



Board of Finance

Tuesday, January 20, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

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1. Agenda

Subject	1.1. Motion to adopt agenda
Meeting	January 20, 2026 - Board of Finance Meeting - Tuesday, January 20, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adopt agenda

2. Public Forum

Subject	2.1. Verbal Comments
Meeting	January 20, 2026 - Board of Finance Meeting - Tuesday, January 20, 2026, 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	January 20, 2026 - Board of Finance Meeting - Tuesday, January 20, 2026, 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

Subject	3.2. January 12, 2026 Board of Finance Meeting Minutes - DFA
Meeting	January 20, 2026 - Board of Finance Meeting - Tuesday, January 20, 2026, 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

4. Deliberative Agenda

Subject	4.1. Authorization to Execute Contract with Interface Studio for planBTV: 2050 - Planning
Meeting	January 20, 2026 - Board of Finance Meeting - Tuesday, January 20, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Planning
Type	Action
Recommended Action	1. approve and recommend that the City Council approve the expenditure of up to \$340,000.00 (\$325,755.00 + 4.2% contingency) from the sources identified above; and 2. authorize, and recommend that the City Council authorize, the Planning Director to execute the contract with Interface Studio for planBTV: 2050, subject to the review and approval of the City Attorney

Subject 4.2. March 3, 2026 Annual City Meeting - Increase In Police & Fire Tax Rate - Mayor

Meeting January 20, 2026 - Board of Finance Meeting - Tuesday, January 20, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Mayor's Office

Type Resolution
Discussion
Information

5. Reclassifications - HR

Subject 5.1. Reclassifications - HR

Meeting January 20, 2026 - Board of Finance Meeting - Tuesday, January 20, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 5. Reclassifications - HR

Department Human Resources

Type Discussion
Information

6. Adjournment

Subject 6.1. Motion to adjourn

Meeting January 20, 2026 - Board of Finance Meeting - Tuesday, January 20, 2026, 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



**BURLINGTON BOARD OF FINANCE
BUSHOR CONFERENCE ROOM, 149 CHURCH STREET, 1ST FLOOR
MINUTES OF MEETING
January 12, 2026**

1. Agenda

1. Agenda

Mayor Mulvaney-Stanak convened the meeting at 5:06 pm.

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

Others present: City Attorney Brown, Nic Longo, Marie Friedman, Chapin Spencer, Megan Moir, Lynn Reagan, Phil Lewis, Kelli Perkins, Jen Zakaras, Brad Kukenberger and Kara Alnasrawi; Councilors Schachter and Singh (both online)

Subject

1.1. Motion to adopt agenda

Meeting

January 12, 2026 - Board of Finance Meeting - Monday, January 12, 2026, 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 4.2. Authorization to Execute Contract with Interface Studio for planBTV: 2050 - Planning (per CAO Schad)

1.1. Motion to adopt agenda

Motion made by Councilor Barlow, seconded by Councilor Carpenter, to adopt the agenda as amended as follows: remove from the agenda item 4.2. Motion passed unanimously.

2. Public Forum

2. Public Forum

Subject

2.1. Verbal Comments

Meeting

January 12, 2026 - Board of Finance Meeting - Monday, January 12, 2026, 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: FY27 budget - 1) sale of city property option and 2) evaluate drinking water system

3. Consent Agenda

3. Consent Agenda

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

Meeting January 12, 2026 - Board of Finance Meeting - Monday, January 12, 2026, 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 City Council President Traverse, seconded by Councilor Carpenter, to adopt the consent agenda and take the actions indicated. Motion passed unanimously.

Subject 3.2. December 15, 2025 Board of Finance Meeting Minutes - DFA

Meeting January 12, 2026 - Board of Finance Meeting - Monday, January 12, 2026, 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. December 15, 2025 Board of Finance Meeting Minutes - DFA

Subject 3.3. The Annual Burlington Dr. Martin Luther King, Jr. Remembrance Sponsorship - REIB

Meeting January 12, 2026 - Board of Finance Meeting - Monday, January 12, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Racial Equity, Inclusion, & Belonging (REIB)

Type Action (Consent)

Recommended Action to approve and authorize the Director of the Racial Equity, Inclusion, and Belonging Office and the Chief Administrative Officer to issue a sponsorship grant in the amount of \$5,000 to the Greater Burlington Multicultural Resource Center to support the Annual Burlington Fr. Martin Luther King, Jr. Remembrance event from the Community Celebrations GL

3.3. The Annual Burlington Dr. Martin Luther King, Jr. Remembrance Sponsorship - REIB

Subject 3.4. Mending Wall - REIB

Meeting January 12, 2026 - Board of Finance Meeting - Monday, January 12, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Racial Equity, Inclusion, & Belonging (REIB)

Type Action (Consent)

Recommended Action to approve and authorize the Director of the Racial Equity Inclusion and Belonging Office and the Chief Administrative Officer to issue a sponsorship grant in the amount of \$2,950 to Armadillo Collective, Pennington Productions, and AALV to support the Mending Wall project from the Community Celebrations GL

3.4. Mending Wall - REIB

Subject 3.5. Request to execute a lease amendment with Hangar Condominium Association Inc. - Airport

Meeting January 12, 2026 - Board of Finance Meeting - Monday, January 12, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Airport

Type Action (Consent)

Recommended Action to approve and recommend that the City Council authorize the Mayor of the City of Burlington to execute the lease amendment with the Hangar Condominium Association, subject to final review and approval by the City Attorney's Office, and to take such further actions and execute such further instruments approved as to form by the City Attorney's Office as may be necessary or convenient to effectuate the transactions contemplated hereby

3.5. Request to execute a lease amendment with Hangar Condominium Association Inc. - Airport

Subject 3.6. Request to execute a lease agreement with the General Services Administration (GSA) for Transportation Security Administration (TSA) office space - Airport

Meeting January 12, 2026 - Board of Finance Meeting - Monday, January 12, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Airport

Type Action (Consent)

Recommended Action to approve and recommend that the City Council authorize the Mayor of the City of Burlington to execute the lease with General Service Administration at the Patrick Leahy Burlington International Airport, subject to final review and approval by the City Attorney's Office, and to take such further actions and execute such further instruments approved as to form by the City Attorney's Office as may be necessary or convenient to effectuate the transactions contemplated hereby

3.6. Request to execute a lease agreement with the General Services Administration (GSA) for Transportation Security Administration (TSA) office space - Airport

Subject 3.7. Request to execute a ground lease with Aerodyme Corporation - Airport

Meeting January 12, 2026 - Board of Finance Meeting - Monday, January 12, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Airport

Type Action (Consent)

Recommended Action **Updated Motion Language:**
 to approve and recommend that the City Council authorize the Mayor of the City of Burlington to execute the lease with Aerodyme Corporation, subject to final review and approval by the City Attorney's Office, and to take such further actions and execute such further instruments approved as to form by the City Attorney's Office as may be necessary or convenient to effectuate the transactions contemplated hereby

Original Motion Language:
 to approve and recommend that the City Council authorize the Mayor of the City of Burlington to execute the ground lease with Aerodyme Corporation, subject to final review and approval by the City Attorney's Office, and to take such further actions and execute such further instruments approved as to form by the City Attorney's Office as may be necessary or convenient to effectuate the transactions contemplated hereby

3.7. Request to execute a ground lease with Aerodyme Corporation - Airport

4. Deliberative Agenda

4. Deliberative Agenda

Subject 4.1. Request to Add Two Positions and Tier a Third Position - Airport

Meeting January 12, 2026 - Board of Finance Meeting - Monday, January 12, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Airport

Type Action

Recommended Action To approve and recommend that the City Council approve the following:
 1. The addition of one (1) Airport Operations Specialist, full time, non-exempt, AFSCME position, grade 16, step 1-15: \$30.48/hour or \$63,400 annually - \$36.01/hour or \$75,508 annually.
 2. The establishment of a Working Foreman Ambassador position, full time, non-exempt, AFSCME position, grade 16, step 1-15: \$30.48/hour or \$63,400 annually - \$36.01/hour or \$75,508 annually.
 3. The replacement of the Maintenance Worker position, full time, non-exempt, AFSCME position, grade 14, step 1-15 \$27.00/hour or \$56,166 annually - \$32.12/hour or \$66,828 annually, with the following positions: a. Maintenance Worker I, grade 14, step 1-15 \$27.00/hour or \$56,166 annually - \$32.12/hour or \$66,828 annually; and b. Maintenance Worker II, non-exempt, AFSCME grade 15, step 1-15 \$28.65/hour or \$59,593 annually - \$34.10/hour or \$70,939 annually.

4.1. Request to Add Two Positions and Tier a Third Position - Airport
 Motion made by City Council President Traverse, seconded by Councilor Barlow, to approve the motion as presented. Motion passed unanimously.

Subject 4.2. Authorization to Execute Contract with Interface Studio for planBTV: 2050 - Planning **AGENDA ITEM REMOVED**

Meeting January 12, 2026 - Board of Finance Meeting - Monday, January 12, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Planning

Type Action

Recommended Action 1. Approve and recommend that the City Council approve the expenditure of up to \$340,000.00 (\$325,755.00 + 4.2% contingency) from the sources identified above; and
 2. Authorize, and recommend that the City Council authorize, the Planning Director to execute the contract with Interface Studio for planBTV: 2050, subject to the review and approval of the City Attorney

4.2. Authorization to Execute Contract with Interface Studio for planBTV: 2050 - Planning ****AGENDA ITEM REMOVED****

Subject 4.3. 2026 Drinking Water System Strategic Capital Planning Efforts and Associated DWSRF - Step I Loans - DPW/Water Resources

Meeting January 12, 2026 - Board of Finance Meeting - Monday, January 12, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Public Works Department - Water Resources

Type Action

Recommended Action 1. "To approve and recommend that the City Council waive the reading and adopt the attached resolution authorizing a Step I loan up to \$650,000 from the Vermont Drinking Water State Revolving Fund for the Water Treatment Facility Improvements Plan – Phase I as more specifically set forth in the attached resolution."
2. "To approve and recommend that the City Council waive the reading and adopt the attached resolution authorizing a Step I loan up to \$544,000 from the Vermont Drinking Water State Revolving Fund for the Water Distribution and Storage System Improvements Plan as more specifically set forth in the attached resolution."

4.3. 2026 Drinking Water System Strategic Capital Planning Efforts and Associated DWSRF - Step I Loans - DPW/Water Resources

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

Subject 4.4. Unassigned Fund Balance Request for Turning Point Center FY25 Annual Payment - Mayor's Office

Meeting January 12, 2026 - Board of Finance Meeting - Monday, January 12, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Mayor's Office

Type Action

Recommended Action to approve and recommend that the City Council authorize the adjustment to the FY26 budget and a payment to the Turning Point Center of Chittenden County in the amount of \$17,450 out of the Unassigned Fund Balance

4.4. Unassigned Fund Balance Request for Turning Point Center FY25 Annual Payment - Mayor's Office
Motion made by City Council President Traverse, seconded by Councilor Barlow, to approve the motion as presented. Motion passed unanimously.

5. FY27 Budget - Mayor and CAO

5. FY27 Budget - Mayor and CAO

Subject 5.1. FY27 Budget - Mayor and CAO

Meeting January 12, 2026 - Board of Finance Meeting - Monday, January 12, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 5. FY27 Budget - Mayor and CAO

Department Mayor's Office

Type Discussion
Information
Presentation

5.1. FY27 Budget - Mayor and CAO
Mayor Mulvaney-Stanak and CAO Schad spoke to this agenda item.

6. Reclassifications - HR

6. Reclassifications - HR

Subject	6.1. Reclassifications - HR
Meeting	January 12, 2026 - Board of Finance Meeting - Monday, January 12, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	6. Reclassifications - HR
Department	Human Resources
Type	Discussion Information

6.1. Reclassifications - HR

Motion made by City Council President Traverse, seconded by Councilor Barlow, to postpone this agenda item to the January 20th Board of Finance Meeting. Motion passed unanimously.

7. Adjournment

7. Adjournment

Subject	7.1. Motion to adjourn
Meeting	January 12, 2026 - Board of Finance Meeting - Monday, January 12, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	7. Adjournment
Department	Council and Board
Type	Action Procedural

Recommended Action Motion to adjourn

7.1. Motion to adjourn

Mayor Mulvaney-Stanak adjourned the meeting at 6:12 pm.



City of Burlington, VT
149 Church Street, 3rd Floor
Burlington, VT 05401
Phone: (802) 865-7144

www.burlingtonvt.gov/plan

TO: Board of Finance
FROM: Charles Dillard, AICP, Director, Office of City Planning
Katherine Schad, CAO
Kara Alnasrawi, Director, CEDO
Phil Lewis, Director, BPRW
DATE: January 20, 2026
RE: Authorization to Execute Contract with Interface Studio for *planBTV: 2050*

Summary

The Office of City Planning and the Clerk Treasurer seek approval of \$340,000.00 (\$325,755.00 + 4.2% contingency) for a contract with Interface Studio, a city planning and urban design firm, to conduct and lead a subconsultant team in the creation of *planBTV: 2050*, a new unified plan that combines a new Municipal Plan with a Comprehensive Economic Development Strategy and a new System Plan for Burlington Parks, Recreation, and Waterfront. The fourth *planBTV: 2050* element is a Citywide Transportation Plan, the contract for which will be held by the Chittenden County Regional Planning Commission (CCRPC). The City is combining these planning efforts to craft a holistic long-term vision that reflects the way Burlingtonians experience the interconnected city in their daily lives. By undertaking an integrated process, the boundaries of each department and 'area of care' will overlap rather than abut. Ultimately, *PlanBTV 2050* will provide a unified framework to create a more livable, affordable, sustainable, inclusive and accessible city for all residents. This process will result in four standalone elements that will serve as implementation roadmaps for the respective departments.

The Municipal Plan – currently *planBTV*, is required to be updated every eight years. Burlington's current *planBTV* was adopted on March 25, 2019. As such, the Municipal Plan portion of this contract must be completed in due time to allow for its adoption no later than March 25, 2027.

Scope of Work

The proposal from Interface Studio includes a six-phase process:

- **Phase 1: Laying the Groundwork** will establish a foundation for the planning process. It includes a Project Kick-Off meeting with representatives from the City and consultant teams to discuss project goals, existing values frameworks, roles, and responsibilities. A team-wide exploratory visit to Burlington will introduce the consultant team to Burlington's diverse cityscape and communities, including residents, employees, business owners and stakeholders. Phase 1 will conclude with the finalization of work plan revisions, a community engagement plan and data and graphics standards.
- **Phase 2: Assessment** consists of a comprehensive assessment of existing conditions relative to the Plan's four constitutive elements. The Interface team will document on-the-ground conditions and identify trends and gaps in current City policies and practices. This phase will also include a review of existing plans, capital projects and other major city initiatives, population and growth projections, and a review of potential budget impacts of current land use and policy practices.
- **Phase 3: Vision and Engagement** will concentrate the bulk of the processes' community engagement. While engagement will be critical to each of the other phases, Phase 3 will include the widest range of public visioning activities and will be designed to engage with Burlington's diverse communities in the most effective, culturally and socially appropriate ways. This phase also includes a statistically valid survey and focused collaboration with the City's Trusted Community Voices.
- **Phase 4: Scenario Planning** will allow City staff and Burlington residents to engage with multiple growth scenarios and understand the trade-offs inherent to and resulting from each.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact the City Planning department or 711 if you are hearing or speech impaired.

This process will identify a preferred scenario that allocates and encourages 7,000 new homes by 2050 and the evolutions of Burlington's transportation systems, park infrastructure and programming, economic development and climate resiliency necessary to facilitate that growth in a manner consistent with the community's values.

- **Phase 5: Plan Development** will draw upon the previous phases and consist of four sets of draft strategies, one for each element. The strategies will be reviewed and confirmed via a public engagement roadshow. Following this final review period, the Interface team will develop a coordinated implementation plan that will guide decision-making and budgeting and that will specify sequencing, responsible parties, and funding sources for each strategy.
- **Phase 6: Final Plan Production** will result in a cohesive set of four planning elements that will be designed to reach and be compelling to diverse audiences. The final planBTV: 2050 will meet the State's Municipal Plan requirements, as well as those of the City Council resolutions.

This project will be directed by the Office of City Planning, with project management leadership from CEDO, BPRW and DPW. A project charter outlining roles, responsibilities and standard operating procedures has been agreed to by the four core Department Directors, the Mayor's Office, and the Directors of DFA and REIB.

Procurement

The Interface Studio team was selected after a competitive Request for Qualifications (RFQ) process conducted between September and November, 2025. The City received six submittals, each consisting of multi-firm teams. The City conducted interviews with four firms and the project leadership team, consisting of the Project Director and each of the four planning element leads, determined that the Interface Studio team best addressed the multi-disciplinary needs of this planning process.

Interface Studio will oversee the effort and serve as the primary consultant for the Municipal Plan and BPRW elements. The sub-consultant team and their roles are as follows:

- Buro Happold is an international consulting firm that will lead the scenario planning work and support components of each element.
- Ninigret Partners is an economic consulting firm and will lead the Economic Development element.
- Toole Design, one of North America's leading planning, urban design, and engineering firm specializing in multimodal transportation planning and design will lead the Mobility Element. The City's contract does not allocate funds to Toole, though contingency funds are available should they be needed for mobility-related work.
- Smart Mobility is a consultancy specializing in transportation modeling and planning that will support the Mobility element. The City's contract does not allocate funds to Smart Mobility, though contingency funds are available should they be needed for mobility-related work.

Project Funding

The total cost of planBTV: 2050 is \$640,000.00. The work will be delivered under two separate contracts:

- The City will hold a \$340,000.00 contract with Interface Studio as the prime consultant conducting and overseeing the Municipal Plan, Economic Development, and Parks, Recreation and Waterfront elements. Included in this amount is a \$14,245 contingency (4.2 percent).
- CCRPC will hold a \$300,000.00 contract with Interface Studio as the prime consultant conducting and overseeing the Mobility element, which includes the citywide transportation plan and strategies to improve mobility access to BPRW facilities and programming. The CCRPC contract includes a \$31,000 contingency (10.3 percent).

The City's contract is funded as follows:

- Municipal Plan Element (\$115,000):
 - A \$30,000 State of Vermont Municipal Planning Grant (MPG), which is matched by \$6,400 in Office of City Planning professional and consultant services funds, for a total of \$36,400.00
 - A \$75,000 professional and consultant services budget in the FY27 budget for the Office of City Planning.
 - A \$4,000 balance in professional and consultant services funds in the FY26 Office of City Planning budget
- The BPRW Element is funded via \$150,000 in BPRW funds from the following sources:
 - \$55,000 in Penny for Parks funds, determined by the portion of the scope that has a nexus to and will support BPRW capital projects
 - \$95,000 in general fund professional and consultant services funds
- The Economic Development Element (\$75,000):
 - A \$30,000 State of Vermont Municipal Planning Grant (MPG), which is matched by \$3,400 in CEDO professional and consultant services funds, for a total of \$33,400.
 - \$41,600 in Urban Development Action Grant (UDAG) funds, which are in professional and consultant services lines in the FY26 and FY27 budgets for CEDO.

Requested Motion

1. Approve and recommend that the City Council approve the expenditure of up to \$340,000.00 (\$325,755.00 + 4.2% contingency) from the sources identified above; and
2. Authorize, and recommend that the City Council authorize, the Planning Director to execute the contract with Interface Studio for planBTV: 2050, subject to the review and approval of the City Attorney.

Board of Finance and City Council Submission Checklist

Version: April 2025

Department: Office of City Planning Submitter: Charles Dillard

Title/Subject: planBTV: 2050 Consultant Contract Authorization

Approval Requested:	Meeting Date:
<input type="checkbox"/> Board of Finance	1/12/2026
<input type="checkbox"/> City Council	1/12/2026
<input checked="" type="checkbox"/> Both BOF and Council	1/20/2026

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	1/5/2026	Charles Dillard
Mayor's Office	Choose an item.	1/7/2026	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.	1/7/2026	Erik Ramakrishnan
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	1/7/2026	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.

Resolution Relating to

MARCH 3, 2026 ANNUAL CITY MEETING – INCREASE
IN POLICE & FIRE TAX RATE

RESOLUTION 6.13

Sponsor(s): Councilor Bergman

Introduced: 12/15/25

Referred to: Board of Finance

Action: _____

Date: _____

Signed by Mayor: _____

CITY OF BURLINGTON

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

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

1 That WHEREAS, Section 102A of the Burlington City Charter authorizes the City Council annually to
2 assess a municipal tax for the use of the Police Department (the “Police Tax”) and a separate tax for the use of
3 both the Fire and Police Departments (the “Public Safety Tax”) upon the property grad list, which may be
4 increased only “when a larger rate shall be authorized by the legal voters of the City of Burlington”; and

5 WHEREAS, pursuant to Section 98a of the Burlington City Charter, the Police and Public Safety
6 Taxes are revenue neutral, meaning that the amounts generated do not increase either for inflation or following
7 a citywide reappraisal; and

8 WHEREAS, voters last approved an increase to the Public Safety Tax in 2024, when they approved a
9 3-cent increase; and

10 WHEREAS, for Fiscal Year 2026, the approved Police Tax was 3.9-cents, and the approved Public
11 Safety Tax rate was 6.95-cents, for a combined total of 10.85-cents; and

12 WHEREAS, due to general inflation and evolving public safety needs, the City Council desires to
13 request voter authorization to increase the Public Safety Tax by 5-cents;

14 NOW, THEREFORE, BE IT RESOLVED that the following question shall be placed on the ballot of
15 the Annual City Meeting to be held March 3, 2026:

16
17 “Pursuant to Section 102A of the City Charter, shall the property tax rate levied for the use of the
18 police and fire departments be increased by five cents (\$0.05), so that the combined public safety and
19 police tax rates authorized under Section 102A are increased from a total maximum amount of ten and
20 85/100 cents (\$0.1085) to fifteen and 85/100 cents (\$0.1585), an approximate percent (6%) increase
21 from the FY26 overall municipal rate?”

22
23
24
25
26

ER/Resolutions 2025/TMD question re § 102a Tax Rate
December 3, 2025



FY27 General Fund Budget Discussion of \$.05 Police & Fire Tax Increase

January 20, 2026



FY27 Budget

A gap of \$10-12M in City budget of \$107M is approximately 10% and will **require a balanced, multi-pronged approach:**

- Raise Revenue
- Rightsize Government
- Realize Strategic Opportunities



Raise Revenue: Police & Fire Property Tax

- **\$.05 increase to police & fire tax would raise \$3M toward projected gap**
- Current police & fire tax projected to raise \$6.4M this year
- In contrast the budgets for those departments are \$39.1M
- Police & fire tax only raises 16% of costs for the services



Municipal Property Tax History

Note \$353K is current median assessed value for home or condo in Burlington



Fiscal Year	Past Muni Tax Rate	Total Muni Tax on \$353K Property	\$ Increase	Total Muni Tax on \$500K Property	\$ Increase	% Increase
FY22	\$.6704	\$2,367		\$3,352		
FY23	\$.7085	\$2,501	\$134	\$3,542	\$190	5.7%
FY24	\$.7523	\$2,655	\$154	\$3,762	\$220	6.2%
FY25	\$.8326	\$2,939	\$284	\$4,163	\$401	10.7%
FY26	\$.8556	\$3,020	\$81	\$4,278	\$115	2.8%



Municipal Property Tax Proposed

	Proposed Tax Increase	Total Proposed Muni Tax Rate*	Total Muni Tax on \$353K Property	Annual \$ Increase	Total Muni Tax on \$500K Property	Annual \$ Increase	% Increase
Required + \$.05 for Police & Fire	\$.0807	\$.9363	\$3,305	\$285	\$4,682	\$404	9.4%
Required Only – Debt & Retirement	\$.0307	\$.8863	\$3,129	\$109	\$4,432	\$154	3.6%



Illustrative Early Balanced Solution

Category	Solution	Amount	Notes
Raise Revenue	Increase Police & Fire Property Tax \$.05	\$ 3M	Once approved by CC on 1/26 to be placed on Town Meeting Day ballot.
Raise Revenue	Utilize One-Time Revenues	\$ 2M	Exploring use of dedicated tax balances from many years previous in appropriate, budget-relieving ways.
Raise Revenue	Enhance Collections	\$ 1M	Examples include parking tickets, ambulance fees and building permits. Refine amount.
Rightsize Government	Reduce Government Expenses 5-10%	\$ 3M	Department Heads made recommendations for further discussion.
Rightsize Government	Create Voluntary Furlough Program	\$ 0.2M	HR moving forward to create voluntary program.
Realize Strategic Opportunities	Sale of City Property	\$ 1M	Properties are vacant or used for parking. Would create one-time money and add to property tax revenue on ongoing basis.
	Total	\$ 10.2M	



Next Steps

- Police & fire tax requires affirmative vote by City Council by Jan 26 to place it on ballot then requires voter approval on Town Meeting Day
- Further engagement with city unions, city employees, and city councilors will take place in February and March on other solutions ahead of Mayor's budget presentations in April
- Every department's budget will be presented in detail in April (Budget Nights) - one month early than recent practice – to allow more time for Council and public deliberations ahead of June final vote

Reclassification Request Form

Personnel Information Questionnaire

The purpose of this form is to solicit information which will be used to determine whether a position is appropriately classified due to a significant change in the duties, responsibilities on a permanent basis and/or qualification requirements that are not part of the current job duties as a result of changes in workload demands, expansion of responsibilities, reorganization, or efficiencies, etc. Human Resources will review this reclassification request form and determine if a reclassification review is warranted. Per policy, a review may result in a higher, lower, or the same grade.

This process follows the procedures outlined in the AFSCME Collective Bargaining Agreement and Personnel Policy Manual is intended to ensure positions are properly classified in accordance with job content, not individual performance.

Instructions: complete the following sections and attached any necessary documents

A complete reclassification request must include the following:

Submitter	Required Items
Employee	<ul style="list-style-type: none"> • Completed and signed form • Supporting documentation (optional, e.g., examples of changed duties)
Manager	<ul style="list-style-type: none"> • Completed and signed form • Updated position description (using <i>Track Changes in Word</i>) • Supporting rationale or organizational chart (if applicable)

Submission:

All materials should be sent to Human Resources, who will review the request to determine whether a reclassification study is warranted under the AFSCME CBA or Personnel Policy Manual.

Section 1: Current Position Information and Responsibilities

1. Current Employee Name or Vacant: _____
2. Department and Division: _____
3. Manager's Name: _____
4. Current Grade and Title: _____
5. How many employees hold this role: _____
6. If associated with a union, which one? _____

Section 2: Current Job Descriptions

List in order of importance, three or four of the major current functions or responsibilities of your job. A couple of descriptive words or a short sentence is enough. Estimate the approximate percent of your time spent on each of the duties you perform. Keep in mind that some jobs operate in annual cycles, so you might wish to calculate your percentages from an annual basis (e.g., 10% of your work per year is allocated to the preparation of the annual budget projections or snow plowing, plant maintenance, while 20% is in budget generation and 10% in audit functions, etc.). If your job has a daily routine which does not change significantly, calculate the percentage on a daily basis (e.g., 25% of you day involves maintenance or administrative work, 10% filing, cleaning the shop etc.).

Percent of Time	Frequency the task is perform (daily, weekly, monthly, quarterly, yearly)	Responsibility or Function (in order of importance)

Section 3: Changes to Duties and Responsibilities

Outline the new or changed duties that may warrant a review of the position’s classification. Include factors such as increased complexity, new technical or supervisory responsibilities, or specialized knowledge. In addition, identify duties and/or responsibilities that have been eliminated or reassigned.

Percent of Time	Frequency the task is perform (daily, weekly, monthly, quarterly, yearly)	Responsibility or Function (in order of importance)	Are these duties new or reassigned from another position(s)*

*If you answered “yes”, duties have been reassigned from another position, please identify that position title here.

Has the current employee performed the above duties and responsibilities as assigned by their manager for at least six months? Yes No

Will the above duties and responsibilities stay with the position indefinitely (i.e., even if the current employee leaves the position?) Yes No

Describe why it is necessary to assign this work to this position (i.e., indicate why other positions cannot perform the work):

Section 4: Service and/or Fiscal Impact

If these tasks are not performed (or are eliminated), what would be the impact on service delivery or operations?

Section 5: Additional information to be considered. Please provide any other relevant details to support this request:

Section 6: Review and Approval Signatures

Employee Name, Signature and Date

(An incomplete form will be returned to the individual before Human Resources can review it)

Manager Name, Signature and Date

Section 7: HR Use Only

(To be completed by HR after initial review)

Review Step	Date	Reviewer	Notes
Request Received			
Initial Review Complete			
Classification Study Required	Yes No		
Reclassification Determination			
Effective Date (if applicable)			