall be
315 administered and how proof will be recorded. Members shall be entitled to an additional \$200.00 dollars
316 for each additional assessment or screening they complete. The assessments and screenings shall not be
317 used to remove a member from duty, unless the member displays an imminent threat to the physical
318 safety of self or others.

319
320 Payment will be made to the employee at the next payroll following receipt of the administrator's list.

321

322 ARTICLE XV – OTHER LEAVE

323 BEREAVEMENT LEAVE

324 15.6 The purpose of bereavement leave is to enable employees to take care of personal
325 arrangements and problems caused by death of an immediate member of their family and to relieve
326 them of the concern over loss of earnings on the regularly scheduled work days within 30 days, unless
327 otherwise approved by the Fire Chief or their designee, following the death. If a
328 death and/or funeral occurs during the employee's vacation, additional vacation days to make up for
329 those used for bereavement leave will be granted.

330 15.7 Upon the death of an employee's spouse, domestic partner, or child, including an
331 adoptive or step-child, the employee may request and the Chief will grant bereavement leave of up to
332 ten (10) calendar days within 30 days, unless otherwise approved by the Fire Chief or their designee
333 following such death without loss of pay.

334 15.8 Upon the death of an employee's parent, the employee may request and the Chief will
335 grant bereavement leave of up to five (5) calendar days within 30 days, unless otherwise approved by
336 the Fire Chief or their designee following such death without loss of pay.

337 15.9 Upon the death of an employee's stepmother, stepfather, foster mother, foster father,
338 father-in-law, mother-in-law, grandmother, grandfather, sister, brother, ~~step-child~~ or other relative
339 living in the same household, the employee may request and the Chief will grant bereavement leave of
340 up to three (3) calendar days with 30 days, unless otherwise approved by the Fire Chief or their
341 designee following such death without loss of pay.

342 15.10 Upon the death of an employee's aunt, uncle, cousin, brother-in-law, or sister-in
343 law, the employee may request and the Chief will grant bereavement leave of one (1) calendar day within
344 30 days, unless otherwise approved by the Fire Chief or their designee following such death without loss
345 of pay.

346 15.11 An employee, in addition to the above-defined leave, may utilize vacation and/or sick
347 leave to supplement bereavement leave with prior approval from the Chief or their designee.

348
349 ~~15.13 An employee may elect to use accrued sick leave in an amount not to exceed seven (7) calendar~~
350 ~~days for paternity leave or adoption leave as a result of adoption of a child, or of spouse's miscarriage or~~
351 ~~childbirth. Notwithstanding paragraph 14.5, use of this paternity or adoption leave shall not affect the~~
352 ~~employee's rights, if any, under paragraph 14.4 to bonus for non-use of sick leave.~~

353
354

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356

357

ARTICLE XV – OTHER LEAVE

358 MILITARY LEAVE –

359 15.15 Any regular employee who has completed the probationary period shall be
360 entitled to military leave as herein provided:

361 (a) Military leave shall be due whenever an employee: initially enlists, is inducted, or is
362 called to active duty in the Armed Services, Reserves, or National Guard; voluntarily enters active
363 duty in the Reserves of National Guard; or, is ordered to or enters an initial period of active duty
364 for training of not less than twelve consecutive weeks as a member of the Reserves of
365 National Guard.

366 (b) Restoration – An employee is entitled to restoration to the employee's
367 former position provided the employee: makes application for restoration to the City
368 within ninety (90) days of completed service, or from service-connected hospitalization of a
369 period of not more than one (1) year; shows certification of (satisfactory) military service,
370 and is still qualified to perform the duties of the position. Restoration shall entitle the
371 employee to former position or status within the City, or to such position of like seniority,
372 status, and pay, unless the City's circumstances have so changed as to make it impossible
373 or unreasonable to do so. The City is not required to create an unneeded position or to
374 bump a current employee to restore another employee returning from military leave.

375 (c) Disposition of Sick and Vacation Leave – Employees entitled to military leave
376 shall be paid for any accrued vacation leave as they may be entitled if they were separating
377 from City service. Employees returning to City duty under restoration shall have unused
378 sick leave credits restored for their use.

379 (d) Military Reserve Training or National Guard Service --A regular employee
380 who has completed the probationary period and who is a member of the National Guard
381 or any reserve component of the United States Armed Forces, will be allowed leave of
382 absence for official training or duty in accordance with State and Federal law.
383 Compensation for this period of military leave shall be limited to a maximum of twelve (12)
384 weeks and shall be computed on the basis of the difference between military base pay
385 received and the amount designated as the straight weekly salary for the position of the
386 employee. A copy of the military pay voucher leave and earnings statement shall be
387 submitted prior to authorization for payment to the employee for the period of leave.
388 Such military training leave shall not be deducted from vacation time.

389 (e) Military Reserve or National Guard members who have completed probation will be
390 awarded one hundred and twenty (120) hours of paid Military Training leave each calendar year to
391 be used for routine training drills and sessions. Military Training Leave will be paid at the member's
392 normal compensation rate to include longevity pay and certification pay. Military Training Leave
393 will be paid in the pay period for which it is used. This leave will not compound, and unused hours
394 will not roll over at the end of the calendar year.

395 (fe) Federal Pre-emption—Applicable Federal laws under 38 U.S.C.A. §§2021, 2024
396 shall pre-empt and control in the event of any conflict between those laws and these policies

397 New article to be added to OTHER LEAVE

398 USAR LEAVE

399 15.18 Members who have completed probation and are members in good standing with the State of
400 Vermont’s Urban Search and Rescue (USAR) Team will be awarded ninety-six (96) hours of paid USAR
401 leave each calendar year to be used for either in-state or out-of-state deployments. USAR leave will be
402 paid at the member’s normal compensation rate to include longevity pay and certification pay. USAR
403 leave will be paid in the pay period for which it is used. USAR leave will not compound, and unused
404 hours will not roll over at the end of the calendar year. USAR leave will not be used to attend regularly
405 scheduled trainings.

406

407 ARTICLE XVI – EMPLOYEE BENEFITS

408 16.3 The City is currently self-insured for health insurance with a third-party administrator that handles
409 review and payment of claims, in accordance with the current plan design. with benefits as described in
410 the materials attached as APPENDIX C, with the new prescription changes effective as soon after January
411 1, 2019, as they can be implemented expected date May 1, 2019.

412 The City may alter the sponsorship carrier of the health care plan as the benefits and employee
413 contributions are substantially equivalent to those outlined in this section and APPENDIX C on the City
414 web page.-

415 APPENDIX C

416

417 16.4 Eligible employees shall contribute a set percentage of the total cost of the City’s Health Fund
418 Budget (Fund 150) (“the total cost of healthcare benefits”) their selected health insurance plan by
419 withholding of a percentage of their wages, said contribution to be made on a pre-tax basis, based on
420 the following schedule:

421

422 For the time period inclusive of July 1, 2025 through December 31, 2025:

423 20% of the total cost of healthcare benefits, based on the existing practice of a flat percentage
424 of employee wages, except that the individual employee contribution will be no more than 6.5% of each
425 employee’s wages.

426 ~~If at the end of each fiscal year, the total contractual contribution made by all employees~~
427 ~~exceeds 20%, the overage will be credited to the total employee contribution in the following fiscal year,~~
428 ~~thus reducing the percentage of wages required from employee that next FY.~~

429

430 Effective January 1, 2026:

431

432 Employees shall contribute 20% of the total cost of selected healthcare benefit tier provided that the
433 individual employee contribution shall not exceed 6.5% of the employee's wages. Employee's 20%
434 contribution for the healthcare benefit costs shall be based on the applicable total premium tier for each
435 employee. Premium rates shall be calculated annually by the City's benefit plan advisor based on plan
436 renewal information and updated accordingly each fiscal year.

437

438 Effective January 1, 2026, the total premium per employee shall be as follows:

439

440 Single coverage: \$949.03/month

441 Single + 1 coverage: \$1,803.16/month

442 Family coverage: \$2,657.29/month

443

444 These rates may change for FY27 and FY28 as advised by the City's benefit plan advisor based on plan
445 renewal information.

446

447 If at the end of each fiscal year, the total contractual contribution made by all employees exceeds 20%,
448 the overage will be credited to the total employee contribution in the following fiscal year, thus reducing
449 the percentage of wages required from employee that next FY.

450

451

452

453 16.4 A Joint-Labor Management Healthcare Committee shall be formed and maintained. The Labor
454 Management Healthcare Committee shall meet at a minimum, quarterly to review the financial state of
455 City provided health, vision and dental insurance plans as well as to review, an influence, potential
456 changes to plan coverage to ensure continuity, financial viability, and comparability of coverage.
457 Members of this committee shall be provided necessary financial documents prior to each meeting to

458 include an updated disruption report, prescription formularies, plan expenses and costs. Each year,
459 members of this committee will also be given a copy of the Annual Comprehensive Financial Report for
460 the health insurance, vision and dental insurance plans.

461

462 The following articles, 16.4 through 16.19, will be re-numbered due to the insertion of the above 16.4
463 new article

464

465 16.4 Eligible employees shall contribute a set percentage of the total cost of ~~the City's Health Fund~~
466 ~~Budget (Fund 150) ("the total cost of healthcare benefits")~~ their selected health insurance plan by
467 withholding of a percentage of their wages, said contribution to be made on a pre-tax basis, based on
468 the following schedule:

469 ~~20% of the total cost of healthcare benefits, except that the individual employee contribution~~
470 ~~will be no more than 6.5% of each employee's wages.~~

471 ~~———— If at the end of each fiscal year, the total contractual contribution made by all employees~~
472 ~~exceeds 20%, the overage will be credited to the total employee contribution in the following fiscal year,~~
473 ~~thus reducing the percentage of wages required from employee that next FY.~~

474 Employees shall contribute 20% of the total cost of selected healthcare benefit tier provided that the
475 individual employee contribution shall not exceed 6.5% of the employee's wages. Employee's 20%
476 contribution for the healthcare benefit costs shall be based on the applicable total premium tier for each
477 employee. Premium rates shall be calculated annually by the City's benefit plan advisor based on plan
478 renewal information and updated accordingly each fiscal year.

479

480 For FY26, effective July 1, 2025:

481

482 Single coverage: \$949.03/month

483 Single + 1 coverage: \$1,803.16/month

484 Family coverage: \$2,657.29/month

485

486 These rates will change for FY27 as advised based on plan renewal information.

487

488

489 16.8 which will now read as 16.9 in the CBA

490 16.89 An employee who has available from another source basic medical,
 491 hospitalization, surgical insurance and major medical coverage shall have the option of
 492 dropping coverage under the City's health insurance program and receiving in lieu thereof a
 493 cash payment in the amount of ~~eight hundred one thousand dollars~~ (\$81,000.00). To
 494 receive the cash payment, an employee must not be receiving health insurance coverage
 495 through the City of Burlington. An employee exercising this option must furnish to the City
 496 proof of alternative adequate health insurance coverage. This election must be made by the
 497 employee annually on a form to be provided by the City. ~~The form will contain a disclosure~~
 498 ~~warning the employee of the risks of dropping the City's health insurance program in favor of~~
 499 ~~the cash-out option.~~ If the employee has a spouse covered under the City's health insurance
 500 program, the employee may not elect this cash-out option unless the employee's spouse signs
 501 and delivers to the City a written consent thereto. If the employee is under a legal obligation
 502 to provide health insurance through the program for the benefit of children or a former spouse
 503 pursuant to a court order or otherwise, the employee may not elect this cash-out option
 504 without the consent of the court, former spouse and/or guardian of the children. The City will
 505 make available to all bargaining unit employees an individual knowledgeable about health
 506 insurance benefits to counsel and advise those employees interested in electing this cash-out
 507 option. Any employee who has elected this cash-out option may cancel the employee's
 508 election if the alternative coverage from the other source should become unavailable to that
 509 employee at any time. The cash payment called for under this option shall be payable by the
 510 City to the employee in ~~monthly~~ weekly installments.

511 DENTAL INSURANCE

512 16.10 which will now read as 16.11 in the CBA

513 16.10 City shall provide dental coverage for all employees as part of its health coverage. New employees
 514 become eligible on the first of the month following their date of hire. ~~a minimum of thirty (30) days of~~
 515 ~~continuous employment.~~

516 16.11 which will now read as 16.12 in the CBA

517 16.12 The benefits shall be provided through a self-insured plan or under a group insurance policy or
 518 policies by an insurance company or insurance companies selected by the City, with benefits substantially
 519 equivalent to those outlined on the City Human Resources web page. ~~the same as those in APPENDIX C.~~

520

521 16.12 which will now read as 16.13 in the CBA

522 16.1~~32~~ The City shall keep in effect a Retirement Ordinance throughout the duration of this
523 Agreement. The benefit levels provided therein shall remain unchanged from those that existed on
524 June 30, 1991, except as follows:

525 1. Employees shall contribute to the Burlington Employees Retirement System (BERS) a
526 percentage of their annual salary. The total Class A contribution required from both the City (the
527 Actuarially Determined Employers Contribution (ADEC)) and the employee will be based on the
528 annual system valuation prepared by the City's actuaries.

529 All Class A City employees as defined by Burlington City Ordinance Chapter 24 shall contribute
530 30% (and the City 70%) of the total required Class A contribution.

531 Per employee cost of the total 30% Class A employee share shall be calculated based on each
532 employee's individual wages. Notwithstanding, the individual employee contribution will be no more
533 than 14% of an employee's wages.

534 The City's 70% share shall be prorated across departments employing Class A members (e.g., Fire and
535 Police) based on the total wages of Class A employees in each department to ensure that 100%
536 contributions are made regardless of the cap on individual employee contributions.

537

538 ARTICLE XVI – EMPLOYEE BENEFITS

539 (new) 16.20 Deferred Retirement Options Plan (DROP)

540 Members who attain 25 years of credited service with the City of Burlington and are eligible to
541 otherwise retire may elect to enroll in the City of Burlington's Deferred Retirement Option Plan (DROP).

542 The purpose of the DROP is to ensure that trained and experienced members of the Department are
543 afforded the chance to continue serving the City and the BFD while ensuring financial stability upon
544 normal retirement.

545

546 **Eligibility and Entering the DROP:**

547 To be eligible for participation in the DROP, a member must have 25 years of credited service with the
548 City of Burlington and be otherwise eligible to retire in accordance with their pension plan. The DROP
549 cannot supersede any other negotiated and agreed upon mandatory retirement ages.

550

551 At least thirty days prior to entering the DROP, a member must, in writing, request to enter the DROP
552 and state how many additional years they intend to continue to work for the City, which shall not be
553 longer than seven years. The member will be expected to work the stated number of years, except in
554 the event of a significant life change such as a career ending disability or other circumstances outside of
555 the member's control.

556

557 **Contributions:**

558 While in the DROP, the member will no longer make weekly contributions to the Burlington Employees
559 Retirement System (BERS) pension fund. Their calculated monthly pension payment will remain frozen in
560 the BERS pension fund, earmarked for the member upon their separation with the City at the conclusion
561 of their participation in the DROP.

562

563 **Rate of Return:**

564 The agreed upon annual rate of return for contributions made to the DROP account will be 40% of the
565 Assumed Rate of Return as calculated by the BERS Pension Board.

566

567 **Other Benefits:**

568 Enrollment in the DROP will not affect any other benefits afforded under this CBA and the member will
569 continue to pay premium contributions as outlined in this CBA.

570

571 **Separation from the City:**

572 Upon reaching the end of the stated years committed in the initial DROP request, members will separate
573 from the city and officially retire, collecting all contractually agreed upon retirement benefits and
574 pension payments. At the time of separation, the full amount of DROP contributions and interest
575 earned will no longer be frozen in the BERS pension fund and will be either directly rolled over to a
576 qualified retirement account or dispersed in a manner agreed upon by the member and the City not to
577 exceed the length of time the member was in the DROP.

578

579 If the member leaves employment prior to completing the stated number of years for reasons outside of
580 the member's control, the member shall receive the full amount of DROP contributions and interest
581 earned, which will be paid to the member within two (2) weeks of the separation date.

582

583 If the member voluntarily leaves employment prior to completed the stated number of years for reasons
584 within the member's control, the member shall receive the full amount of DROP contributions but shall
585 not receive any interest. The contributions will be paid to the member within two (2) weeks of the
586 separation date.

587

588 19.8 to be removed from the CBA

589 ~~19.8 — No employee shall be a member of or engage in fire suppression activities or~~
590 ~~provide emergency care services with any other paid or voluntary fire department or fire~~
591 ~~suppression agency. This will not prevent any employee from providing consulting and/or~~
592 ~~training services to other departments from time to time. Neither will this restrict the~~
593 ~~military reserve or National Guard service of any employee.~~

594

595 ARTICLE XX – UNIFORMS AND EQUIPMENT

596 (New to the CBA)

597 20.7 Global Position System Utilization

598 1. The City may use Automatic Vehicle Location, telematics, and Global Position System (GPS) and any
599 evolution of these technologies for operational and programmatic purposes on certain City vehicles.

600 2. Monitoring of employees will be limited to legitimate operational/business purposes.

601 3. City will provide notice to affected employees of automatic vehicle location systems in their City
602 vehicles. Employees will acknowledge receipt of this notice in writing.

603 4. The City will provide forty-five (45) days' notice to BFFA of its intent to utilize any new technology,
604 not identified above, that may impact terms and conditions of employment. BFFA may, during this
605 forty-five (45) day period, request to engage in bargaining over the impact of the City's decision.

606

607 Management may not proactively monitor the GPS locations of employees for disciplinary purposes.

608

609 Remove MEMORANDUM OF UNDERSTANDING – PENSIONS – DROP, section 16.20 was created

610

611 ARTICLE XXIII – EMPLOYEE DUTIES

612 23.2 Not more than ~~twelve (12)~~ six (6) employees shall at any one time be assigned Air Pack Maintenance
613 Technician duties. These employees will be responsible for maintaining Air Pack systems in good working
614 order, in addition to their regular duties. These employees shall be compensated with stipend pay of
615 ~~\$25.00~~ \$50.00 per week, ~~retroactive to July 1, 2018.~~

616
617 Not more than two (2) employees shall at any one time be assigned Mechanic duties. These employees
618 will be responsible for the routine maintenance and repairs of equipment in Fire Department vehicles and
619 assuring that this equipment is kept in good working order, in addition to their regular duties. These
620 employees shall be compensated with stipend pay of ~~\$40.00~~ \$50.00 per week, starting in the workweek
621 following execution of this Agreement, Stipend pay shall not be counted in the determination of average
622 final compensation for retirement or for any other purpose except as required by law.

623
624 Not more than one (1) employee shall, at any one time, be assigned Social Media Coordinator duties. This
625 employee will be responsible for maintaining and promoting the Department’s social media presence in
626 accordance with the published job description, utilizing Department devices. This employee shall be
627 compensated with stipend pay of \$90.00 per week, starting in the workweek following execution of this
628 Agreement. Stipend pay shall not be counted in the determination of average final compensation for
629 retirement or for any other purpose, except as required by law

630
631 *Not more than eight (8) employees shall, at any one time, be assigned to the Peer Support Team. These*
632 *employees will be responsible for developing and maintaining the Peer Support Team and acting as the*
633 *first line of contact for members facing mental health needs in accordance with published job description.*
634 *These employees will not receive a weekly stipend but will be eligible to submit for up to a maximum of*
635 *eight (8) hours a day of overtime when acting in their role as peer supporters or if on duty, and leave is*
636 *required to fulfill this need, paid leave time will be awarded utilizing On Duty Administrative Leave 100-A.*
637 *Compensation for this role shall not be counted in the determination of average final compensation for*
638 *retirement or for any other purpose, except as required by law.*

639
640 Appendix B
641 Existing New Employee Pay Chart:

642 Agreed upon change is to eliminate the Probation and Steps 1 through 15 annual salaries and move to
 643 Steps 1 through 16 annual salaries as outlined in the below chart.

	Wage Schedule New Staff		Wage Schedule New Staff		Wage Schedule New Staff
	FY 26 - 4% COLA		FY 27 - 7% COLA		FY 28 - 7% COLA
1	\$ 63,136.46	1	\$ 67,556.02	1	\$ 72,284.94
2	\$ 66,293.29	2	\$ 70,933.82	2	\$ 75,899.18
3	\$ 69,607.95	3	\$ 74,480.51	3	\$ 79,694.14
4	\$ 72,740.31	4	\$ 77,832.13	4	\$ 83,280.38
5	\$ 74,922.52	5	\$ 80,167.09	5	\$ 85,778.79
6	\$ 77,170.19	6	\$ 82,572.11	6	\$ 88,352.15
7	\$ 79,485.30	7	\$ 85,049.27	7	\$ 91,002.72
8	\$ 80,280.15	8	\$ 85,899.76	8	\$ 91,912.75
9	\$ 81,082.95	9	\$ 86,758.76	9	\$ 92,831.87
10	\$ 81,893.78	10	\$ 87,626.35	10	\$ 93,760.19
11	\$ 82,712.72	11	\$ 88,502.61	11	\$ 94,697.79
12	\$ 83,539.85	12	\$ 89,387.64	12	\$ 95,644.77
13	\$ 84,375.25	13	\$ 90,281.51	13	\$ 96,601.22
14	\$ 85,219.00	14	\$ 91,184.33	14	\$ 97,567.23
15	\$ 86,071.19	15	\$ 92,096.17	15	\$ 98,542.90
16	\$ 88,369.29	16	\$ 94,555.14	16	\$ 101,174.00

644

645 APPENDIX C – WILL replace SUMMARY OF HEALTHCARE BENEFITS with Lateral Hiring Program

646 **APPENDIX C –**

647 In recognition of the prior experience of eligible employees employed before the effective date of the
 648 Lateral Hiring Program as in Article 9.11e, the Parties agree that as of the effective date of this
 649 Agreement, the following employees have been moved to an appropriate step and been given credit
 650 toward the length of service (“LOS”) component relative to promotional opportunity, according to the
 651 following bands or tiers of eligibility:

652 Band 1: 1-4 years prior experience Step Increase & LOS Credit: 1

653 Band 2: 5+ years of experience Step Increase & LOS Credit: 2

654 Memorialized are the step increases and service credits given to currently employed members who would
 655 have otherwise qualified for such a Lateral Hire Program:

- 656 1. Frank Rice, 4/1/2019 (1 Step Increase and 1 L.O.S. Credit)
- 657 2. Ben Shaw, 10/5/2020 (2 Step Increases and 2 L.O.S. Credits)
- 658 3. Jason S Smith, 10/5/2020 (1 Step Increase and 1 L.O.S. Credit)
- 659 4. Brian Bettencourt, 3/15/2021 (1 Step Increase and 1 L.O.S. Credit)
- 660 5. Robert Stratton, 3/15/2021 (1 Step Increase and 1 L.O.S. Credit)

- 661 6. Brett Sparks, 9/27/2021 (2 Step Increases and 2 L.O.S. Credits)
- 662 7. Ian McCormick, 4/4/2022 (1 Step Increase and 1 L.O.S. Credit)
- 663 8. Alec Johnson, 12/12/2022 (1 Step Increase and 1 L.O.S. Credit)
- 664 9. Randy Marshall, 5/28/2024 (1 Step Increase and 1 L.O.S. Credit)

665

666

667

668

669

Final
MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (MOA), entered into by and between the Burlington Fire Fighters Association (BFFA) and the City of Burlington, Vermont, hereinafter "City" is the product of collective bargaining conducted pursuant to the provisions of the Vermont Municipal Labor Relations Act, for the purpose of reaching a successor collective-bargaining agreement to the July 1, 2022– June 30, 2025 collective-bargaining agreement. The successor collective-bargaining agreement shall be effective from July 1, 2025 – June 30, 2028. Except where specifically amended by the provisions and conditions of this MOA, all terms and provisions and conditions of the agreement in effect June 30, 2025, are to remain in full force and are incorporated into this MOA are effective upon ratification by the BFFA and by the City Council, unless specifically stated otherwise.

ARTICLE IX – PROMOTIONS, TRANSFERS AND EDUCATIONAL OPPORTUNITIES

9.4 Lieutenant. For the rank of Lieutenant, to be eligible to take the examination, an applicant must have completed seven (7) consecutive years of service or the equivalent based on length of service credit and must have ~~obtained~~ served in the rank of senior firefighter with the Burlington Fire Department for at least one (1) year prior to November 1 of the year in which the examination is taken. Examinations will normally be given on even years in each biennial during the month of November.

9.11 Filling of Vacancies and Transfers

d. Upon execution of this agreement, ~~three~~ two employees will be assigned to each ambulance per shift. ~~for the purpose of staffing an ambulance rotation.~~

9.11e

e. ~~“Notwithstanding any inconsistencies of provisions of the CBA, including those in Articles 9.3, 9.4, 9.5, and 10.3, both the City and Union agree to the following Lateral Hire Program. For all employees hired on or after July 1, 2025 with previous eligible firefighting experience, the following provisions shall apply:~~

1. ~~Lateral Candidates for open firefighter positions shall be eligible to have their prior firefighter-EMT service considered in determining their grade, title, and pay step upon hire, provided that the lateral transfer requirements are met. Such requirements shall be a minimum of one year of~~

35 fulltime career fire service experience and the possession of NREMT EMT certification. Lateral
36 Candidates meeting or exceeding these requirements shall be eligible to have such service credit
37 applied upon hire as outlined in items 2 and 3. The Chief Engineer shall make the final
38 determination as to whether any Lateral Candidate’s prior experience meets the lateral transfer
39 requirements and shall not to be subject to appeal or CBA grievance process.

40
41 2. Lateral Candidates shall have their prior full-time firefighter-EMT experience assessed by a ratio
42 of one year of service credit for every full year of prior firefighter-EMT experience, up to a
43 maximum of six years of service credit upon entry. This formula will determine the Lateral
44 Candidate’s pay step upon entry to the according to the “New Employee Pay Scale” outlined in
45 Appendix B of the CBA, as well as the employee’s grade level and title according to Article 10.3 of
46 the CBA. Thereafter, a Lateral Hire shall advance through the “New Employee Pay Scale” and
47 grade level and title progression in accordance with Section 10.3. For example, a lateral candidate
48 receiving credit for (1) full year will start on NEPS Step 2, while a lateral candidate receiving the
49 maximum service credit of (6) years will start at NEPS Step 7.

50
51 3. A Lateral Hire shall be eligible to have their prior firefighter-EMT experience considered towards
52 the service credit necessary for promotion pursuant to Article 9. The prior firefighter-EMT
53 experience will be assessed by a ratio of one year of service credit for every two full years of prior
54 fulltime firefighter-EMT experience, up to a maximum of 3 years of service credit upon the review
55 and approval of the Chief Engineer.

56 4. Prior firefighter-EMT experience upon hire shall not be applied in consideration towards
57 calculation of seniority; accrual of vacation, sick, or any other earned leave time; service credit
58 towards the City’s pension system; or any other provision of the CBA or the City’s Comprehensive
59 Personnel Policy Manual. Such credit for such items shall be calculated from the employee’s date
60 of hire.

61
62 **9.14 – additional language to existing article**

63 In the case of non-mandatory training programs, employees will be compensated only for the actual
64 hours in class. Additionally, for courses that result in certification (~~AEMT, Fire Officer~~) (with the exception
65 for AEMT), employee will not receive compensation for hours in class until certification is obtained. For
66 employees attending the AEMT course, if the employee is unsuccessful in obtaining their certification

67 and, as a result, their employment with the department is terminated, the Department shall be allowed
68 to recoup overtime compensation the employee received through unused benefits (holiday, vacation, sick
69 leave) of the employee.

70 ARTICLE X – RATES OF PAY

71 10.2 Covered employees who are on the City Fire Department payroll as of the date of execution of this
72 Agreement shall receive the following increases to their base pay, as shown on Appendix B:

73 Annual cost of living adjustments (COLAs):

74	Retroactive to July 1, 202 5 ² for FY2 6 ³	4% ^{10%}
75	Effective July 1, 202 6 ³ for FY2 7 ⁴	7% ^{5.75%}
76	Effective July 1, 202 7 ⁴ for FY2 8 ⁵	7% ^{3.75%}

77

78 **Full article not written – capturing change to final paragraph of 10.4**

79 10.4 Wages paid pursuant to APPENDIX B shall include compensation for EMT certification, and will be
80 considered earnings for purposes of determining average final compensation for retirement. The four
81 (4%) percent incentive paid for AEMT certification ~~will not shall~~ be considered earnings for purposes of
82 determining average final compensation for retirement.

83

84 10.5 Employees who maintain paramedic certification shall be compensated above their wages on
85 APPENDIX B by an amount equal to six (6%) percent in addition to the AEMT pay, with such incentive paid
86 on a weekly basis. Paramedic certification shall be voluntary, and the six (6%) percent paramedic pay will
87 not be considered earnings for purposes of determining average final compensation for retirement.

88 Upon ratification of this CBA, labor and management will meet to develop a preceptor program to better
89 facilitate training. When acting in a precepting capacity, a member will be paid on the following schedule.

90 0 to 12 hours - \$50

91 12+ to 24 hours - \$100

92 24+ to 36 hours - \$150

93 36+ to 48 hours - \$200

94 Outside students will be allowed to ride with a BFD preceptor from the hours of 8:00am to 4:00pm on
95 Monday through Friday, not to include holidays. This program will be in effect no later than December 31,
96 2025. The preceptor program will be evaluated by both sides six months after implementation and, again,
97 after one year.

98

99 10.5a Annual Retention Bonus

100 The parties will agree on an appropriate distribution system of annual retention bonuses based on
101 tenure, in a total dollar amount of \$112,000 covering 84 members.

102

103 APPENDIX E

104 Retention Bonuses, as laid out in section 10.5a, will be paid out in accordance with the following chart, on
105 the anniversary of an employee’s respective employment with the City of Burlington, so long as they are
106 still a covered employee under the Collective Bargaining Agreement between the City and the Union at
107 the time of their anniversary date:

Years of Service	Retention Bonus Pay
22 Years or Greater	\$2,500
21 Years	\$10,000
18 Years	\$8,000
15 Years	\$7,000
12 Years	\$6,000
9 Years	\$5,000
6 Years	\$4,000
3 Years	\$3,000

108

109 The retention bonus payments made pursuant to this Agreement shall be added to eligible employee’s
110 next regular paycheck as reasonably practicable after the anniversary date of their employment with the
111 City.

112 With the exception of the “22 years or greater tier”, each retention bonus payout will be paid only on the
113 respective milestone anniversary date. The intervening years between each milestone anniversary, before
114 22 years, do not qualify for any retention bonus payout. Starting at 22 years of service, annually
115 thereafter, a covered employee shall be eligible for a \$2,500 retention bonus payout.

116 The retention bonus payments shall be subject to all necessary taxes and withholdings as determined by
117 the City. Such sums are understood to be a gross amount and the Union understands and agrees that
118 actual amounts remitted to eligible employees will be on a net basis.

119

120

ARTICLE XI – HOURS OF WORK

121 11.2 The BFD has fully switched over to the forty-eight/ninety-six (48/96) schedule. The Work Cycle will
 122 consist of continuous cycles of ~~twenty one (21)~~ **twenty-eight (28)** consecutive days. Employees will work
 123 ~~scheduled one hundred sixty eight (168) hours during each twenty one (21) day cycle on a schedule~~
 124 providing ~~twenty four (24)~~ **forty-eight (48)** consecutive hours of work followed by ~~forty eight (48)~~ **ninety-**
 125 **six (96)** consecutive hours off. The workday shall be a ~~twenty four (24)~~ **forty-eight (48)** hour period
 126 beginning at 7:30 a.m. ~~each day~~ **on the first day of the shift**. The Department will be responsible for all
 127 record keeping with respect to cycle hours/pay.

128
 129 It is understood that this schedule is not equally divided amongst work cycles and will instead result in
 130 cycles where both two hundred and sixteen (216) hours and two hundred and forty (240) hours are
 131 scheduled throughout the year. Cycle pay is defined as the wages paid to a member for hours worked in
 132 excess of two hundred and twelve (212) in the twenty-eight (28) day cycle. Said wages will be paid at a
 133 rate of one and one half times the employee’s regular wage, including the use of personal leave or
 134 vacation leave during the twenty-eight (28) day cycle in lieu of actually working scheduled hours. All other
 135 types of leave will be paid at an employee’s regular hourly wage.

136 ARTICLE XI – HOURS OF WORK

137 11.4a Shift to Shift Transfer Time Allocation

138 1. **Voluntary Transfers:** To facilitate the transition, employees who voluntarily transfer to a new
 139 position or location will be granted one (1) transfer day, consisting of twenty-four (24) consecutive hours.

140 2. **Mandated Transfers:** Employees who are required to transfer due to an employee mandate
 141 will be granted two (2) transfer shifts, totaling forty-eight (48) consecutive hours, to complete the
 142 transition.

143 3. **Scheduling:** The transfer period shall commence at a time mutually agreed upon between the
 144 employee and the employer, ensuring minimal disruption to operations while allowing adequate time for
 145 relocation and adjustment.

146 4. **Compensation and Leave:** Transfer days are considered paid time and are not deducted from
 147 the employee’s accrued leave balances.

148
 149 ARTICLE XI – HOURS OF WORK

150 11.6 An employee called into work outside of a regularly scheduled shift shall be paid at time and one-
 151 half the employee’s regular rate, for a period of not less than the following minimums:

<u>Emergencies</u>	<u>Hours</u>
Respond to emergencies (i.e. 2 nd alarm fires)	4 hours
Testify in Court or legal proceedings	2 hours

159 (except employee's own disciplinary
160 proceedings) or for other purposes.
161 For this purpose, an employee shall
162 be considered to have testified if
163 the employee arrives at the place of testimony
164 at the time of a scheduled appearance,
165 or, in the event that an employee
166 receives less than two (2) hours
167 advance notice of the cancellation
168 of a scheduled appearance.

169
170 Departmental committee meetings No minimum

171
172 An employee who is held over after a shift shall be paid for a minimum of ~~one~~ one-half (1/2) hour.
173
174

175
176 11.7 All unscheduled overtime shall be distributed and rotated equally as far as is reasonably practicable
177 among qualified employees first by voluntary canvass in order of seniority, starting where the last canvass
178 stopped, but excluding from the canvass those who are not qualified to perform the duties needed, and
179 proceeding until a volunteer is found or until the list is exhausted. The details of any such system shall be
180 agreed upon by the union and the fire department administration. Any overtime hiring that occurs after
181 shift change shall be filled with a member to fill the same position as the member who created the
182 vacancy. For instance, if a firefighter creates a vacancy, a firefighter will be hired to fill the vacancy, and
183 an officer shall be hired to fill a vacancy created by an officer. In the event a full canvass of the list fails to
184 produce the needed personnel on any occasion, mandatory call-in shall be used in inverse seniority, but
185 excluding any employees who are on authorized leave, swap, and/or approved training time, or who have
186 already been ordered in on a mandatory call-in once during a rotation through the roster. Leave time,
187 excluding training leave, is inclusive of the approved shift off as well as the two days prior and two days
188 after said shift. If less than 24 but more than or equal to 12 hours of approved leave are being used, only
189 the two days adjacent to the approved leave are protected. Leave time less than 12 hours does not count
190 as protective leave time. **Members completing clinical ride time, and who are riding with a preceptor, will**
191 **be ineligible to be ordered in for the hours of their scheduled ride time and the twelve (12) hours**
192 **immediately following it. However, in the event of an emergency event requiring recall, including but not**
193 **limited to a multiple alarm fire, mass casualty, or similar type of event, these members may be required**
194 **to respond in a firefighting/EMT capacity. In such cases, their recall shall be limited to the duration**
195 **necessary to effectively manage the incident.** The City shall maintain a log, open to the Union for

196 inspection at any time, showing the date and time of each members last date and time hired, the date
197 and time they were hired for, and whether the overtime was voluntary or mandatory.

198

199 11.10 The Department agrees to maintain a minimum staffing level in operations of twenty-two (22)
200 employees per shift. When staffing levels exceed twenty-two (22), the Department shall first assign such
201 additional personnel to companies, where two (2) personnel are otherwise assigned. The City of
202 Burlington and the Union agree to the tenets of safe staffing and are actively moving towards increasing
203 the number of personnel assigned to each apparatus over the next three years.

- 204 • FY26 – no new firefighter positions will be created
- 205 • FY27 - Effective July 1, 2026 the Department shall create and hire two (2) new firefighter
206 positions
- 207 • FY28 - Effective July 1, 2027 the Department shall create and hire two (2) new firefighter
208 positions

209

210 For the purpose of this section, the term “employees” includes Battalion Chiefs and Deputy Chiefs
211 (serving in the role of shift commander only), as well as any probationary employee who has successfully
212 completed their basic training requirements. Such basic training requirement shall consist of those
213 mutually agreed upon by the fire chief or designee and the union.

214

215 The Department shall ~~maintain create~~ the position of Cover Officer for all employees currently on the
216 Lieutenant promotional list as of July 1, 2025. Once all employees on the promotional list as of July 1,
217 2025 have promoted or the lieutenant’s promotional list as of July 1, 2025 expires, the Cover Officer
218 position shall be eliminated through attrition. Members promoted to the rank of Lieutenant, who are
219 filling the cover officer role will retain their rank. Through attrition, the department will return to the
220 practice of assigning (4) lieutenants per shift. ~~upon execution of a new CBA and~~ The Department shall
221 assign one member to the cover officer position per shift. This shall be a floating Lieutenant position
222 which will fill in as needed throughout the City. This position shall be included in the minimum staffing
223 number above. Any vacancy in this position shall not trigger the requirements of Section 10.6 of this
224 agreement.

225

226 ~~11.12 Upon ratification of this Agreement, and if the BFFA indicates a desire to proceed by December 1,~~
227 ~~2022, the parties agree to adopt a 48/96 schedule. Such trial period would begin with the start of the~~
228 ~~vacation schedule that is picked in January 2023. The parties will meet to work out the details of such~~
229 ~~plans, including potentially a change to the start of the shift time and the division of day and night tours.~~
230 ~~The parties will meet to evaluate the success of the new schedule every three months. The plan will be~~
231 ~~to continue the trial period for one year. But, after at least six months of the new schedule, either party~~
232 ~~has the right to end the 48/96 schedule by providing a good, business-related reason. If either party~~
233 ~~ends the 48/96 schedule, the parties will meet to determine the best time for the transition back to the~~
234 ~~terms in place prior to the trial period.~~

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ARTICLE XII – HOLIDAYS

12.4 Employees who are eligible for holidays shall be compensated as follows:

a) For twelve (12) holidays per fiscal year, compensation shall, at the employee’s option, be either an additional sum in the amount of one ~~fifth~~third (1/3) the employee’s weekly rate (one-half for Christmas Day), or an additional day off. Holiday days elected as days off may be taken in twelve (12) hour segments.

12.5 An employee’s name will be placed on a calendar requesting a day off for the use of holiday time, compensatory time, and one (1) day vacation time. This may be done up to ~~three (3) months~~ twelve (12) weeks in advance of the requested ~~day-shift~~. Up to four (4) weeks prior to the day, three (3) guaranteed slots shall be given to those signing up for vacations of one week or more rather than holiday time, compensatory time, or one (1) day vacation time. If no employee, or only one or two employees have signed up for vacation time, then the employee whose name is on the calendar for holiday time, compensatory time, or one (1) day vacation time shall be guaranteed the day. Under no circumstances shall more than three (3) employees per shift be granted leave for either vacation, holiday, or compensatory time, or one (1) day vacation time, with one (1) additional employee being eligible for one (1) day leave time only if minimum staffing levels can be maintained, at the commencement of the given shift, for a maximum total of four (4) employees per shift approved for leave. except that, beyond the three (3) slots, holiday time, compensatory time or one (1) day vacation time may be granted provided minimum manning is met at the commencement of the given shift, and provided further, that these Requests for ~~such~~single day leave time off must be made not later than twelve (12) hours prior to the start of the shift. Members are permitted to submit for and be awarded consecutive days off on a “first come—first served” basis, utilizing their leave time.

ARTICLE XIV – SICK LEAVE

~~BONUS FOR NON-USE OF SICK LEAVE~~

~~14.4—Employees who use no sick leave in a quarter of a fiscal year and continue to use no sick leave in following quarters, shall be paid a bonus, which shall be calculated according to the following schedule:~~

- ~~1. First full quarter of employment —\$50.00~~
- ~~2. Next Quarter —\$75.00~~

267 ~~3. Next Quarter \$100.00~~

268 ~~4. Next Quarter \$125.00~~

269 ~~5. Successive Quarters \$150.00~~

270

271 ~~14.5 Use of sick leave in a quarter shall result in a reduction of the sick leave bonus~~
272 ~~for that quarter according to the following schedule:~~

273 ~~1. One day of sick leave used in a quarter, quarterly bonus for that quarter decreases~~
274 ~~by \$25.00 from amount received in previous quarter;~~

275 ~~2. Two days of sick leave used in a quarter, quarterly bonus for that quarter~~
276 ~~decreases by \$50.00 from amount received in previous quarter;~~

277 ~~3. Three days of sick leave used in a quarter, quarterly bonus for that quarter~~
278 ~~decreases by \$75.00 from amount received in previous quarter;~~

279 ~~4. More than three days of sick leave used in a quarter, quarterly bonus for that~~
280 ~~quarter is zero.~~

281 ~~14.6 Employees who use sick leave and have their bonus reduced shall proceed each~~
282 ~~quarter through the schedule as set forth in paragraph 14.5. As an example, an employee who~~
283 ~~had progressed to the point of having received a \$100.00 bonus the previous quarter and who~~
284 ~~uses two days of sick leave in the current quarter shall be paid a bonus of \$50.00 for that quarter,~~
285 ~~and shall be eligible for a \$75.00 bonus the following quarter, etc. The use of not more than 2~~
286 ~~hours of sick leave per quarter for doctor's appointments shall not count as non-work hours for~~
287 ~~purposes of eligibility for cycle pay for those otherwise eligible.~~

288 Wellness Bonus

289 Each employee (even those who do not receive their health benefits through the City and have accepted a
290 cashout) will be eligible for up to \$400.00 per fiscal year as a wellness bonus. Wellness bonuses are available
291 if an employee provides proof of participation through our medical providers web portal in the following
292 wellness activities in the amounts stated:

293 i) Annual physical examination with primary care physician or physician's assistant--\$100.

294 ii) Annual or semi-annual dental examination (cleaning) with dentist or dental assistant--\$100.

295 iii) Completion of annual online risk assessment by the stated deadline--\$100.00. Deadline will be
296 identified each year no less than three months after start of fiscal year.

297 iv) Participation in a list of approved wellness activities designated by Human Resources--\$50.00
298 each for up to total of \$100.00. For purpose of example only, these activities may include: proof

299 of health club or gym membership, proof of enrollment in a weight management program, proof
300 of completion of a smoking cessation program, proof of completion of any of the preventative care
301 screenings included in the City's health plan, such as mammogram, annual gynecological exam,
302 colonoscopy, prostate exam, or proof of participation in any of the offerings included in the City's
303 EAP program.

304 e. Proof of participation means a statement or receipt from a health care provider to the
305 employee's insurance carrier for services provided or a receipt for payment to a wellness
306 provider such as a health club or a sworn statement signed by a provider that the employee
307 attended at least 80% of the sessions in a wellness program. Employees may be asked to submit
308 the proof of participation to Human Resources; the City's medical administrator will provide a list
309 of approved activities to the City's payroll department or provider on a monthly basis. Payment
310 will be made to the employee at the next payroll following receipt of the administrator's list

311 Additionally, each fiscal year BFFA members will be eligible to receive additional wellness bonuses for
312 completing a physical ability assessment, a physical fitness assessment, and a targeted behavioral health
313 screening. The union and administration will meet and agree to determine the standard that members
314 will need to meet to receive the bonus as well as how the assessments or screenings shall be
315 administered and how proof will be recorded. Members shall be entitled to an additional \$200.00 dollars
316 for each additional assessment or screening they complete. The assessments and screenings shall not be
317 used to remove a member from duty, unless the member displays an imminent threat to the physical
318 safety of self or others.

319
320 Payment will be made to the employee at the next payroll following receipt of the administrator's list.

321

322 ARTICLE XV – OTHER LEAVE

323 BEREAVEMENT LEAVE

324 15.6 The purpose of bereavement leave is to enable employees to take care of personal
325 arrangements and problems caused by death of an immediate member of their family and to relieve
326 them of the concern over loss of earnings on the regularly scheduled work days within 30 days, unless
327 otherwise approved by the Fire Chief or their designee, following the death. If a
328 death and/or funeral occurs during the employee's vacation, additional vacation days to make up for
329 those used for bereavement leave will be granted.

330 15.7 Upon the death of an employee's spouse, domestic partner, or child, including an
331 adoptive or step-child, the employee may request and the Chief will grant bereavement leave of up to
332 ten (10) calendar days within 30 days, unless otherwise approved by the Fire Chief or their designee
333 following such death without loss of pay.

334 15.8 Upon the death of an employee's parent, the employee may request and the Chief will
335 grant bereavement leave of up to five (5) calendar days within 30 days, unless otherwise approved by
336 the Fire Chief or their designee following such death without loss of pay.

337 15.9 Upon the death of an employee's stepmother, stepfather, foster mother, foster father,
338 father-in-law, mother-in-law, grandmother, grandfather, sister, brother, ~~step-child~~ or other relative
339 living in the same household, the employee may request and the Chief will grant bereavement leave of
340 up to three (3) calendar days with 30 days, unless otherwise approved by the Fire Chief or their
341 designee following such death without loss of pay.

342 15.10 Upon the death of an employee's aunt, uncle, cousin, brother-in-law, or sister-in
343 law, the employee may request and the Chief will grant bereavement leave of one (1) calendar day within
344 30 days, unless otherwise approved by the Fire Chief or their designee following such death without loss
345 of pay.

346 15.11 An employee, in addition to the above-defined leave, may utilize vacation and/or sick
347 leave to supplement bereavement leave with prior approval from the Chief or their designee.

348
349 ~~15.13 An employee may elect to use accrued sick leave in an amount not to exceed seven (7) calendar~~
350 ~~days for paternity leave or adoption leave as a result of adoption of a child, or of spouse's miscarriage or~~
351 ~~childbirth. Notwithstanding paragraph 14.5, use of this paternity or adoption leave shall not affect the~~
352 ~~employee's rights, if any, under paragraph 14.4 to bonus for non-use of sick leave.~~

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357

ARTICLE XV – OTHER LEAVE

358 MILITARY LEAVE –

359 15.15 Any regular employee who has completed the probationary period shall be
360 entitled to military leave as herein provided:

361 (a) Military leave shall be due whenever an employee: initially enlists, is inducted, or is
362 called to active duty in the Armed Services, Reserves, or National Guard; voluntarily enters active
363 duty in the Reserves of National Guard; or, is ordered to or enters an initial period of active duty
364 for training of not less than twelve consecutive weeks as a member of the Reserves of
365 National Guard.

366 (b) Restoration – An employee is entitled to restoration to the employee's
367 former position provided the employee: makes application for restoration to the City
368 within ninety (90) days of completed service, or from service-connected hospitalization of a
369 period of not more than one (1) year; shows certification of (satisfactory) military service,
370 and is still qualified to perform the duties of the position. Restoration shall entitle the
371 employee to former position or status within the City, or to such position of like seniority,
372 status, and pay, unless the City's circumstances have so changed as to make it impossible
373 or unreasonable to do so. The City is not required to create an unneeded position or to
374 bump a current employee to restore another employee returning from military leave.

375 (c) Disposition of Sick and Vacation Leave – Employees entitled to military leave
376 shall be paid for any accrued vacation leave as they may be entitled if they were separating
377 from City service. Employees returning to City duty under restoration shall have unused
378 sick leave credits restored for their use.

379 (d) Military Reserve Training or National Guard Service --A regular employee
380 who has completed the probationary period and who is a member of the National Guard
381 or any reserve component of the United States Armed Forces, will be allowed leave of
382 absence for official training or duty in accordance with State and Federal law.
383 Compensation for this period of military leave shall be limited to a maximum of twelve (12)
384 weeks and shall be computed on the basis of the difference between military base pay
385 received and the amount designated as the straight weekly salary for the position of the
386 employee. A copy of the military pay ~~voucher~~ leave and earnings statement shall be
387 submitted prior to authorization for payment to the employee for the period of leave.
388 Such military training leave shall not be deducted from vacation time.

389 (e) Military Reserve or National Guard members who have completed probation will be
390 awarded one hundred and twenty (120) hours of paid Military Training leave each calendar year to

391 be used for routine training drills and sessions. Military Training Leave will be paid at the member's
392 normal compensation rate to include longevity pay and certification pay. Military Training Leave
393 will be paid in the pay period for which it is used. This leave will not compound, and unused hours
394 will not roll over at the end of the calendar year.

395 (fe) Federal Pre-emption—Applicable Federal laws under 38 U.S.C.A. §§2021, 2024
396 shall pre-empt and control in the event of any conflict between those laws and these policies

397 New article to be added to OTHER LEAVE

398 USAR LEAVE

399 15.18 Members who have completed probation and are members in good standing with the State of
400 Vermont's Urban Search and Rescue (USAR) Team will be awarded ninety-six (96) hours of paid USAR
401 leave each calendar year to be used for either in-state or out-of-state deployments. USAR leave will be
402 paid at the member's normal compensation rate to include longevity pay and certification pay. USAR
403 leave will be paid in the pay period for which it is used. USAR leave will not compound, and unused
404 hours will not roll over at the end of the calendar year. USAR leave will not be used to attend regularly
405 scheduled trainings.

406

407 ARTICLE XVI – EMPLOYEE BENEFITS

408 16.3 The City is currently self-insured for health insurance with a third-party administrator that handles
409 review and payment of claims, in accordance with the current plan design. with benefits as described in
410 the materials attached as APPENDIX C, with the new prescription changes effective as soon after January
411 1, 2019, as they can be implemented expected date May 1, 2019.

412 The City may alter the sponsorship-carrier of the health care plan as the benefits and employee
413 contributions are substantially equivalent to those outlined in this section and APPENDIX C on the City
414 web page.-

415 APPENDIX C

416

417 16.4 Eligible employees shall contribute a set percentage of the total cost of the City's Health Fund
418 Budget (Fund 150) ("the total cost of healthcare benefits") their selected health insurance plan by
419 withholding of a percentage of their wages, said contribution to be made on a pre-tax basis, based on
420 the following schedule:

421

422 For the time period inclusive of July 1, 2025 through December 31, 2025:

423 20% of the total cost of healthcare benefits, based on the existing practice of a flat percentage
424 of employee wages, except that the individual employee contribution will be no more than 6.5% of each
425 employee's wages.

426 ~~If at the end of each fiscal year, the total contractual contribution made by all employees~~
427 ~~exceeds 20%, the overage will be credited to the total employee contribution in the following fiscal year,~~
428 ~~thus reducing the percentage of wages required from employee that next FY.~~

429

430 Effective January 1, 2026:

431

432 Employees shall contribute 20% of the total cost of selected healthcare benefit tier provided that the
433 individual employee contribution shall not exceed 6.5% of the employee's wages. Employee's 20%
434 contribution for the healthcare benefit costs shall be based on the applicable total premium tier for each
435 employee. Premium rates shall be calculated annually by the City's benefit plan advisor based on plan
436 renewal information and updated accordingly each fiscal year.

437

438 Effective January 1, 2026, the total premium per employee shall be as follows:

439

440 Single coverage: \$949.03/month

441 Single + 1 coverage: \$1,803.16/month

442 Family coverage: \$2,657.29/month

443

444 These rates may change for FY27 and FY28 as advised by the City's benefit plan advisor based on plan
445 renewal information.

446

447 If at the end of each fiscal year, the total contractual contribution made by all employees exceeds 20%,
448 the overage will be credited to the total employee contribution in the following fiscal year, thus reducing
449 the percentage of wages required from employee that next FY.

450

451 16.4 A Joint-Labor Management Healthcare Committee shall be formed and maintained. The Labor
452 Management Healthcare Committee shall meet at a minimum, quarterly to review the financial state of
453 City provided health, vision and dental insurance plans as well as to review, an influence, potential
454 changes to plan coverage to ensure continuity, financial viability, and comparability of coverage.

455 Members of this committee shall be provided necessary financial documents prior to each meeting to
456 include an updated disruption report, prescription formularies, plan expenses and costs. Each year,
457 members of this committee will also be given a copy of the Annual Comprehensive Financial Report for
458 the health insurance, vision and dental insurance plans.

459

460 The following articles, 16.4 through 16.19, will be re-numbered due to the insertion of the above 16.4
461 new article

462

463 16.8 which will now read as 16.9 in the CBA

464 16.~~89~~ An employee who has available from another source basic medical,
465 hospitalization, surgical insurance and major medical coverage shall have the option of
466 dropping coverage under the City's health insurance program and receiving in lieu thereof a
467 cash payment in the amount of ~~eight hundred one thousand dollars~~ (\$~~81,000~~.00). To
468 receive the cash payment, an employee must not be receiving health insurance coverage
469 through the City of Burlington. An employee exercising this option must furnish to the City
470 proof of alternative adequate health insurance coverage. This election must be made by the
471 employee annually on a form to be provided by the City. ~~The form will contain a disclosure~~
472 ~~warning the employee of the risks of dropping the City's health insurance program in favor of~~
473 ~~the cash-out option.~~ If the employee has a spouse covered under the City's health insurance
474 program, the employee may not elect this cash-out option unless the employee's spouse signs
475 and delivers to the City a written consent thereto. If the employee is under a legal obligation
476 to provide health insurance through the program for the benefit of children or a former spouse
477 pursuant to a court order or otherwise, the employee may not elect this cash-out option
478 without the consent of the court, former spouse and/or guardian of the children. The City will
479 make available to all bargaining unit employees an individual knowledgeable about health
480 insurance benefits to counsel and advise those employees interested in electing this cash-out
481 option. Any employee who has elected this cash-out option may cancel the employee's
482 election if the alternative coverage from the other source should become unavailable to that
483 employee at any time. The cash payment called for under this option shall be payable by the
484 City to the employee in ~~monthly~~ weekly installments.

485 DENTAL INSURANCE

486 16.10 which will now read as 16.11 in the CBA

487 16.10 City shall provide dental coverage for all employees as part of its health coverage. New employees
488 become eligible on the first of the month following their date of hire. a minimum of thirty (30) days of
489 continuous employment.

490 16.11 which will now read as 16.12 in the CBA

491 ~~16.11~~ The benefits shall be provided through a self-insured plan or under a group insurance policy or
492 policies by an insurance company or insurance companies selected by the City, with benefits substantially
493 equivalent to those outlined on the City Human Resources web page. the same as those in APPENDIX C.

494

495 16.12 which will now read as 16.13 in the CBA

496 ~~16.12~~ The City shall keep in effect a Retirement Ordinance throughout the duration of this

497 Agreement. The benefit levels provided therein shall remain unchanged from those that existed on

498 June 30, 1991, except as follows:

499 1. Employees shall contribute to the Burlington Employees Retirement System (BERS) a
500 percentage of their annual salary. The total Class A contribution required from both the City (the
501 Actuarially Determined Employers Contribution (ADEC)) and the employee will be based on the
502 annual system valuation prepared by the City's actuaries.

503 All Class A City employees as defined by Burlington City Ordinance Chapter 24 shall contribute
504 30% (and the City 70%) of the total required Class A contribution.

505 Per employee cost of the total 30% Class A employee share shall be calculated based on each
506 employee's individual wages. Notwithstanding, the individual employee contribution will be no more
507 than 14% of an employee's wages.

508 The City's 70% share shall be prorated across departments employing Class A members (e.g., Fire and
509 Police) based on the total wages of Class A employees in each department to ensure that 100%
510 contributions are made regardless of the cap on individual employee contributions.

511

512

ARTICLE XVI – EMPLOYEE BENEFITS

513 (new) 16.20 Deferred Retirement Options Plan (DROP)
514 Members who attain 25 years of credited service with the City of Burlington and are eligible to
515 otherwise retire may elect to enroll in the City of Burlington’s Deferred Retirement Option Plan (DROP).
516 The purpose of the DROP is to ensure that trained and experienced members of the Department are
517 afforded the chance to continue serving the City and the BFD while ensuring financial stability upon
518 normal retirement.

519

520 **Eligibility and Entering the DROP:**

521 To be eligible for participation in the DROP, a member must have 25 years of credited service with the
522 City of Burlington and be otherwise eligible to retire in accordance with their pension plan. The DROP
523 cannot supersede any other negotiated and agreed upon mandatory retirement ages.

524

525 At least thirty days prior to entering the DROP, a member must, in writing, request to enter the DROP
526 and state how many additional years they intend to continue to work for the City, which shall not be
527 longer than seven years. The member will be expected to work the stated number of years, except in
528 the event of a significant life change such as a career ending disability or other circumstances outside of
529 the member’s control.

530

531 **Contributions:**

532 While in the DROP, the member will no longer make weekly contributions to the Burlington Employees
533 Retirement System (BERS) pension fund. Their calculated monthly pension payment will remain frozen in
534 the BERS pension fund, earmarked for the member upon their separation with the City at the conclusion
535 of their participation in the DROP.

536

537 **Rate of Return:**

538 The agreed upon annual rate of return for contributions made to the DROP account will be 40% of the
539 Assumed Rate of Return as calculated by the BERS Pension Board.

540

541 **Other Benefits:**

542 Enrollment in the DROP will not affect any other benefits afforded under this CBA and the member will
543 continue to pay premium contributions as outlined in this CBA.

544

545 **Separation from the City:**

546 Upon reaching the end of the stated years committed in the initial DROP request, members will separate
547 from the city and officially retire, collecting all contractually agreed upon retirement benefits and
548 pension payments. At the time of separation, the full amount of DROP contributions and interest
549 earned will no longer be frozen in the BERS pension fund and will be either directly rolled over to a
550 qualified retirement account or dispersed in a manner agreed upon by the member and the City not to
551 exceed the length of time the member was in the DROP.

552
553 If the member leaves employment prior to completing the stated number of years for reasons outside of
554 the member's control, the member shall receive the full amount of DROP contributions and interest
555 earned, which will be paid to the member within two (2) weeks of the separation date.

556
557 If the member voluntarily leaves employment prior to completed the stated number of years for reasons
558 within the member's control, the member shall receive the full amount of DROP contributions but shall
559 not receive any interest. The contributions will be paid to the member within two (2) weeks of the
560 separation date.

561
562 19.8 to be removed from the CBA

563 ~~19.8 — No employee shall be a member of or engage in fire suppression activities or~~
564 ~~provide emergency care services with any other paid or voluntary fire department or fire~~
565 ~~suppression agency. This will not prevent any employee from providing consulting and/or~~
566 ~~training services to other departments from time to time. Neither will this restrict the~~
567 ~~military reserve or National Guard service of any employee.~~

568
569 **ARTICLE XX – UNIFORMS AND EQUIPMENT**

570 (New to the CBA)

571 20.7 Global Position System Utilization

- 572 1. The City may use Automatic Vehicle Location, telematics, and Global Position System (GPS) and any
573 evolution of these technologies for operational and programmatic purposes on certain City vehicles.
- 574 2. Monitoring of employees will be limited to legitimate operational/business purposes.
- 575 3. City will provide notice to affected employees of automatic vehicle location systems in their City
576 vehicles. Employees will acknowledge receipt of this notice in writing.

577 4. The City will provide forty-five (45) days' notice to BFFA of its intent to utilize any new technology,
578 not identified above, that may impact terms and conditions of employment. BFFA may, during this
579 forty-five (45) day period, request to engage in bargaining over the impact of the City's decision.

580

581 Management may not proactively monitor the GPS locations of employees for disciplinary purposes.

582

583 Remove MEMORANDUM OF UNDERSTANDING – PENSIONS – DROP, section 16.20 was created

584

585 ARTICLE XXIII – EMPLOYEE DUTIES

586 23.2 Not more than ~~twelve (12)~~ six (6) employees shall at any one time be assigned Air Pack Maintenance
587 Technician duties. These employees will be responsible for maintaining Air Pack systems in good working
588 order, in addition to their regular duties. These employees shall be compensated with stipend pay of
589 ~~\$25.00~~ \$50.00 per week, ~~retroactive to July 1, 2018.~~

590

591 Not more than two (2) employees shall at any one time be assigned Mechanic duties. These employees
592 will be responsible for the routine maintenance and repairs of equipment in Fire Department vehicles and
593 assuring that this equipment is kept in good working order, in addition to their regular duties. These
594 employees shall be compensated with stipend pay of ~~\$40.00~~ \$50.00 per week, starting in the workweek
595 following execution of this Agreement, Stipend pay shall not be counted in the determination of average
596 final compensation for retirement or for any other purpose except as required by law.

597

598 Not more than one (1) employee shall, at any one time, be assigned Social Media Coordinator duties. This
599 employee will be responsible for maintaining and promoting the Department's social media presence in
600 accordance with the published job description, utilizing Department devices. This employee shall be
601 compensated with stipend pay of \$90.00 per week, starting in the workweek following execution of this
602 Agreement. Stipend pay shall not be counted in the determination of average final compensation for
603 retirement or for any other purpose, except as required by law

604

605 *Not more than eight (8) employees shall, at any one time, be assigned to the Peer Support Team. These*
606 *employees will be responsible for developing and maintaining the Peer Support Team and acting as the*
607 *first line of contact for members facing mental health needs in accordance with published job description.*
608 *These employees will not receive a weekly stipend but will be eligible to submit for up to a maximum of*

609 *eight (8) hours a day of overtime when acting in their role as peer supporters or if on duty, and leave is*
 610 *required to fulfill this need, paid leave time will be awarded utilizing On Duty Administrative Leave 100-A.*
 611 *Compensation for this role shall not be counted in the determination of average final compensation for*
 612 *retirement or for any other purpose, except as required by law.*

613

614 Appendix B

615 Existing New Employee Pay Chart:

616 Agreed upon change is to eliminate the Probation and Steps 1 through 15 annual salaries and move to
 617 Steps 1 through 16 annual salaries as outlined in the below chart.

	Wage Schedule New Staff		Wage Schedule New Staff		Wage Schedule New Staff
	FY 26 - 4% COLA		FY 27 - 7% COLA		FY 28 - 7% COLA
1	\$ 63,136.46	1	\$ 67,556.02	1	\$ 72,284.94
2	\$ 66,293.29	2	\$ 70,933.82	2	\$ 75,899.18
3	\$ 69,607.95	3	\$ 74,480.51	3	\$ 79,694.14
4	\$ 72,740.31	4	\$ 77,832.13	4	\$ 83,280.38
5	\$ 74,922.52	5	\$ 80,167.09	5	\$ 85,778.79
6	\$ 77,170.19	6	\$ 82,572.11	6	\$ 88,352.15
7	\$ 79,485.30	7	\$ 85,049.27	7	\$ 91,002.72
8	\$ 80,280.15	8	\$ 85,899.76	8	\$ 91,912.75
9	\$ 81,082.95	9	\$ 86,758.76	9	\$ 92,831.87
10	\$ 81,893.78	10	\$ 87,626.35	10	\$ 93,760.19
11	\$ 82,712.72	11	\$ 88,502.61	11	\$ 94,697.79
12	\$ 83,539.85	12	\$ 89,387.64	12	\$ 95,644.77
13	\$ 84,375.25	13	\$ 90,281.51	13	\$ 96,601.22
14	\$ 85,219.00	14	\$ 91,184.33	14	\$ 97,567.23
15	\$ 86,071.19	15	\$ 92,096.17	15	\$ 98,542.90
16	\$ 88,369.29	16	\$ 94,555.14	16	\$ 101,174.00

618

619 APPENDIX C – WILL replace SUMMARY OF HEALTHCARE BENEFITS with Lateral Hiring Program

620 **APPENDIX C –**

621 In recognition of the prior experience of eligible employees employed before the effective date of the
 622 Lateral Hiring Program as in Article 9.11e, the Parties agree that as of the effective date of this
 623 Agreement, the following employees have been moved to an appropriate step and been given credit
 624 toward the length of service ("LOS") component relative to promotional opportunity, according to the
 625 following bands or tiers of eligibility:

626 Band 1: 1-4 years prior experience Step Increase & LOS Credit: 1

627 Band 2: 5+ years of experience Step Increase & LOS Credit: 2

628 Memorialized are the step increases and service credits given to currently employed members who would
629 have otherwise qualified for such a Lateral Hire Program:

- 630 1. Frank Rice, 4/1/2019 (1 Step Increase and 1 L.O.S. Credit)
- 631 2. Ben Shaw, 10/5/2020 (2 Step Increases and 2 L.O.S. Credits)
- 632 3. Jason S Smith, 10/5/2020 (1 Step Increase and 1 L.O.S. Credit)
- 633 4. Brian Bettencourt, 3/15/2021 (1 Step Increase and 1 L.O.S. Credit)
- 634 5. Robert Stratton, 3/15/2021 (1 Step Increase and 1 L.O.S. Credit)
- 635 6. Brett Sparks, 9/27/2021 (2 Step Increases and 2 L.O.S. Credits)
- 636 7. Ian McCormick, 4/4/2022 (1 Step Increase and 1 L.O.S. Credit)
- 637 8. Alec Johnson, 12/12/2022 (1 Step Increase and 1 L.O.S. Credit)
- 638 9. Randy Marshall, 5/28/2024 (1 Step Increase and 1 L.O.S. Credit)

639

640

641

642

643