



## Board of Finance

**Monday, December 1, 2025, 5:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor**

Join from PC, Mac, iPad, or Android:

<https://zoom.us/j/93172947248>

Phone one-tap:

+16469313860, 93172947248# US

Join via audio:

+1 646 931 3860 US

Webinar ID: 931 7294 7248

International numbers available: <https://zoom.us/u/abGAXHYJZ>

\*\*CCTV link: [https://www.youtube.com/playlist?list=PLIjLFn4BZd2PwCge7INoKug676jIf\\_iUA](https://www.youtube.com/playlist?list=PLIjLFn4BZd2PwCge7INoKug676jIf_iUA) \*\*

### 1. Agenda

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<b>Subject</b>	<b>1.1. Motion to adopt agenda</b>
Meeting	December 1, 2025 - Board of Finance Meeting - Monday, December 1, 2025, 5:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adopt agenda

### 2. Public Forum

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<b>Subject</b>	<b>2.1. Verbal Comments</b>
Meeting	December 1, 2025 - Board of Finance Meeting - Monday, December 1, 2025, 5:30 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

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<b>Subject</b>	<b>3.1. Motion to adopt the consent agenda and take the actions indicated</b>
Meeting	December 1, 2025 - Board of Finance Meeting - Monday, December 1, 2025, 5:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Council and Board
Type	Action (Consent) Procedural
Recommended Action	Motion to adopt the consent agenda and take the actions indicated
<b>Subject</b>	<b>3.2. November 17, 2025 Board of Finance Meeting Minutes - DFA</b>
Meeting	December 1, 2025 - Board of Finance Meeting - Monday, December 1, 2025, 5:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Department of Finance and Administration
Type	Action (Consent) Minutes
Recommended Action	approve the minutes
<b>Subject</b>	<b>3.3. CJC FY26 Budget Amendment - CEDO</b>
Meeting	December 1, 2025 - Board of Finance Meeting - Monday, December 1, 2025, 5:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Community & Economic Development Office (CEDO)
Type	Action (Consent)
Recommended Action	approve and recommend to City Council for approval the proposed CJC budget amendment as shown on the attached budget amendment request and authorize the Chief Administrative Officer to effectuate the changes in substantial conformance with the request
<b>Subject</b>	<b>3.4. Budget Amendment for Safe Outdoor Spaces - CEDO</b>
Meeting	December 1, 2025 - Board of Finance Meeting - Monday, December 1, 2025, 5:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category	3. Consent Agenda
Department	Community & Economic Development Office (CEDO)
Type	Action (Consent)
Recommended Action	approve the proposed CEDO budget amendment as shown on the attached budget amendment request and authorize the Chief Administrative Officer to effectuate the changes in substantial conformance with the request

## 4. Deliberative Agenda

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<b>Subject</b>	<b>4.1. Great Streets Main Street Project Budget Amendment - DPW</b>
Meeting	December 1, 2025 - Board of Finance Meeting - Monday, December 1, 2025, 5:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Public Works Department
Type	Action
Recommended Action	<p>1. To approve and recommend that the City Council authorize the increase in the Great Streets Main Street by \$559,215.50 for the PCF, Ravine Sewer, and Grant funds; with \$640,000 in TIF Earnings subject to the review and approval by VEPC; for a total increase in the overall project budget of up to \$1,199,215.50. Resulting in the total authorized amount from \$35,391,395.09 to \$36,590,610.59 for the Great Streets Main Street project.</p> <p>2. To approve and recommend that the City Council authorize the amendment of the Downtown TIF Substantial Change application dated October 6, 2025 to VEPC to include the PCF funds that have been reimbursed to the City.</p> <p>3. To approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to effect all necessary budget amendments and transfers of funds to and from the above-referenced funding sources as needed to pay the above-referenced project expenses and Overall Project Budgets, in substantial conformance with the attached budget transfer request</p>

## 5. Adjournment

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<b>Subject</b>	<b>5.1. Motion to adjourn</b>
Meeting	December 1, 2025 - Board of Finance Meeting - Monday, December 1, 2025, 5:30 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  
November 17, 2025**

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## **1. Agenda**

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### **1. Agenda**

Mayor Mulvaney-Stanak convened the meeting at 5:02 pm.

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

**Subject**

**1.1. Motion to adopt agenda**

Meeting

November 17, 2025 - Board of Finance Meeting - Monday, November 17, 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**

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### **2. Public Forum**

**Subject**

**2.1. Verbal Comments**

Meeting

November 17, 2025 - Board of Finance Meeting - Monday, November 17, 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

Sharon Bushor: thanks to Megan; SECORD lack of communication

### **3. Consent Agenda**

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#### **3. Consent Agenda**

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

Meeting                                        November 17, 2025 - Board of Finance Meeting - Monday, November 17, 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

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

**Subject**                                        **3.2. November 3, 2025 Board of Finance Meeting Minutes - DFA**

Meeting                                        November 17, 2025 - Board of Finance Meeting - Monday, November 17, 2025,  
5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category                                        3. Consent Agenda

Department                                   Department of Finance and Administration

Type    Action (Consent)  
Information  
Minutes

Recommended Action      approve the minutes

3.2. November 3, 2025 Board of Finance Meeting Minutes - DFA

**Subject**                                        **3.3. Authorization For \$1,808,000 Construction Loan From Vermont  
Drinking Water State Revolving Fund For Upgrade Of Distribution System -  
DPW - Water Resources**

Meeting                                        November 17, 2025 - Board of Finance Meeting - Monday, November 17, 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)  
Resolution

Recommended Action to approve and recommend that the City Council waive the reading and adopt the attached resolution authorizing a Step III \$1,808,000 loan from the Vermont Drinking Water State Revolving Fund for the construction of 2026 Water Distribution Improvements as more specifically set forth in the attached resolutions

3.3. Authorization For \$1,808,000 Construction Loan From Vermont Drinking Water State Revolving Fund For Upgrade Of Distribution System - DPW - Water Resources

**Subject 3.4. IFAC Grant - Budget Amendment - CEDO**

Meeting November 17, 2025 - Board of Finance Meeting - Monday, November 17, 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 1. To approve and recommend that the City Council authorize the increase in the IFAC (USDOT Innovative Finance and Asset Concession) Grant project budget by \$850,000.00, resulting in the total authorized amount increasing from \$150,000.00 to \$1,000,000.00 for the IFAC Grant project supporting the South End Coordinated Redevelopment (SECORD) and Memorial Block initiatives.  
2. To approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to effect all necessary budget amendments and transfers of funds to and from the above-referenced funding sources as needed to pay the above-referenced project expenses and Overall Project Budgets, in substantial conformance with the attached budget transfer request.

3.4. IFAC Grant - Budget Amendment - CEDO

## 4. Deliberative Agenda

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### 4. Deliberative Agenda

**Subject 4.1. Contract Authorization - Taft Infrastructure Advisors (SECORD and Memorial Block) - CEDO**

Meeting November 17, 2025 - Board of Finance Meeting - Monday, November 17, 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 authorize the Director of CEDO to execute a professional services contract with Taft Infrastructure Advisors in an amount not to exceed \$299,886, subject to final review and approval by the City Attorney's Office

4.1. Contract Authorization - Taft Infrastructure Advisors (SECORD and Memorial Block) - CEDO  
Motion made by Councilor Carpenter, seconded by Councilor Barlow, to approve the motion as presented.  
Motion passed unanimously.

**Subject** **4.2. Reclassification of one (1) DPI - Zoning Division Manager as summarized - DPI**

Meeting November 17, 2025 - Board of Finance Meeting - Monday, November 17, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Permitting & Inspections

Type Action

Recommended Action to approve and recommend that the City Council approve the reclassification of the Department of Permitting and Inspections Zoning Division Manager/Principal Planner a Regular, Full-time Exempt, Non-union Grade 22 step 15 position to Zoning Division Manager/Principal Planner, a Regular, Full-time Exempt, Non-union Grade 24 step 13 position, retroactive to July 1, 2025

4.2. Reclassification of one (1) DPI - Zoning Division Manager as summarized - DPI  
Motion made by City Council President Traverse, seconded by Councilor Barlow, to approve the motion as presented. Motion passed unanimously.

**Subject** **4.3. Robert Miller Community Center Energy Improvement and Equipment Replacement Project - BPRW**

Meeting November 17, 2025 - Board of Finance Meeting - Monday, November 17, 2025, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Parks, Recreation, & Waterfront

Type Action

Recommended Action to approve and recommend that the Board of Finance approve and authorize the execution of a contract with Energy Efficient Investments, Inc., for the Robert Miller Community Center Energy Improvement and Equipment Replacement project, in the amount of \$1,325,300, plus a project contingency of \$132,000, for a total authorized contract expenditure including contingency not to exceed \$1,457,300, and to authorize the Director of Parks, Recreation and Waterfront, or designee to execute the contract and any related documents necessary or convenient to effecting the contract or carrying out the project, subject to the review and approval as to form of the City Attorney's Office

4.3. Robert Miller Community Center Energy Improvement and Equipment Replacement Project - BPRW  
Motion made by Councilor Barlow, seconded by Councilor Carpenter, to approve the motion as presented.  
Motion passed unanimously.

## 5. Adjournment

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### 5. Adjournment

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

Meeting                    November 17, 2025 - Board of Finance Meeting - Monday, November 17, 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

5.1. Motion to adjourn  
Mayor Mulvaney-Stanak adjourned the meeting at 5:35 pm.



TO: Board of Finance  
FROM: Kara Alnasrawi, CEDO Director  
Rachel Jolly, CJC Director  
CC: Katherine Schad, CAO  
DATE: Nov. 21, 2025  
  
**RE: CJC FY26 Budget Amendment**

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**Background:**

The Community Justice Center (CJC) received an increase in one of its primary contracts from FY25 to FY26 that had not been anticipated when the City's FY26 budget was being finalized: the VT Attorney General's Office allocation to the CJC increased from \$739,092 to \$953,658 in FY26 to account for new work related to pre-charge diversion.

In addition, the CJC General org set (301-31-315-361) had rollover funds from FY25 to FY26 in the amount of \$76,172 that were also not known at the time of the FY26 City Budget approval and are therefore also being captured in this budget amendment.

Both of these changes have necessitated this large budget amendment effecting multiple budget lines to capture the additional impact the increased grant will have on salaries and operational expenses for the CJC.

**Motion Language:**

Board of Finance: Approve and recommend to City Council for approval the proposed CJC budget amendment as shown on the attached budget amendment request and authorize the Chief Administrative Officer to effectuate the changes in substantial conformance with the request.


City Council: Approve the proposed CJC budget amendment as shown on the attached budget amendment request and authorize the Chief Administrative Officer to effectuate the changes in substantial conformance with the request.

**CITY OF BURLINGTON, VT  
BUDGET AMENDMENT REQUEST**

**Department:** CEDO - CJC

**Requested By:** Rachel Jolly

**Date:** 11/5/25

**Dept. Approval**  \_\_\_\_\_

**Date:** 11/21/25

**CAO (up to \$25k):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Mayor (\$25k-\$50k):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Briefly explain the reason for the amendment:**

Integration of new grant funds and roll forward of CJC 361 funds to meet grant conditions and program needs.

**BUDGET AMENDMENT DETAILS**

Net Revenues = 257,032.00  
 Net Expenses = 117,694.00  
 Fund Balance = 139,338.00

Org Set	GL #	Type	GL Description	Increase/ (Decrease)
301-31-315-360	. 5000_100	E	Salaries and Wages - Regular, Full Time	7,845
301-31-315-360	. 5200_116	E	Other Personnel Services - Longevity Pay	25
301-31-315-360	. 5400_100	E	Employee Benefits - FICA	602
301-31-315-360	. 5400_115	E	Employee Benefits - Retirement B	264
301-31-315-360	. 5400_125	E	Employee Benefits - Health Insurance	3,528
301-31-315-360	. 5400_130	E	Employee Benefits - Dental Insurance	(89)
301-31-315-360	. 5400_135	E	Employee Benefits - Life Insurance	17
301-31-315-360	. 6015	E	Computer Software	500
301-31-315-360	. 6025	E	Furnishings	2,000
301-31-315-360	. 6700_135	E	Travel & Training - Lodging	200
301-31-315-361	. 5000_100	E	Salaries and Wages - Regular, Full Time	(114,003)
301-31-315-361	. 5000_110	E	Salaries and Wages - Regular Part Time	2,880
301-31-315-361	. 5200_116	E	Other Personnel Services - Longevity Pay	(280)
301-31-315-361	. 5400_100	E	Employee Benefits - FICA	(8,523)

**CITY OF BURLINGTON, VT  
BUDGET AMENDMENT REQUEST**

**Department:** CEDO - CJC

**Requested By:** Rachel Jolly

**Date:** 11/5/25

301-31-315-361 . 5400_115	E	Employee Benefits - Retirement B	(12,762)
301-31-315-361 . 5400_125	E	Employee Benefits - Health Insurance	(43,553)
301-31-315-361 . 5400_130	E	Employee Benefits - Dental Insurance	(1,758)
301-31-315-361 . 5400_135	E	Employee Benefits - Life Insurance	(273)
301-31-315-361 . 5400_150	E	Employee Benefits - Recognition	200
301-31-315-361 . 6015	E	Computer Software	600
301-31-315-361 . 6025	E	Furnishings	52,000
301-31-315-361 . 6208	E	Special Supplies	1,000
301-31-315-361 . 6290	E	Programs	500
301-31-315-362 . 4875_165	R	Grants - Other Operating	9
301-31-315-362 . 5000_100	E	Salaries and Wages - Regular, Full Time	(2,793)
301-31-315-362 . 5400_100	E	Employee Benefits - FICA	(213)
301-31-315-362 . 5400_115	E	Employee Benefits - Retirement B	(285)
301-31-315-362 . 5400_125	E	Employee Benefits - Health Insurance	(1,223)
301-31-315-362 . 5400_130	E	Employee Benefits - Dental Insurance	(47)
301-31-315-362 . 5400_135	E	Employee Benefits - Life Insurance	(7)
301-31-315-362 . 7200_115	E	Capital Leases - Equipment	(100)
301-31-315-371 . 4600_105	R	Fees For Services - Public Safety	10,000
301-31-315-371 . 4875_165	R	Grants - Other Operating	264,566
301-31-315-371 . 4950	R	Donations	(10,000)
301-31-315-371 . 5000_100	E	Salaries and Wages - Regular, Full Time	172,303
301-31-315-371 . 5200_116	E	Other Personnel Services - Longevity Pay	275
301-31-315-371 . 5400_100	E	Employee Benefits - FICA	13,202
301-31-315-371 . 5400_115	E	Employee Benefits - Retirement B	10,644
301-31-315-371 . 5400_125	E	Employee Benefits - Health Insurance	35,222
301-31-315-371 . 5400_130	E	Employee Benefits - Dental Insurance	1,665
301-31-315-371 . 5400_135	E	Employee Benefits - Life Insurance	228
301-31-315-371 . 6246	E	Outreach	500
301-31-315-373 . 4875_165	R	Grants - Other Operating	(7,543)
301-31-315-373 . 5000_100	E	Salaries and Wages - Regular, Full Time	1,630
301-31-315-373 . 5400_100	E	Employee Benefits - FICA	124
301-31-315-373 . 5400_115	E	Employee Benefits - Retirement B	(143)
301-31-315-373 . 5400_125	E	Employee Benefits - Health Insurance	(235)
301-31-315-373 . 5400_130	E	Employee Benefits - Dental Insurance	(7)
301-31-315-373 . 5400_135	E	Employee Benefits - Life Insurance	(1)
301-31-315-375 . 5000_110	E	Salaries and Wages - Regular Part Time	(2,880)
301-31-315-375 . 5200_116	E	Other Personnel Services - Longevity Pay	(20)
301-31-315-375 . 5400_100	E	Employee Benefits - FICA	(222)
301-31-315-375 . 5400_115	E	Employee Benefits - Retirement B	(294)

**CITY OF BURLINGTON, VT  
BUDGET AMENDMENT REQUEST**

**Department:** CEDO - CJC

**Requested By:** Rachel Jolly

**Date:** 11/5/25

*RJ*

301-31-315-375 . 5400_125	E	Employee Benefits - Health Insurance	(520)
301-31-315-375 . 5400_130	E	Employee Benefits - Dental Insurance	(20)
301-31-315-375 . 5400_135	E	Employee Benefits - Life Insurance	(9)

**For New World import:**

Date	Account	Amount	Description
11/24/2025	301313153605	7,845	Add'l CJC grant funding and roll forward of existing unspent gra
11/24/2025	301313153605	25	Add'l CJC grant funding and roll forward of existing unspent gra
11/24/2025	301313153605	602	Add'l CJC grant funding and roll forward of existing unspent gra
11/24/2025	301313153605	264	Add'l CJC grant funding and roll forward of existing unspent gra
11/24/2025	301313153605	3,528	Add'l CJC grant funding and roll forward of existing unspent gra
11/24/2025	301313153605	(89)	Add'l CJC grant funding and roll forward of existing unspent gra
11/24/2025	301313153605	17	Add'l CJC grant funding and roll forward of existing unspent gra
11/24/2025	301313153606	500	Add'l CJC grant funding and roll forward of existing unspent gra
11/24/2025	301313153606	2,000	Add'l CJC grant funding and roll forward of existing unspent gra
11/24/2025	301313153606	200	Add'l CJC grant funding and roll forward of existing unspent gra
11/24/2025	301313153615	(114,003)	Add'l CJC grant funding and roll forward of existing unspent gra
11/24/2025	301313153615	2,880	Add'l CJC grant funding and roll forward of existing unspent gra
11/24/2025	301313153615	(280)	Add'l CJC grant funding and roll forward of existing unspent gra
11/24/2025	301313153615	(8,523)	Add'l CJC grant funding and roll forward of existing unspent gra



11/24/2025 301313153755	(520) Addt'l CJC grant funding and roll forward of existing unspent gra
11/24/2025 301313153755	(20) Addt'l CJC grant funding and roll forward of existing unspent gra
11/24/2025 301313153755	(9) Addt'l CJC grant funding and roll forward of existing unspent gra

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**To:** Board of Finance  
**From:** Kara Alnasrawi, Director, CEDO  
**CC:** Katherine Schad, CAO  
**Date:** November 25, 2025

**Re: Budget Amendment for Safe Outdoor Spaces**

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**Background:**

The City of Burlington has been providing minimal yet critical support for the City's unhoused population that is currently sheltering on public lands. These supports are in the form of dumpsters with regular servicing and septic services through portable toilets.

The City requests to effectuate a budget amendment to continue such operations. This budget amendment is an allocation of the existing general fund subsidy already going to CEDO to cover non-grant eligible costs associated with supporting the unhoused as well as \$6,000 from the City's general fund.

In addition, a budget for such expenses is created with this amendment to ensure proper funding and distribution.

This amendment will ensure proper and continued funding throughout the critical winter months and through the end of fiscal year 2026.

**Motion:**

Approve the proposed CEDO budget amendment as shown on the attached budget amendment request and authorize the Chief Administrative Officer to effectuate the changes in substantial conformance with the request.

**CITY OF BURLINGTON, VT  
PROJECT BUDGET AMENDMENT REQUEST**

**Department:**     CEDO                          **Requested by:**     Kara Alnasrawi    

**Briefly explain the reason for the amendment:**

A) Shift funds to Safe Outdoor Spaces program; this is an allocation of the existing General Fund s budget process, a single subsidy amount is granted to CEDO to cover non-grant eligible operator across their programs to cover operations and existing initiatives.

B) Shift additional \$6k from General Fund Contingency to CEDO, toward covering operating costs

C) Create budget for additional costs of the Safe Outdoor Space program.

Mayor

Date

**BUDGET AMENDMENT DETAILS**

	<b>Org Set</b>	<b>GL Account</b>	<b>Account Name</b>
A)	301-31-000	. 7900_135	CEDO, CEDO, Admin.Interfund Transfer - To CEDO
	301-31-301-303	. 4990_110	CEDO, CEDO, Community Development, Cost Share.Interfund Transfer Proceeds - Enterprise/Special Revenue
<hr/>			
B)	101-00	. 7900_135	General Fund, Non-Departmental.Interfund Transfer - To
	101-00	. 7850	General Fund, Non-Departmental.Contingency
	301-31-000	. 4990_101	CEDO, CEDO, Admin.Interfund Transfer Proceeds - GF Special
<hr/>			
C)	301-31-301-303	. 6400_120	CEDO, CEDO, Community Development, Cost Share.Utilities - Rubbish Removal
		.	
		.	

Date: 11/25/2025

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subsidy already going to CEDO. As planned in the  
rs, with the intent they allocate as necessary

; in Safe Outdoor Space program.

**REVENUES = 71,000**  
**EXPENSES = 71,000**

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<b>Project/Sub/Detail Name</b>	<b>Increase/</b>
	41,000
SAFE OUTDOOR SPC - Safe Outdoor Spaces	65,000
	6,000
	(6,000)
	6,000
SAFE OUTDOOR SPC - Safe Outdoor Spaces	30,000

## Board of Finance and City Council Submission Checklist

Version: April 2025

Department:       CEDO                            Submitter:       Kara Alnasrawi      

Title/Subject:       BA for Safe Outdoor Spaces      

Approval Requested:	Meeting Date:
<input checked="" type="checkbox"/> Board of Finance	12/1/2025
<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	11/24/2025	Kara Alnasrawi
Mayor's Office	Yes	11/25/2025	Erin Jacobsen
Board/Commission	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and contracts or legal documents	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and motion(s) or resolution(s)	Yes	11/25/2025	Emmett Wood
CAO for budget, financing, and memo	Yes	11/25/2025	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**

645 Pine St. Suite A  
Burlington, VT 05401  
802.865.7200 VOX  
802.863.0466 FAX  
802.863.0450 TTY

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

MEMORANDUM

To: Board of Finance/City Council  
Fr: Laura Wheelock, Division Director – Technical Services, City Engineer, P.E.

CC: Chapin Spencer, DPW Director  
Madeline Suender, Public Works Engineer  
Kara Alnasrawi, Director, CEDO  
Ashley Parker, Capital Program Director, DFA

Re: Great Streets Main Street Project Budget Amendment

Date: December 1, 2025

The Department of Public Works (DPW) is seeking to amend the Great Streets Main Street Project budget to:

- Accept \$149,215.50 in Petroleum Cleanup Funds (PCF)
- Incorporate the Ravine Sewer Filling at the Post Apartments work into the overall project budget
- Add \$200,000 in Downtown Transportation Funds Grant to the project
- Add \$640,000 of Downtown Tax Increment Funding to the overall budget pending VEPC approval of the Substantial Change

PETROLEUM CLEANUP FUNDS (PCF)

During the course of the project petroleum contaminated soil was encountered near the Main and Church Street intersection. This soil is related to a known site that the Vermont Department of Environmental Conservation (DEC) tracks. During planning for the project we anticipated that some of these soils could be encountered but it was not guaranteed. DEC has a reimbursement program where petroleum contamination soil disposal costs can be mitigated by the municipality by submitting documentation to be reimbursed for those costs. It was not known at the start of the project if and how significantly they project might interrupt these soils, therefore the original project budget was not approved in such a way that anticipated receipt of these funds. Additionally, the volume of soil, costs to dispose, and ultimately the eligible amount for reimbursement is difficult to estimate until work is complete.

Upon completing work in the Main/Church intersection DPW submitted a request to DEC for PCF reimbursement of our costs for soils in this intersection that would qualify. DEC has subsequently approved our request and issued payment to the City in the amount of \$149,215.50.

DPW is requesting that we amend the project budget and apply the received funds to Great Streets Main Street Project, and directly apply them to the S.D. Ireland Brothers (SDI) construction contract. This will not change the maximum limiting contract amount, but rather replace Tax Increment Financing (TIF) funds that would have originally been used to pay for the work. This will be done by adjusting the next invoice following acceptance of the funds.

#### RAVINE SEWER/POST APARTMENTS WORK

As DPW worked with Community and Economic Development Office (CEDO), Department of Finance and Administration (DFA), and our TIF Consultant David White of White + Burke on the City's Downtown TIF Substantial Change as approved by the [City Council on October 6, 2025](#) it was determined that the work approved by the [Board of Finance on September 29, 2025](#) also needs to be included in the overall project budget for the Great Streets Main Street Project.

The separate contract to support the filling of the Ravine Sewer under the Post Apartments located at 176 South Winooski Ave was broken out as specialty work. A portion of the City's ravine sewer is located under this parcel and impacts the ability for the Post Apartments to occupy their nearly complete building. This work is described in the City's project to the Vermont Economic Progress Council (VEPC), and is included in our financial reporting as the project makes use of TIF funding to support the contract.

#### DOWNTOWN TRANSPORTATION FUND IMPROVEMENT GRANT

DPW working with the DFA applied for a Downtown Transportation Fund Improvement Grant in January of 2025 and were successful in our application allowing the City to add \$240,000 in funds back into the Great Streets Main Street project in the form of supporting surface amenities such as benches, bike racks, and bus shelter. These amenities were initially removed from the project due to budget constraints and were to be added back in as contingency supported the work or as other funds were identified.

These funds are composed of \$200,000 in state funds for the grant and \$40,000 in local match funds. The City, in our substantial change request to VEPC, has proposed we use TIF earnings on our bond for the local match, and if approved this request seeks authorization from the City Council to add those funds to the overall project budget. Should the VEPC board reject or amend our request DPW will return to the City Council to identify the source of the local match.

#### DOWNTOWN TIF EARNINGS - \$600,000

The City Council approved an amendment to the Great Streets Main Street contract with SDI in [June 23, 2025](#), to modify the traffic control under the project. At that meeting DPW and DFA proposed to fund this change with TIF Earnings and noted we would need to seek final approval for use of these funds from VEPC. The [City Council on October 6, 2025](#) supported our application for a Substantial Change to VEPC which seeks to use those funds. DPW is formalizing our project budget amendment and the request to use \$600,000 in TIF Earnings by the City Council to be depending on the findings from VEPC with this memo. We are expecting a response from VEPC after their December meeting.

## PROJECT BUDGET

The summary of the four changes as noted above are best shown in the detailed project budget that is attached. This budget shows the changes to project revenue and expenses from September 23, 2025 and the difference in each line or expenditure type.

The summary of changes is as follows:

- Add \$149,215.50 in PCF Funds
- Incorporate Ravine Sewer Budget (non-TIF or previously authorized sewer) of \$210,000
- Add \$200,000.00 in Downtown Transportation State Grant Funds
- Add \$40,000 of TIF Earnings as Local Match for the Grant
- Add \$600,000 of TIF Earnings for Traffic Control change/contract amendment

The resulting change is a \$559,215.50 for the PCF, Ravine Sewer, and Grant funds with \$640,000 in TIF Earnings subject to the review and approval by VEPC for a total increase in the overall project budget of \$1,199,215.50.

## VEPC SUBSTANTIAL CHANGE REQUEST

To ensure consistency in our documents and approvals it is important that City Staff and our TIF Consultant submit an amendment to our active Downtown TIF Substantial Change that will go in front of the VEPC Board in December of 2025. That application included many of the budget amendments noted above but did not include the recently received PCF funds.

If you have any questions about this material, please feel free to reach out at 802-338-2125.

### *Attachments:*

- 1) Proposed Detailed Budget

### *References*

- 1) City Council Meeting - [June 23, 2025](#) – Memo for Traffic Mitigation
- 2) [Board of Finance on September 29, 2025](#) – Ravine Sewer Contract
- 3) [City Council on October 6, 2025](#) – Downtown TIF Substantial Change Application

## MOTIONS

### *Board of Finance:*

1. To approve and recommend that the City Council authorize the increase in the Great Streets Main Street by \$559,215.50 for the PCF, Ravine Sewer, and Grant funds; with \$640,000 in TIF Earnings subject to the review and approval by VEPC; for a total increase in the overall project budget of up to \$1,199,215.50. Resulting in the total authorized amount from \$35,391,395.09 to \$36,590,610.59 for the Great Streets Main Street project.
2. To approve and recommend that the City Council authorize the amendment of the Downtown TIF Substantial Change application dated October 6, 2025 to VEPC to include the PCF funds that have been reimbursed to the City.
3. To approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to effect all necessary budget amendments and transfers of funds to and from the above-referenced funding sources as needed to pay the above-referenced project expenses and Overall Project Budgets, in substantial conformance with the attached budget transfer request.

City Council:

1. To approve the increase in the Great Streets Main Street by \$559,215.50 for the PCF, Ravine Sewer, and Grant funds; with \$640,000 in TIF Earnings subject to the review and approval by VEPC; for a total increase in the overall project budget of up to \$1,199,215.50. Resulting in the total authorized amount from \$35,391,395.09 to \$36,590,610.59 for the Great Streets Main Street project.
2. To approve the amendment of the Downtown TIF Substantial Change application dated October 6, 2025 to VEPC to include the PCF funds that have been reimbursed to the City.
3. To authorize the Chief Administrative Officer, or their designee, to effect all necessary budget amendments and transfers of funds to and from the above-referenced funding sources as needed to pay the above-referenced project expenses and Overall Project Budgets, in substantial conformance with the attached budget transfer request.

GS - Main Street

NEW WORLD Project Na 853 Main St

Project Manager: Madeline Suender  
 Project Supervisor: Laura Wheelock  
 Last Updated: 11/4/2025

G/L NUMBER AND NAM	Detailed Project Name	NOTES	Proposed 11/4/2025	Current 9/23/2025	Change	Notes/Description of Change	
<b>SOURCES:</b>							
853-19-700.4990_236	853 MAIN ST, DT TIF - Capital	DT TIF VA BOND - Construction	\$23,391,722.00	\$23,391,722.00	\$0.00		
853-19-700.4990_236	853 MAIN ST, DT TIF - Capital Premiums	DT TIF VA PREMIUMS	\$4,261,971.06	\$4,261,971.06	\$0.00		
853-19-700.4990_236	853 MAIN ST, DT TIF - Public Art	Public Art	\$500,000.00	\$500,000.00	\$0.00		
853-19-700.4990_236	853 MAIN ST, DT TIF - Ravine Sewer	Ravine Sewer	\$6,228,278.00	\$6,228,278.00	\$0.00		
853-19-700.4875_135	853 MAIN ST, DT TIF - Capital	State - DEC PCF Reimbursement	\$149,215.50	\$0.00	\$149,215.50	New Funding, Petroleum Cleanup Fund.	
853-19-700.4875_130	Street Reconstruction - Paving	Street Capital	\$546,477.03	\$546,477.03	\$0.00	Approved by Annual Budget Authorization	
861-19-700.4990_460	861 Water Capital Projects	Water Capital	\$105,000.00	\$105,000.00	\$0.00		
862-19-700.4990_480	862 Wastewater Capital Projects	Wastewater Capital	\$333,947.00	\$357,947.00	(\$24,000.00)	Reduced by \$24,000 used for ravine sewer closure - see below.	
	HUD Grant		\$135,000.00	\$0.00	\$135,000.00	Next three sources pay for added ravine sewer abandonmen costs.	
	Champlain Housing Trust		\$75,000.00	\$0.00	\$75,000.00		
	DPW	Wastewater Capital	\$24,000.00	\$0.00	\$24,000.00		
853-19-700.4990_236	853 MAIN ST, DT TIF - Capital Earnings	Capital Construction and Grant Match	\$640,000.00	\$0.00	\$640,000.00	Pending VEPC Approval of the Substantial Change	
853-19-700.4830_130	853 MAIN ST, DT TIF - Downtown Grant	Downtown Grant Funds	\$200,000.00	\$0.00	\$200,000.00	Awarded June 2025	
		TOTAL	\$36,590,610.59	\$35,391,395.09	\$1,199,215.50	Total Proposed Revenue Increase	
<b>USES:</b>							
853-19-700.9500_236	853 MAIN ST, DT TIF - Capital	Design consultant - (Main St. & Ravine)	VHB/Agency/DG	\$2,545,677.00	\$2,545,677.00	\$0.00	
		Redesign	VHB/Agency/DG	\$128,274.00	\$128,274.00	\$0.00	
		Water/Sewer Special Inspection	VHB/Agency/DG	\$182,400.00	\$182,400.00	\$0.00	
		OEP Inspection	VHB/Agency/DG	\$304,137.00	\$304,137.00	\$0.00	
853-19-700.9500_236	853 MAIN ST, DT TIF - Capital	RE and Outreach Consultant	EIV Fee with Contingency	\$1,800,000.00	\$1,800,000.00	\$0.00	
853-19-700.9500_236	853 MAIN ST, DT TIF - Capital	RE and Outreach Consultant	EIV Amendment #1	\$298,974.00	\$298,974.00	\$0.00	
853-19-700.9500_236	853 MAIN ST, DT TIF - Public Art	Public Art (Design& Construction)		\$500,000.00	\$500,000.00	\$0.00	
853-19-700.9500_236	853 MAIN ST, DT TIF - Capital	Street Lighting (Decorative)	BED MOU	\$549,810.00	\$549,810.00	\$0.00	
853-19-700.9500_236	853 MAIN ST, DT TIF - Capital	Construction Road/Utilities	SD Ireland	\$14,865,588.17	\$14,865,588.17	\$0.00	
853-19-700.9500_236	853 MAIN ST, DT TIF - Capital Premiums	Construction Road/Utilities	SD Ireland	\$4,112,755.56	\$4,261,971.06	(\$149,215.50)	Costs separated to show portion reimbursed by DCF on next row.
853-19-700.9500_100	853 MAIN ST, DT TIF - Capital	State - DEC PCF Reimbursement	SD Ireland	\$149,215.50	\$0.00	\$149,215.50	Petroleum cleanup cost reimbursed by PCF.
853-19-700.9500_236	853 MAIN ST, DT TIF - Ravine Sewer	Ravine Sewer	SD Ireland	\$6,228,278.00	\$6,228,278.00	\$0.00	
853-19-700.8040_840	Street Reconstruction - Paving	Paving	SD Ireland	\$546,477.03	\$546,477.03	\$0.00	
861-19-700.9500_110	861 Water Capital Projects	Water	SD Ireland	\$105,000.00	\$105,000.00	\$0.00	
862-19-700.9500_110	862 Wastewater Capital Projects	Sewer	SD Ireland	\$333,947.00	\$357,947.00	(\$24,000.00)	Decreased to correctly reflect costs related to ravine sewer abandonment.
	Added ravine Sewer abandonment costs		SD Ireland - Contract 2	\$494,000.00		\$494,000.00	
		TIF Contingency	(Design/BED/RE)	\$269,822.50	\$ 120,607.00	\$149,215.50	Contingency increased by amount reimbursed by PCF.
		TIF Contingency	SD Ireland	\$2,336,254.83	\$ 2,596,254.83	(\$260,000.00)	
853-19-700.9500_236	853 MAIN ST, DT TIF - Capital Earnings	Construction Road/Utilities	SD Ireland	\$640,000.00		\$640,000.00	Pending VEPC Approval of the Substantial Change
853-19-700.9500_100	853 MAIN ST, DT TIF - Downtown Grant	Construction Road/Utilities	SD Ireland	\$200,000.00		\$200,000.00	Executed Awarded July 2025
		TOTAL	\$36,590,610.59	\$35,391,395.09	\$1,199,215.50	Total Proposed Expense Budget Increase	

