



Board of Finance

Monday, March 23, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

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1. Agenda

Subject	1.1. Motion to adopt agenda
Meeting	March 23, 2026 - Board of Finance Meeting - Monday, March 23, 2026, 4:30 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

Subject	2.1. Verbal Comments
Meeting	March 23, 2026 - Board of Finance Meeting - Monday, March 23, 2026, 4:30 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

Subject	3.1. Motion to adopt the consent agenda and take the actions indicated
Meeting	March 23, 2026 - Board of Finance Meeting - Monday, March 23, 2026, 4:30 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

Subject	3.2. March 9, 2026 Board of Finance Meeting Minutes - DFA
Meeting	March 23, 2026 - Board of Finance Meeting - Monday, March 23, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Department of Finance and Administration
Type	Information Minutes Action (Consent)
Recommended Action	approve the minutes

Subject	3.3. FY25 City of Burlington TIF District Reports to the Vermont Economic Progress Council (VEPC)
Meeting	March 23, 2026 - Board of Finance Meeting - Monday, March 23, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Community & Economic Development Office (CEDO)
Type	Action (Consent) Information Report
Recommended Action	to accept the staff report

4. FY27 General Fund Budget Presentation

Subject	4.1. FY27 General Fund Budget Presentation - Mayor/DFA
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Meeting March 23, 2026 - Board of Finance Meeting - Monday, March 23, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. FY27 General Fund Budget Presentation

Department Mayor's Office

Type Discussion
Information
Presentation

5. Deliberative Agenda

Subject 5.1. Advanced Life Support Intercepts - Fire

Meeting March 23, 2026 - Board of Finance Meeting - Monday, March 23, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 5. Deliberative Agenda

Department Fire Department

Type Action

Recommended Action to approve and recommend that the City Council authorize for the Burlington Fire Department (BFD) to bill transporting EMS agencies for Advanced Life Support (ALS) intercept services provided at the approved EMS District 3 contract rate for such services, and to authorize the Chief Engineer to execute reimbursement agreements with agencies requesting such services, subject to review and approval as to form by the City Attorney's office

Subject 5.2. Request for Creation of Position and Job Description Department of Parks, Recreation & Waterfront - BPRW

Meeting March 23, 2026 - Board of Finance Meeting - Monday, March 23, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 5. Deliberative Agenda

Department Parks, Recreation, & Waterfront

Type Action

Recommended Action 1. To approve and recommend that the City Council approve creation of one (1) Recreation Manager: Leddy Arena and Sports, a regular, full-time, non-union, exempt, grade 20 position in the Department of Parks, Recreation, and Waterfront.
2. To approve and recommend that the City Council authorize the Chief Administrative Officer or designee to make such amendments and transfers of funds to the FY26 Budget as may be necessary or convenient to effect the foregoing position creation, in substantial conformance with the information outlined in the above staff report, for a budget neutral fiscal year impact.

Subject 5.3. Creation of two new CEDO positions within the CJC - CEDO/CJC

Meeting March 23, 2026 - Board of Finance Meeting - Monday, March 23, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 5. Deliberative Agenda

Department Community & Economic Development Office (CEDO)

Type	Action
Recommended Action	to approve and recommend that the City Council approve the creation of two Reentry Coordinator positions within CEDO, a Regular Service, Full-time, Union, Grade 16, position
Subject	5.4. Award of College Street Outfall and Stormwater Separation Feasibility Study Contract - DPW - Water Resources
Meeting	March 23, 2026 - Board of Finance Meeting - Monday, March 23, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	5. Deliberative Agenda
Department	Public Works Department - Water Resources
Type	Action
Recommended Action	<ol style="list-style-type: none"> 1. To approve and authorize the Director of Public Works, Chapin Spencer, to execute a contract with Hoyle, Tanner for total contract amount of \$410,546 for the College Street Outfall and Stormwater Separation Feasibility Study 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.

6. Adjournment

Subject	6.1. Motion to adjourn
Meeting	March 23, 2026 - Board of Finance Meeting - Monday, March 23, 2026, 4:30 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
March 9, 2026**

1. Agenda

1. Agenda

Mayor Mulvaney-Stanak convened the meeting at 4:32 pm.

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

Member absent: Councilor Neubieser

Other present: CAO Schad

Subject

1.1. Motion to adopt agenda

Meeting

March 9, 2026 - Board of Finance Meeting - Monday, March 9, 2026, 4:30 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

1.1. Motion to adopt agenda

2. Public Forum

2. Public Forum

Subject

2.1. Verbal Comments

Meeting

March 9, 2026 - Board of Finance Meeting - Monday, March 9, 2026, 4:30 PM,
Bushor Conference Room, 149 Church Street, 1st Floor

Category

2. Public Forum

Department

Council and Board

Type

Action
Procedural

Type Action (Consent)

Recommended Action move to approve and recommend the City Council approve the Director of the Racial Equity Inclusion and Belonging Office and the Chief Administrative Officer to issue a sponsorship grant in the amount of \$3,500 to Arts So Wonderful to support the creation of three community murals and, in addition, touch ups and conditioning of the 2024 and 2025 Juneteenth murals from the Community Celebrations GL

3.3. ASW Juneteenth Mural - REIB

Subject 3.4. Acceptance of Pomerleau Foundation Donation, Construction Contract Authorization, and Budget Amendment Authorization for the Lobby Construction Project at the Burlington Police Department - BPRW/DFA

Meeting March 9, 2026 - Board of Finance Meeting - Monday, March 9, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Parks, Recreation, & Waterfront

Type Action (Consent)

Recommended Action to approve and recommend that the City Council authorize the following in support of the Lobby Remodel Construction project at the Burlington Police Department: the Director of Parks, Recreation, and Waterfront, or designee to execute a contract and all other documents necessary or convenient to carrying out the project with Farrington Construction, for a price not to exceed \$134,575 plus a contingency amount of \$13,000, for a total authorized contract expenditure not to exceed \$147, 575; the acceptance of the donation from the Pomerleau Foundation in the amount of \$31,275; and the Chief Administrative Officer, or her designee, to effect necessary budget amendments and transfers of funds associated with the donation amount noted above

3.4. Acceptance of Pomerleau Foundation Donation, Construction Contract Authorization, and Budget Amendment Authorization for the Lobby Construction Project at the Burlington Police Department - BPRW/DFA

Subject 3.5. Winooski River Bridge Easements - DPW

Meeting March 9, 2026 - Board of Finance Meeting - Monday, March 9, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Public Works Department

Type Action (Consent)

Recommended Action 1. To approve and recommend that the City Council authorize the Mayor to sign the Deed for the City owned land described as Parcel #4, pending any necessary FERC approvals/conditions and subject to review of the Office of the City Attorney.
2. To approve and recommend that the City Council authorize the Mayor to sign the Deed for the City owned land described as Parcel #5, subject to review of the Office of the City Attorney.

3. To approve and recommend to the City Council appropriate funds received to the Burlington Electric Department Fund.

3.5. Winooski River Bridge Easements - DPW

Subject **3.6. Lease of 339 Pine Street to ReSOURCE - CEDO**
Meeting March 9, 2026 - Board of Finance Meeting - Monday, March 9, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category 3. Consent Agenda
Department Community & Economic Development Office (CEDO)
Type Action (Consent)
Recommended Action to approve the lease of 339 Pine Street to ReSOURCE, subject to final review and approval by the City Attorney's office

3.6. Lease of 339 Pine Street to ReSOURCE - CEDO

Subject **3.7. Conservation Legacy Fund Nature Based Solutions (CLF NBS) Grant: recommendation for funding - DPI**
Meeting March 9, 2026 - Board of Finance Meeting - Monday, March 9, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category 3. Consent Agenda
Department Permitting & Inspections
Type Action (Consent)
Recommended Action to approve and recommend that the City Council approve disbursement of \$68,000 in Conservation Legacy Fund monies via grant awards to Vermont Garden Network (\$12,500), Intervale Center (\$29,502), Burlington Wildways (\$12,463) and Rock Point Commons (\$13,535) as recommended by the Conservation Board and Parks Commission

3.7. Conservation Legacy Fund Nature Based Solutions (CLF NBS) Grant: recommendation for funding - DPI

Subject **3.8. City Council Initiative Request "Know Your Rights" event**
Meeting March 9, 2026 - Board of Finance Meeting - Monday, March 9, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category 3. Consent Agenda
Department Council and Board
Type Action (Consent)

Recommended Action approve and recommend that the City Council approve the expenditure of \$550 in Council Initiative Funds for the Arts So Wonderful "Know Your Rights" event on Saturday, March 14

3.8. City Council Initiative Request "Know Your Rights" event

4. Deliberative Agenda

4. Deliberative Agenda

Subject 4.1. Authorization to Execute SS4A Grant Agreement - DPW

Meeting March 9, 2026 - Board of Finance Meeting - Monday, March 9, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Public Works Department

Type Action

Recommended Action 1. To authorize the Director of Public Works to accept and execute the SS4A Planning and Demonstration Grant in the amount of \$1,471,00 with a required local match of \$294,000 and subject to review of the Office of the City Attorney.
2. To authorize the Chief Administrative Offices, or her designee, to effectuate necessary budget amendments and transfers of funds to create the project budget(s) of \$1,471,00.

4.1. Authorization to Execute SS4A Grant Agreement - DPW

DPW Staff Phillip Peterson and Parsa Pezeshknejad spoke to this agenda item.

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

Subject 4.2. Parking Service Agent Tiering - DPW/Parking Services Division

Meeting March 9, 2026 - Board of Finance Meeting - Monday, March 9, 2026, 4:30 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:
1. The reclassification of the Parking Services Agent position from a Full-time, Non-exempt, AFSCME, Grade 11 position to the Parking Services Agent I position, a Full-time, Non-exempt, AFSCME, Grade 11 position, and the Parking Services Agent II position, a Full-time, Non-exempt, AFSCME, Grade 12 position. The reclassification of the Parking Services Agent position from a Part-time, Non-exempt, AFSCME, Grade 11 position to the Parking Services Agent I position, a Part-time, Non-exempt, AFSCME, Grade 11 position, and the Parking Services Agent II position, a Part-time, Non-exempt, AFSCME, Grade 12 position.

4.2. Parking Service Agent Tiering - DPW/Parking Services Division

DPW Staff Jackie Esperti spoke to this agenda item.

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

Subject **4.3. Title Change and Downward Reclassification of Special Assistant to End Homelessness - CEDO**

Meeting March 9, 2026 - Board of Finance Meeting - Monday, March 9, 2026, 4:30 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 City Council approve the retitling and regrading of the special assistant to end homelessness, a regular, full-time, non-union, exempt, Grade 21 position to the homelessness and public health manager, a regular, full-time, non-union, exempt, Grade 20 position

4.3. Title Change and Downward Reclassification of Special Assistant to End Homelessness - CEDO

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

Subject **4.4. Reclassification Request – Executive Manager, Command Assistant, and Community Support Supervisor to Crisis, Advocacy, Intervention Program (CAIP) Manager - BPD**

Meeting March 9, 2026 - Board of Finance Meeting - Monday, March 9, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Police Department

Type Action

Recommended Action To approve and recommend that the City Council approve and authorize the reclassification and retitling of the Community Support Supervisor position, a Regular, Full-time, Exempt, NonUnion, Grade 20, position to the to the Crisis, Advocacy, Intervention Program (CAIP) Manager, a Regular, Full-time, Exempt, Non-Union, Grade 21 within the Burlington Police Department; and To approve and recommend that the City Council approve and authorize the Elimination of the Assistant Director CAIP position, a Regular, Full-time, Exempt, Non-Union, grade 24 position within the Burlington Police Department.

To approve and recommend that the City Council approve and authorize the reclassification of the Executive Manager position, a Regular, Full-time, Exempt, Non-Union, Grade 21 position to a Regular, Full-time, Exempt, Non-Union, Grade 22 within the Burlington Police Department.

To approve and recommend that the City Council approve and authorize the reclassification of the Command Assistant position, a Regular, Full-time, Non-Exempt, Non-Union, Grade 15 position to a Regular, Full-time, Non-Exempt, Non-Union, Grade 16 within the Burlington Police Department.

4.4. Reclassification Request — Executive Manager, Command Assistant, and Community Support Supervisor to Crisis, Advocacy, Intervention Program (CAIP) Manager - BPD
Motion made by Councilor Barlow, seconded by Councilor Carpenter, to approve the motion as presented. Motion passed unanimously.

Subject **4.5. Reclassification of the Airport Ambassador Position - Airport**
Meeting March 9, 2026 - Board of Finance Meeting - Monday, March 9, 2026, 4:30 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 proposed reclassification of the Airport Ambassador position from Grade 9 to Grade 11, with corresponding changes to the job description for the position

4.5. Reclassification of the Airport Ambassador Position - Airport
Motion made by Councilor Carpenter, seconded by City Council President Traverse, to approve the motion as presented. Motion passed unanimously.

5. FY27 Budget Update

5. FY27 Budget Update

Subject **5.1. FY27 Budget Update**
Meeting March 9, 2026 - Board of Finance Meeting - Monday, March 9, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category 5. FY27 Budget Update
Department Department of Finance and Administration
Type Information
Discussion
Presentation

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

6. Adjournment

6. Adjournment

Subject **6.1. Motion to adjourn**
Meeting March 9, 2026 - Board of Finance Meeting - Monday, March 9, 2026, 4:30 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 6:04 pm.



To: Board of Finance
City Council

From: Kara Alnasrawi, CEDO Director

CC: Katherine Schad, CAO
Ashley Parker, Capital Program Director
Stephen Donahue, Senior Accountant
Gummi Jonsson, CEDO Real Estate Development Manager

Date: March 23, 2026

RE: FY25 City of Burlington TIF District Reports to the Vermont Economic Progress Council (VEPC)

Under state law, the City is required to report annually on the status of its two Tax Increment Financing (TIF) districts. City staff have worked interdepartmentally, with VEPC and the Vermont Department of Taxes to compile these reports. We are now certifying to the municipal legislative body (City Council) the amount by which the value within the stated fiscal year within each of our two tax increment financing (TIF) districts has increased or decreased relative to the original taxable value (OTV) for each of the respective districts and that the information provided in the reports represent true and accurate statements.

Having thus certified and presented these reports to Burlington's municipal legislative body as required by law, we will then execute the certification forms which are included in the materials provided with the attached Waterfront TIF District and Downtown TIF District reports for FY25. These reports will next be certified and submitted by Mayor Mulvaney-Stanak to VEPC on or before April 1, 2025. Please do not hesitate to contact us with any questions or concerns.

Additional Documents:

- 1) Downtown TIF Report FY25
- 2) Waterfront TIF Report FY25

Motion:

To accept the staff report.

(No further action is required by the Board of Finance or City Council. State law merely requires presentation of this information to you.)

CERTIFICATION OF INCREMENT AND ANNUAL REPORT

STATUTORY REQUIREMENT: (24 VSA §1895) “As of the date the district is created, the lister or assessor for the municipality shall certify the original taxable value and shall certify to the legislative body in each year thereafter during the life of the district the amount by which the total valuation as determined in accordance with 32 VSA Chapter 129 of all taxable real property located within the tax increment financing district has increased or decreased relative to the original taxable value.”

RULE REQUIREMENT: (SECTION 903) “Increase/Decrease in Assessed Valuation: Each year following the year of creation, the listers or assessor shall certify to the municipal legislative body the amount by which the total assessed valuation of taxable properties within the TIF District has increased or decreased compared to the municipal and education OTV. Prior to providing the certification to the municipal legislative body, the listers or assessor shall have the calculation of the increase or decrease, including an examination of the disposition and tax status of each parcel within the District, verified by a second party. Selection of the second party is up to the municipality and may be an individual within or outside of the municipal government. However, the individual should be familiar with parcel listings and valuation, property tax status, and the concepts of OTV and District increment. A copy of the certification of the value and the increase or decrease must be included in the Annual Report required by Section 1004.2 of this Rule along with a certification that a second party reviewed the information. The Council will provide a form on which to provide this certification.”

SECTION 1: Certification of Increment by Assessor or Lister and 2nd Party Reviewer

Check both certification boxes and sign this form. If the boxes or signatures are not completed, this form will be considered incomplete. The second party reviewer should be familiar with parcel listings and valuation, property tax status, and the concepts of OTV and District increment.

- We certify that, per TIF Rule Sections 903 and 1004.2, we have examined and verified the current value, the calculation of the increase or decrease in property values, the disposition and tax status of each parcel within the District, and any other issues relevant to the parcels listed in the Certified OTV Property Report.
- We have certified to the municipal legislative body, at a regular or duly warned meeting that the information provided in this report represent true and accurate statements.

Signature of Assessor or Lister

><

Name: _____

_____ Title

_____ Date

Signature of 2nd Party Reviewer

><

Name: _____

_____ Title

_____ Date

SECTION 2: Certification of Annual Report

Provide the date the annual report was presented to the municipal legislative body. Check both certification boxes and sign this form. If the boxes or signatures are not completed, this form will be considered incomplete.

Date report presented to the municipal legislative body:

- I certify that I am an official of the reporting municipality with the authority to report on this TIF District on behalf of the municipality.
- I certify that the annual report data entered and all documents attached in support of this annual report are true, correct and complete to the best of my knowledge.

Signature of Authorizing Official*

><

Name: _____

_____ Title

_____ Date

* Authorizing Official is the Chief Executive Officer of the municipality as defined by 10 VSA § 683(8) such as a Select Board or City Council Member, Town or City Manager, or Town Administrator.

CERTIFICATION OF INCREMENT AND ANNUAL REPORT

STATUTORY REQUIREMENT: (24 VSA §1895) “As of the date the district is created, the lister or assessor for the municipality shall certify the original taxable value and shall certify to the legislative body in each year thereafter during the life of the district the amount by which the total valuation as determined in accordance with 32 VSA Chapter 129 of all taxable real property located within the tax increment financing district has increased or decreased relative to the original taxable value.”

RULE REQUIREMENT: (SECTION 903) “Increase/Decrease in Assessed Valuation: Each year following the year of creation, the listers or assessor shall certify to the municipal legislative body the amount by which the total assessed valuation of taxable properties within the TIF District has increased or decreased compared to the municipal and education OTV. Prior to providing the certification to the municipal legislative body, the listers or assessor shall have the calculation of the increase or decrease, including an examination of the disposition and tax status of each parcel within the District, verified by a second party. Selection of the second party is up to the municipality and may be an individual within or outside of the municipal government. However, the individual should be familiar with parcel listings and valuation, property tax status, and the concepts of OTV and District increment. A copy of the certification of the value and the increase or decrease must be included in the Annual Report required by Section 1004.2 of this Rule along with a certification that a second party reviewed the information. The Council will provide a form on which to provide this certification.”

SECTION 1: Certification of Increment by Assessor or Lister and 2nd Party Reviewer

Check both certification boxes and sign this form. If the boxes or signatures are not completed, this form will be considered incomplete. The second party reviewer should be familiar with parcel listings and valuation, property tax status, and the concepts of OTV and District increment.

- We certify that, per TIF Rule Sections 903 and 1004.2, we have examined and verified the current value, the calculation of the increase or decrease in property values, the disposition and tax status of each parcel within the District, and any other issues relevant to the parcels listed in the Certified OTV Property Report.
- We have certified to the municipal legislative body, at a regular or duly warned meeting that the information provided in this report represent true and accurate statements.

Signature of Assessor or Lister

><

Name: _____

_____ Title

_____ Date

Signature of 2nd Party Reviewer

><

Name: _____

_____ Title

_____ Date

SECTION 2: Certification of Annual Report

Provide the date the annual report was presented to the municipal legislative body. Check both certification boxes and sign this form. If the boxes or signatures are not completed, this form will be considered incomplete.

Date report presented to the municipal legislative body:

- I certify that I am an official of the reporting municipality with the authority to report on this TIF District on behalf of the municipality.
- I certify that the annual report data entered and all documents attached in support of this annual report are true, correct and complete to the best of my knowledge.

Signature of Authorizing Official*

><

Name: _____

_____ Title

_____ Date

* Authorizing Official is the Chief Executive Officer of the municipality as defined by 10 VSA § 683(8) such as a Select Board or City Council Member, Town or City Manager, or Town Administrator.



**Tax Increment Financing District
Vermont Economic Progress Council
Vermont Department of Taxes**

**VEPC Staff Contact Information:
Ellie Beckett, (802) 622-4674, ellie.beckett@vermont.gov**

**Reports are due on or before January 1, 2026
Please submit reports to accd.vepctifannualreport@vermont.gov
Please submit GL24 TIF Proceeds Report with the District Annual Report**

I. District Information:

Municipality & District	Burlington: Waterfront TIF District	Reporting Period:	July 1, 2024 - June 30, 2025
Name of Person Completing Report	Kara Alnasrawi	Grand List Year:	2024
Title	Director, Community & Economic Development		
Email Address	kalnasrawi@burlingtonvt.gov		
Telephone	802-238-1910		
Date Report Completed	December 24th, 2025		

NOTE: All information reported on this form by the municipality must be for the Reporting Period and Grand List Year identified above.

II. TIF District Data:

Base Data (Original Taxable Value)	1996 Value	2010 Value	2 Parcels	All Others
Municipal	\$ 43,260,502	\$ 123,156,002	0.31	104.91
Homestead- Education	\$ 1,007,200	\$ 19,423,600		
Non Residential- Education	\$ 42,253,302	\$ 103,551,622	2	111
Total Education	\$ 43,260,502	\$ 122,975,222		
OTV Total Acres				
			0.31	104.91
OTV Total Parcels				
			2	111
Taxable Values as of April 1				
	Cherry St - 2 Parcels	Full District	Parcel Information (All Parcels)	
Municipal	\$ 30,297,700	\$ 162,393,900	Current Acres	104.47
Commercial 120% Surcharge	\$ 3,253,740	\$ 22,394,520	Current Parcels	109
Homestead- Education		\$ 26,228,500	Tax Rates Applied to the April 1 Grand List	
Non Residential- Education	\$ -	\$ 135,882,432	Municipal (General Fund)	\$ 0.8326
Total		\$ 162,110,932	Homestead	\$ 1.5985
			Non Residential	\$ 1.5837
Increase (Decrease) in Taxable Values (auto-calculated)				
	From 1996 Value	From 2010 Value	List Special Municipal Tax Rates	
Municipal	\$ 79,895,500	\$ 39,237,898	1	Local Agreement \$ 0.0005
Homestead- Education	\$ 18,473,600	\$ 6,864,000	2	DID Tax Rate \$ 0.3500
Non Residential- Education	\$ 61,241,120	\$ 22,372,312	3	\$ -
Total Education	\$ 79,714,720	\$ 29,236,312	4	\$ -
			5	\$ -
			6	\$ -
			7	\$ -
			Total Special Municipal Tax Rates	\$ 0.3505
TIF Increment Revenue Retained for Reporting Year*				
Municipal	\$ 992,500.00	Total Municipal (General Fund) & Special Rates		
Commercial 120% Surcharge	\$ 118,837.00	\$ 1.1831		
DID Lump Sum	\$ 23,522.00			
Homestead- Education	\$ 375,968.00			
Non Residential- Education	\$ 1,410,343.00			
Total Education	\$ 1,786,311			
Total TIF Revenue	\$ 2,921,170			

***Provide VEPC with documentation of the calculation of increment.**

Other TIF Fund Income				
	Source	Education	Municipal	Total
1		\$ -	\$ -	\$ -
2	City Place Partner Tax Replacement Payments		\$ 33,333	\$ 33,333
3			\$ -	\$ -
4			\$ -	\$ -
5			\$ -	\$ -
	Total:	\$ -	\$ 33,333	\$ 33,333

Changes to Individual Parcels		
	SPAN Number	Describe Change
1	043-4-009-004	Residential upgrades and improvements
2	043-4-009-010	Residential upgrades and improvements
3	044-4-005-000	Value loss due to grievance results
4	044-4-033-000	City Place value increase due to improvement completion progress
5		
6		

Additional Information
 In FY26, the City Place Partners made three tax replacement payments to support three invoices from FY25 (total of \$100,000). These funds were not received by the City until after the books had closed in FY26, so those revenues will be reported on in the FY26 Annual Report. FY26 will also see an additional two payments to wrap up the ARDA requirements.

III. Votes and Financing:

Public Vote Information. Check the appropriate box. Make sure to provide the date if information has been submitted to VEPC.

- No public votes or debt obligations occurred during this reporting period.
- Yes there were public votes and/or debt obligations during this reporting period.
 - Vote and debt obligation documents were submitted to VEPC. (Enter date submitted) Sent to VEPC 12/2/2025
 - Vote and debt obligation documents are uploaded with this report.

Debt Instruments										
Infrastructure and Debt	Term in Years	Period (ie. 1/1/2016-12/31/2026)	Interest Rate	Principal	Interest	Total	Total Payment for Reporting Period	Remaining Principal Balance	Date Approved by Voters	
Existing Debt:										
1	Waterfront Renovation Project (Interfund Transfer - Bike Path & Waterfront North)	10	2014 Series B (2014-2024)	4.28%	\$ 7,800,000	\$ 1,143,738	\$ 8,943,738	\$ 735,418	\$ -	11/6/12 + 3/4/2014
2	Moran Redevelopment	10	2014 HUD Sec 108 10 Years (2015-2025)	5.00%	\$ 2,091,000	\$ 185,694	\$ 2,276,694	\$ 198,504	\$ 181,000	3/4/2014
3	Waterfront Fishing Pier	5	2016B COPS 5 Years (2015-2021)	5.00%	\$ 143,489	\$ 17,959	\$ 161,448			2006
4	Lakeview , College, Westlake Garage	9	2016A COPS 9 Years (2016-2024)	5.00%	\$ 5,145,000	\$ 1,098,078	\$ 6,243,078	\$ 589,368	\$ -	2006
	General Obligation Waterfront Tax Increment Bond Series 2018E	8	11/28/2018-5/1/2025	5.00%	\$ 745,000	\$ 119,180	\$ 864,180	\$ 130,375	\$ -	3/4/2014
5	Series 2018C - Burlington Harbor Marina, ECHO	8	11/28/2018-5/1/2025	5.00%	\$ 405,000	\$ 76,106	\$ 481,106	\$ 73,500	\$ -	3/4/2014
6	New Moran Inc. \$3,559,000; BTC Public Improvement \$801,000	6	Series 2019 12/20/2019-06/30/2025	2.61%	\$ 4,360,000	\$ 573,369	\$ 4,933,369	\$ 3,815,601	\$ -	3/4/2014
New Debt:										
Example:	Main Street Lights - General Obligation Bond	11	1/1/2016-12/31/2025	5.60%	\$ 3,250,000	\$ 500,000	\$ 3,750,000	\$ 340,909	\$ 2,950,000	
7	City Place Burlington, \$18,840,000; Series 2024				\$ 18,840,000		\$ 18,840,000	\$ 877,818	\$ 18,840,000	11.01.2016
8										
				Total	\$ 39,529,489	\$ 3,214,124	\$ 42,743,613	\$ 6,420,585	\$ 19,021,000	

Annual Debt Service	
Principal Paid	\$ 5,445,636
Interest Paid	\$ 1,019,530
Fees/Other Costs Paid	\$ -
Total Paid	\$ 6,465,166

Refinancing. Was any portion of TIF District debt refinanced during this reporting period?

No

Yes, please provide details.

On April 28, 2025, the City Council authorized the refinancing of the \$18,840,000 note for the Waterfront TIF District. Council originally authorized the note on May

Direct Payments: Enter the total amount of any TIF direct payments made during this period. \$ - **Date Approved by Voters:**

Additional Information
 As the City is still utilizing a Note as a financing tool for this TIF District, and that Note was refinanced as noted above, the City still does not have an amortization schedule. The City did have to pay interest in FY25 on the previous note, and that has been captured in the debt payment section above. At the close of FY25, the City had recorded fiscal-year-to-date interest earnings of \$792,360.99. The City is aware that these earnings can only be used to support expenditures related to the approved TIF District project, and a Substantial Change Request will be required to receive VEPC authorization to use them and incorporate them into a budget.

IV. Improvements and Funding:

Improvement Expenditures			
Name of Improvement	Of the Total Expenditure listed:		Total Improvement Expenditure for this report period
	The amount paid with TIF Revenues	The amount paid with Non-TIF Revenues	
1 Bike Path			
Completed in FY17.	\$ -	\$ -	\$ -
2 Waterfront Access North			
Completed in FY19.	\$ -	\$ -	\$ -
3 Waterfront Park Upgrades			
Completed in FY19.	\$ -	\$ -	\$ -
4 Moran Building			
Completed in FY24.	\$ -	\$ -	\$ -
5 Lake Champlain Community Sailing Center			
Completed in FY18.	\$ -	\$ -	\$ -
6 Burlington Harbor Marina			
Completed in FY19.	\$ -	\$ -	\$ -
7 ECHO Sustainability Park			
Completed in FY19.	\$ -	\$ -	\$ -
8 Cherry & Bank Street Streetscape Improvements (Street improvements to the City's "Great Streets" standards for six blocks of public rights of way on Cherry Street (from Battery to Church Street) and Bank Street (from Pine to Church Street)			
The public improvements construction on Bank Street, including new and upgraded utilities, sidewalk, and streetscape amenities was nearly complete in FY25. Design for the other blocks of Bank Street and Cherry Street, which also has funding from our federal grants, has progressed into the right of way phase, and received permitting	\$342,167.00	\$408,296.82	\$ 750,464
9 St. Paul Street Extension (Acquisition and construction of St. Paul Street, creating new blocks of City Public rights of way).			
A portion of the public improvements construction on the south end of Saint Paul Street around the CityPlace South Tower was nearly complete in FY25. Design for the east side of the street and other final streetscape amenities, which also has funding	\$2,270,585.74	\$68,235.78	\$ 2,338,822
10 Pine Street Extension (Acquisition and construction of Pine Street, creating new blocks of City Public rights of way).			
Utility work and necessary renovations to the 100 Bank Street building starting on Pine Street in FY25. Design for the west side of the street and other final streetscape amenities, which also has funding from our federal grants, has progressed into the	\$71,587.50	\$68,235.78	\$ 139,823
Total	\$ 2,684,340	\$ 544,768	\$ 3,229,109
		Check	\$ 3,229,109

Sources of Non-TIF Revenues		Total Amount Secured for Each Source	Total Amount Spent to Date	Total Amount Spent this Period	Closed
1	VT Trans Revenue	\$ 2,500,000	\$ 2,500,000	\$ -	X
2	VT Sales Tax Reallocation	\$ 229,498	\$ 229,498	\$ -	X
3	Developer's Payment	\$ 144,037	\$ 144,037	\$ -	X
4	CDS CD23 1 Grant	\$ 12,000,000	\$ 260,113	\$ 231,456	<input type="checkbox"/>
5	RAIZ 5 Grant	\$ 22,384,000	\$ 515,342	\$ 411,088	<input type="checkbox"/>
6	Sales Tax Reallocation - 9/14/2023, 3/7/2024, & 3/17/2025	\$ 2,539,408	\$ 480,052		<input type="checkbox"/>
7	City Capital Local Match for CDS Grant - 9/14/2023 & 2/20/2025	\$ 600,000	\$ 5,990	\$ 5,990	<input type="checkbox"/>
8			\$ -	\$ -	<input type="checkbox"/>
9			\$ -	\$ -	<input type="checkbox"/>
10			\$ -	\$ -	<input type="checkbox"/>
11			\$ -	\$ -	<input type="checkbox"/>
Total		\$ 40,396,943	\$ 4,135,032	\$ 648,534	
		Non-TIF Revenues Reported under Improvement Expenditures		\$ 544,768	

Related Costs					
	List and describe the related cost(s)	Vendor	The amount paid with Education Revenue	The amount paid with Municipal Revenue	Total Cost for this report period
1	Professional Consultant Services	See attached Prof & Consult Vendor Breakdown	\$ 48,074	\$ 30,542	\$ 78,616
2			\$ -	\$ -	\$ -
3			\$ -	\$ -	\$ -
4			\$ -	\$ -	\$ -
5			\$ -	\$ -	\$ -
Total			\$ 48,074	\$ 30,542	\$ 78,616
				Check	\$ 78,616
				Check	\$ -

V. Performance Indicators:

Standard

Real Property Development		
1	Burlington Harbor Marina	
	Burlington Harbor Marina (75 Penny Lane) - public parking improvements and public infrastructure were built in support of this private development project - the property became taxable for the April 1, 2020 Grand List	\$786,900
2	ECHO	
	ECHO (1 College St) - tax exempt property - project completed and reported FY 2020	\$15,200,600
3	Lake Champlain Community Sailing Center	
	Lake Champlain Community Sailing Center (505 Lake St) - tax exempt property - project completed and reported FY 2018	\$2,563,500
4	Moran Frame	
	Moran Frame (475 Lake St) Phase 1A completed its finishing touches in FY 2023 - a tax exempt City property, operated by the Department of Parks and Recreation - Benefit to the City and the State come in the form of increased enhancement of the City's Waterfront - translating to tourist dollars (tax revenues to include Rooms and Meals tax, etcetera), and increased property values throughout the City and the County by virtue of the vitality of the City's Waterfront	\$2,262,400
CityPlace Real Property Development		
5	Phase 1: CityPlace, Retail, Parking, & Storage:	
	During this reporting period, CityPlace Partners completed construction of the South Tower, which includes approximately 12,000 square feet of ground floor retail space. As of December 2025, roughly 3,300 square feet of this space is occupied. Construction of the North Tower is underway, with an additional 24,000 square feet of street level retail space anticipated to open in 2027. The project also includes an enclosed parking garage that will serve both towers that is currently under construction.	\$21,101,000
Phase 1: CityPlace Residential/ Housing:		

6	CityPlace Partners have completed construction of the South Tower, with approximately half of the 53 residential units leased as of December 2025, and the 161 room hotel open and fully operational. The North Tower, totaling approximately 320,000 square feet, is currently under construction and will include 320 residential units and a hotel with approximately 159 rooms, along with a mix of student oriented suites. The North Tower is expected to be completed in 2027.	
7	Phase 2: Hotel:	
	Depending upon the availability of financing, Phase 2 is not currently slated to include hotel space	
8	Phase 2: Residential/ Housing:	
	Devonwood Investors, the owner/developer is applying for a HUD 221 d 4 loan for both construction and permanent financing. They have submitted an application for a zoning permit and the review is underway. Phase II comprises a mixed use project of residential units over ground floor retail, tenant amenities and a parking garage on the lower level for Lots 4 and 5 of the CityPlace properties. Bounded by Church St on the East, Cherry on the North and St. Paul St on the west, the combined lots comprises 48,630 sf or 1.12 acres or land.	
9	Phase 2: Retail & Parking:	
	Phase 2 is slated to include ground floor retail and approximately 81 parking spaces in a underground garage	
Total		\$41,914,400

Employment Opportunities
The City Place Partner Team is reporting that there are 130-140 construction workers on site every day and this should continue until late 2027 when the North Tower is finished. The AC Hotel opened in City Place in late 2025 creating an estimated 200 jobs. While retail and restaurants have not yet opened, future establishments will create approximately 75-100 permanent jobs.

Additional Information

Mandated

Jobs at June 30, 2021							
	NAICS Code	Increase or (Decrease)	Previous Location (if known)		NAICS Code	Increase or (Decrease)	Previous Location (if known)
1	11			11	53		
2	21			12	54		
3	22			13	55		
4	23			14	56		
5	31-33			15	61		
6	42			16	62		
7	44-45	3		17	71		
8	48-49			18	72		
9	51			19	81		

10	52		
----	----	--	--

20	92		
Total Jobs Increase (Decrease)			3

Identify Source/Method for Obtaining Jobs Information

See the attached report. City staff in the Community and Economic Development Office have been developing a Comprehensive Business list to track business openings and closures. This database is then filtered for businesses located within the TIF district. They then use the Economic & Labor Market Information Business Finder tool on the Vermont Department of Labor website to identify NAICS codes and employee size ranges. For any businesses not listed here, staff estimated size based on what is known about the businesses. Permanent job losses are estimated by applying a % unemployment factor to the total number of jobs in the District. The % unemployment factor is based on Burlington data as provided by the Vermont Department of Labor.

Vermont Firms					
Name of Vermont Firm		Total amount of work performed	Name of Vermont Firm		Total amount of work performed
1	White & Burke	\$ 30,692	11		\$ -
2	Downs Rachlin Martin	\$ 389	12		\$ -
3	Paul Frank & Collins	\$ 11,647	13		\$ -
4	MSKVT	\$ 303	14		\$ -
5	150 Bank Street LLC	\$ 35,500	15		\$ -
6	Studio Projects LLC	\$ 62,500	16		\$ -
7	Resource: A Non Profit Community Enterprise	\$ 33,337	17		\$ -
8	Stantec Consulting Services Inc	\$ 610,254	18		\$ -
9	City Place Partners LLC	\$ 2,486,977	19		\$ -
10			20		\$ -
Total Amount of Work Performed					\$ 3,271,598

Additional Information

TIF District Specific

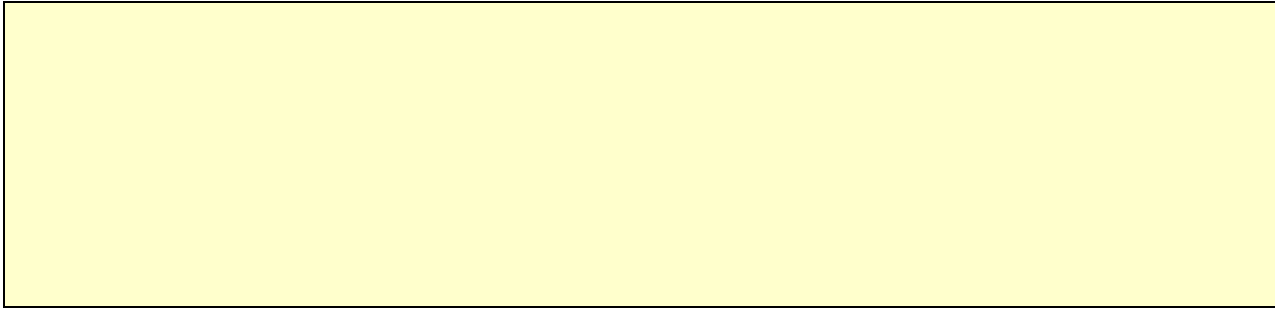
Transportation Enhancements: A new block of Pine Street and Saint Paul Street that reconnect Bank Street to Cherry Street will vastly improve pedestrian, transit, bicycle, and vehicle circulation in this TIF district. The TIF district is also receiving streetscape and roadway enhancements including: new decorative and pedestrian-scale lighting, traffic signal improvements, green stormwater infrastructure including permeable pavers, rain gardens, and tree wells, bike racks, new trees with soils cells to support healthy, mature trees long term, new granite curbing, new sidewalk, and new paving.

CityPlace Partners have completed construction of the South Tower, with approximately half of the 53 residential units leased as of December 2025, and the 161 room hotel open and fully operational. The North Tower, totaling approximately 320,000 square feet, is currently under construction and will include 320 residential units and a hotel with approximately 159 rooms, along with a mix of student oriented suites. The North Tower is expected to be completed in 2027.

Housing Changes (optional)

	Affordable Housing	Market Rate Housing	Total
New	0	0	0
Eliminated	0	0	0
Net Total	0	0	0

Unforeseen Events: Please describe any unforeseen events (such as flooding) that have impacted the TIF District, its improvement projects, or private developments. Also detail how the municipality is working through those challenges.



Current TIF District Activity: Please provide details regarding FY26 activities. This can include updates regarding specific projects, potential substantial change requests, etc.

The City is contemplating coming to VEPC with a substantial change request that would contain two parts: 1) A request to use investment earning to pay for interest on the bond; 2) A request to alter the budget to reflect the incorporation of grant monies received by the City of Burlington that have yet to be officially incorporated into the budget.

Tax Increment Financing District
 Vermont Economic Progress Council
 Vermont Department of Taxes

ACTUALS - VALUE/INCREMENT/REVENUES	Total Secured	Total Expensed	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
			(GL 2012)	(GL 2013)	07/2014-06/2015 (GL 2014)	(GL 2015)	(GL 2016)	(GL 2017)	(GL 2018)	(GL 2019)	(GL 2020)	(GL 2021)	(GL 2022)	(GL 2023)	(GL 2024)	(GL 2025)													
Non TIF Revenues																													
Returned TIF to VT (Gisbane)	\$ (163,177)	\$ (163,177)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (163,177)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VT Trans Revenue	\$ 2,500,000	\$ 2,500,000	\$ -	\$ 500,000	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ 750,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VT Sales Tax Reallocation	\$ 229,498	\$ 229,498	\$ -	\$ -	\$ 159,653	\$ -	\$ 69,845	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Developer's Payment	\$ 144,037	\$ 144,037	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 144,037	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CDS CD23 1 Grant	\$ 12,000,000	\$ 260,113	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RA12 \$ Grant	\$ 22,384,000	\$ 515,342	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax Reallocation - 9/14/2023, 3/7/2024, & 3/17/2025	\$ 2,539,408	\$ 480,052	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City Capital Local Match for CDS Grant - 9/14/2023 & 2/20/2025	\$ 600,000	\$ 5,990	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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Total Other Sources	\$ 40,233,766	\$ 3,971,855	\$ -	\$ 500,000	\$ 409,653	\$ 250,000	\$ 69,845	\$ 144,037	\$ 750,000	\$ 250,000	\$ 86,823	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Check	\$ 3,971,855																											
	Check	\$ 5,468,752																											
Other TIF Fund Income																													
Total All Years	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Earnings (Education)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Earnings (Municipal)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Interest Earnings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City Place Partner Tax Replacement Payments	\$ 374,831	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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Total:	\$ 374,831	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Tax Increment Finance District
 Vermont Economic Progress Council
 Vermont Department of Taxes

	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025							
																	(01/2012)	(01/2013)	(01/2014)	(01/2015)	(01/2016)	(01/2017)	(01/2018)	(01/2019)	(01/2020)	(01/2021)	(01/2022)	(01/2023)	(01/2024)	(01/2025)				
	Updated based upon Reconciliation Report filed 2016																																	
Debt service:	Principal	Interest	Total Service	Total Year to Date																														
Lake Street Construction	1999 HUD Sec 108 18 Years (2000-2017)	\$ 1,110,133	\$ 640,843	\$ 1,750,976	\$ 20,000	\$ 90,948	\$ 95,856	\$ 93,432	\$ 110,167	\$ 116,518	\$ 107,893	\$ 100,049	\$ 90,847	\$ 69,349	\$ 72,694	\$ 71,741	\$ 70,382	\$ 68,656	\$ 76,560	\$ 74,169	\$ 62,142	\$ 107,712	\$ 122,736											
Lake Street Extension	1999 HUD Sec 108 18 Years (2000-2016)	\$ 495,000	\$ 382,757	\$ 877,757	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,765	\$ 26,411	\$ 26,411	\$ 26,411	\$ 26,411	\$ 26,411	\$ 26,411	\$ 26,411	\$ 26,411	\$ 26,411	\$ 26,411	\$ 26,411	\$ 26,411	\$ 26,411	\$ 26,411	\$ 26,411	\$ 26,411	\$ 26,411	\$ 26,411						
Urban Reserve Acquisition	1999 COPS 18 Years (2000-2018)	\$ 1,390,000	\$ 690,652	\$ 2,080,652	\$ 25,304	\$ 104,943	\$ 103,368	\$ 106,680	\$ 104,856	\$ 102,880	\$ 105,958	\$ 103,785	\$ 106,470	\$ 104,025	\$ 106,446	\$ 108,610	\$ 105,591	\$ 107,373	\$ 108,845	\$ 575,420	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Lakeview Parking Garage	1999 COPS 18 Years (2000-2018)	\$ 5,000,000	\$ 2,521,308	\$ 8,021,308	\$ 7,157,210	\$ -	\$ -	\$ -	\$ -	\$ 7,157,210	\$ 535,884	\$ 535,131	\$ 535,884	\$ 540,031	\$ 540,529	\$ 551,104	\$ 550,091	\$ 550,664	\$ 550,664	\$ 550,664	\$ 550,664	\$ 550,664	\$ 550,664	\$ 550,664	\$ 550,664	\$ 550,664	\$ 550,664	\$ 550,664						
Waterfront Parking Pier	2005 COPS 20 Years (2005-2025)	\$ 407,130	\$ 287,094	\$ 694,224	\$ 694,134	\$ -	\$ -	\$ -	\$ -	\$ 694,134	\$ 33,604	\$ 34,260	\$ 34,040	\$ 33,802	\$ 33,538	\$ 33,297	\$ 32,900	\$ 34,035	\$ 33,965	\$ 33,962	\$ 33,979	\$ 33,700	\$ -	\$ -	\$ -	\$ -	\$ -							
Lakeview College Westlake Garage	2005 COPS 20 Years (2005-2025)	\$ 7,870,000	\$ 4,164,943	\$ 12,034,943	\$ 6,330,195	\$ -	\$ -	\$ -	\$ -	\$ 6,330,195	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
College Street Garage Improvements	2012 PVI Lease Financing (2011-2016)	\$ 438,610	\$ 22,348	\$ 458,958	\$ 417,235	\$ -	\$ -	\$ -	\$ -	\$ 417,235	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
Waterfront Renovation Project	2016A COPS 9 Years (2016-2024)	\$ 7,800,000	\$ 1,143,738	\$ 8,943,738	\$ 8,840,130	\$ -	\$ -	\$ -	\$ -	\$ 8,840,130	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
Moran Redevelopment	2016B COPS 9 Years (2016-2024)	\$ 2,091,000	\$ 185,694	\$ 2,276,694	\$ 2,112,801	\$ -	\$ -	\$ -	\$ -	\$ 2,112,801	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
Waterfront Parking Pier	2016B COPS 9 Years (2016-2024)	\$ 143,489	\$ 17,959	\$ 161,448	\$ 160,653	\$ -	\$ -	\$ -	\$ -	\$ 160,653	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
Lakeview College Westlake Garage	2016A COPS 9 Years (2016-2024)	\$ 5,146,000	\$ 1,098,078	\$ 6,244,078	\$ 6,213,028	\$ -	\$ -	\$ -	\$ -	\$ 6,213,028	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
18 2018C - Burlington Harbor Marina ECHO	11/28/2018-5/1/2025	\$ 405,000	\$ 76,106	\$ 481,106	\$ 481,106	\$ -	\$ -	\$ -	\$ -	\$ 481,106	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
Burlington Tax Increment Bond Series 2018E	11/28/2018-5/1/2025	\$ 745,000	\$ 119,180	\$ 864,180	\$ 864,180	\$ -	\$ -	\$ -	\$ -	\$ 864,180	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
189,000 BTC Public Improvement 5801,000	Series 2019 12/20/2019-06/30/2025	\$ 4,360,000	\$ 573,369	\$ 4,933,369	\$ 4,933,369	\$ -	\$ -	\$ -	\$ -	\$ 4,933,369	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
Place Burlington \$18,840,000 Series 2024	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
Total Debt		\$ 55,738,382	\$ 11,923,979	\$ 68,662,341	\$ 45,212,872	\$ 143,727	\$ 432,107	\$ 697,869	\$ 739,752	\$ 772,831	\$ 801,434	\$ 806,948	\$ 1,115,850	\$ 1,136,402	\$ 1,437,506	\$ 1,420,339	\$ 1,174,794	\$ 1,169,166	\$ 1,250,412	\$ 1,250,805	\$ 1,720,826	\$ 1,264,588	\$ 2,385,024	\$ 2,189,830	\$ 2,449,400	\$ 2,427,697	\$ 2,068,772	\$ 3,015,934	\$ 2,136,584	\$ 2,097,772	\$ 2,772,489	\$ 6,420,585		
		\$ 20,689,489	\$ 3,214,124	\$ 23,903,613	\$ 23,605,067	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Related Costs		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
All Years		\$ 2,510,410	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	



Tax Increment Financing District
Vermont Economic Progress Council
Vermont Department of Taxes

NOT APPLICABLE AT THIS TIME FOR BURLINGTON WATERFRONT TIF DISTRICT.



**Tax Increment Financing District
Vermont Economic Progress Council
Vermont Department of Taxes**

**VEPC Staff Contact Information:
Ellie Beckett, (802) 622-4674, ellie.beckett@vermont.gov**

**Reports are due on or before January 1, 2026
Please submit reports to accd.vepctifannualreport@vermont.gov
Please submit GL24 TIF Proceeds Report with the District Annual
Report**

I. District Information:

Municipality & District	Burlington: Downtown TIF District	Reporting Period:	July 1, 2024 - June 30, 2025
Name of Person Completing Report	Kara Alnasrawi	Grand List Year:	2024
Title	Director, Community & Economic		
Email Address	kalnasrawi@burlingtonvt.gov		
Telephone	802-238-1910		
Date Report Completed	December 24, 2025		

NOTE: All information reported on this form by the municipality must be for the Reporting Period and Grand List Year identified above.

II. TIF District Data:

Base Data (Original Taxable Value)				
Municipal	\$	175,280,315	OTV Total Acres	61.27
Homestead- Education	\$	6,635,312	OTV Total Parcels	287
Non Residential- Education	\$	170,770,844		
Total Education	\$	177,406,156		
Taxable Values as of April 1				
Municipal	\$	302,114,200		
Commercial 120% Value	\$	-		
Homestead- Education	\$	14,226,220		
Non Residential- Education	\$	287,351,089		
Total Education	\$	301,577,309		
Increase (Decrease) in Taxable Values (auto-calculated)				
Municipal	\$	126,833,885		
Homestead- Education	\$	7,590,908		
Non Residential- Education	\$	116,580,245		
Total Education	\$	124,171,153		
TIF Increment Revenue Retained for Reporting Year*				
Municipal (100% Share)	\$	1,056,653		
Commercial 120%	\$	136,027		
DID Sum	\$	23,358		
Homestead- Education	\$	83,725		
Non Residential- Education	\$	1,273,934		
Total Education	\$	1,357,659		
Total TIF Revenue	\$	2,573,697		

Parcel Information		
Current Acres	61.25	
Current Parcels	282	

Tax Rates Applied to the April 1 Grand List		
Municipal (General Fund)	\$	0.8326
Homestead	\$	1.5985
Non Residential	\$	1.5837

List Special Municipal Tax Rates		
1	DID Tax Rate	\$ 0.0350
2	Local Agreement	\$ 0.0005
3		\$ -
4		\$ -
5		\$ -
6		\$ -
Total Special Municipal Tax		\$ 0.0355
Total Municipal (General Fund) & Special Rates		\$ 0.8681

*Provide VEPC with documentation of the calculation of increment.

Other TIF Fund Income				
	Source	Education	Municipal	Total

1		\$ -	\$ -	\$ -
2	Development Agreement Fee*		\$ 260,000	\$ 260,000
3			\$ -	\$ -
4			\$ -	\$ -
5			\$ -	\$ -
Total:		\$ -	\$ 260,000	\$ 260,000

**Per VEPC approval of October 2020 Substantial Change Request, Development Agreement Fee must be deposited into the TIF Fund.*

Changes to Individual Parcels		
	SPAN Number	Describe Change
1	049-3-112-000	Value loss due to grievance results
2	049-3-039-000	Improvements and upgrades made to the property
3	049-3-038-000	Upgrades made to the property
4	049-3-028-000	Addition of four retail units on ground floor
5	044-4-039-000	Renovation of residential units
6	044-4-010-000	Value loss due to grievance results

Additional Information

the

III. Votes and Financing:

Public Vote Information. Check the appropriate box. Make sure to provide the date if information has been submitted to VEPC.

- No public votes or debt obligations occurred during this reporting period.
- Yes there were public votes and/or debt obligations during this reporting period.
 - Vote and debt obligation documents were submitted to VEPC. (Enter date submitted)
 - Vote and debt obligation documents are uploaded with this report.

Debt Instruments									
Infrastructure and Debt	Term in Years	Period (ie. 1/1/2016-12/31/2026)	Interest Rate	Principal	Interest	Total	Total Payment for Reporting Period	Remaining Principal Balance	
New Debt:									
1	Side Streets - Great Streets: St. Paul/Main Streets	19	12/20/2017-11/01/2035	5.00%	\$ 3,400,000	\$ 1,738,852	\$ 5,138,852	\$ 282,450	\$ 2,385,000
2	Great Streets - St. Paul Street, Main Street stormwater improvements, Series 2019=8D	18	11/28/2018-11/1/2035	5.00%	\$ 1,570,000	\$ 803,363	\$ 2,363,362	\$ 134,875	\$ 1,160,000
3	Interfund Loan	5	1/1/2019-12/31/2023	0.00%	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -
4	Great Streets - Main Street: General Obligation Downtown Tax Increment Bonds, Series 2022B	14	8/31/2022-11/1/2035	5.00%	\$ 30,120,000	\$ 11,844,433	\$ 41,964,433	\$ 3,152,375	\$ 26,660,000
New Debt									
Example:	Main Street Lights - General Obligation Bond	11	1/1/2016-12/31/2025	5.60%	\$ 3,250,000	\$ 500,000	\$ 3,750,000	\$ 340,909	\$ 2,950,000
5							\$ -		
6							\$ -		
7							\$ -		
				Total	\$ 35,340,000	\$ 14,386,648	\$ 49,716,647	\$ 3,569,700	\$ 30,205,000

Debt Ceiling Approved by VEPC \$ **40,179,696**

Annual Debt Service

Principal Paid \$ 2,010,000

Refinancing. Was any portion of TIF District debt refinanced during this reporting period?

No

Interest Paid	\$ 1,559,700
Fees/Other Costs Paid	\$ -
Total Paid	\$ 3,569,700

Yes, please provide details.

Direct Payments: Enter the total amount of any TIF direct payments made during this period.	\$ -	Date Approved by Voters:	
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Additional Information
At the close of FY25, the City was showing interest earnings of \$1,070,773.05. The City is aware that these earnings can only be used to support expenditures related to the approved TIF District project. The City is working through a Substantial Change Request (initial hearing in December) to determine how to report on and use the earnings.

IV. Improvements and Funding:

Improvement Expenditures					
Name of Improvement	Of the Total Expenditure listed:		Total Improvement Expenditure for this report period		
	The amount paid with TIF Revenues	The amount paid with Non-TIF Revenues			
Phase 1 Filing	1	Streets & Infrastructure: Streetscape, storm water, and utility upgrade improvements.			
		Main - South Union to Battery Streets			
		Construction of Main Street between Pine and South Winooski was continuous throughout FY25. Work towards replacement of subsurface utilities such as water and sewer were completed on the western most blocks of the project, while work on the Ravine Sewer bypass pipe occurred in the eastern blocks of the project during this time. Stormwater retention tanks were completed over the winter of 2024-2025 as well as base paving. Towards the end of FY25 the project was beginning the installation of new sidewalks, soils cells, and other surface features. Construction completion is estimated for Fall 2026.	\$ 8,375,713	\$ 449,042	\$ 8,824,755
		St. Paul/Main Concept Design			
		Completed and reported in FY 2020	\$ -	\$ -	\$ -
		St. Paul - Main to Maple (includes King to Maple with underground)			
		Completed and reported in FY 2020	\$ -	\$ -	\$ -
		Stormwater - North side Main Street/City Hall Park			
		Completed and reported in FY 2021			\$ -
	2	Brownfields: Remediation of parking structure site (Brown's Court).			
	Completed and reported in FY 2019	\$ -	\$ -	\$ -	
3	Parking Structure Upgrades: Church Street Marketplace Garage.				
	Completed and reported in FY 2017	\$ -	\$ -	\$ -	
		Total	\$ 8,375,713	\$ 449,042	\$ 8,824,755
				Check	\$ 8,824,755

Sources of Non-TIF Revenues	Total Amount Secured for Each Source	Total Amount Spent to Date	Total Amount Spent this Period
1 Water Distribution	\$ 95,350	\$ 95,350	\$ -
2 BED Capital	\$ 45,606	\$ 45,606	\$ -
3 Encumbrance Fee Payment(s)	\$ 25,950	\$ 25,950	\$ -
4 Third Party Communications (Outside Utilities)	\$ 156,207	\$ 156,207	\$ -
5 City Capital - Annual Capital Improvement Program (CIP) Bond	\$ 150,000	\$ 150,000	\$ -
6 Street Capital - Main Street - added 11/20/23, 7/15/24, & 7/2/2025	\$ 546,477	\$ -	\$ -
7 Water Capital - added 7/15/24	\$ 105,000	\$ 41,787	\$ 41,787

8	Sewer Capital - added 7/15/24 & 5/5/2025	\$ 357,947	\$ 258,039	\$ 258,039
9	VHB Petroleum Contaminated Soil Grant	\$ 149,216	\$ 149,216	\$ 149,216
10	St. Paul Soil PCF (FY22)	\$ 64,284	\$ 64,284	\$ -
11	Downtown Transportation Grant (FY26)	\$ 200,000	\$ -	\$ -
12		\$ -	\$ -	\$ -
13		\$ -	\$ -	\$ -
Total		\$ 1,631,753	\$ 922,155	\$ 449,042
Non-TIF Revenues Reported under Improvement Expenditures				\$ 449,042

Related Costs					
	List and describe the related cost(s)	Vendor	The amount paid with Education Revenue	The amount paid with Municipal Revenue	Total Cost for this report period
1	Professional & Consultant Services	See attached Prof & Consult Svs Vendor Breakdown	\$ 11,410	\$ 12,404	\$ 23,814
2	Municipal Staff Time and Benefits	Department of Public Works (DPW)	\$ -	\$ 70,000	\$ 70,000
3			\$ -	\$ -	\$ -
4			\$ -	\$ -	\$ -
5			\$ -	\$ -	\$ -
Total			\$ 11,410	\$ 82,404	\$ 93,814
				Check	\$ 93,814

V. Performance Indicators:

Standard

Real Property Development		
1	Stratos Project (Stuart Chase) - 33 housing units (inc. 5 inclusionary units - Champlain Housing Trust, all others market-rate).	
	193 St. Paul: Project completed and previously reported	\$ 10,174,000

2	101 Main Street: Redstone-TD Bank Block - Hotel & compatible use in Armory building w/two decks of parking.	
	161 St. Paul: Hilton Garden Hotel completed	\$ 13,878,200
3	151-154 South Champlain Street - Market rate Housing with required 15% IZ units.	
	157 South Champlain St. housing development completed winter 2023/2024. 48 residential units: 11 2-BR; 13 1-BR and 24 studio units	\$ 918,600
4	Eagles - Champlain College - Over 300 beds for Champlain college students.	
	194 St. Paul: Completed in FY 2019 - taxable as an educational facility	\$ 3,289,000
5	Gateway (aka "superblock") - Mixed use redevelopment 20,000 of commercial space and 60,000 SF mixed income housing.	
	The City and Developer have completed most due diligence outlined in a pre-development agreement. Given the current gap in funding/financing the City and Developer will now work together to determine if there is a financially feasible path forward for the project. The work underway will provide both the City and the Developer with the information necessary to determine whether the redevelopment of the Memorial Block through this public private partnership is feasible and to chart a responsible path forward in 2026.	\$ 7,194,100
6	South Champlain/Maple Street - Currently surface parking and vacant lot. Concepts by owner - ground floor parking, upper floor offices/residential.	
	No activity to report	\$ 449,700
7	121 Pine Street - 30,000 SF residential building.	
	No activity to report	\$ 549,700
8	86 Main Street - 23 housing units with ground floor office.	
	No activity to report	\$ 1,134,900
9	Former Free Press Property - To be redeveloped into 38 one bedroom apartments with 12,500SF commercial.	
	191 College St: This project was completed in FY 2018	\$ 1,208,300

10	266 College Street - 142 guest room hotel with restaurant	
	Property acquired by Green Castle Group - local real estate developer - with plans to convert to approximately 90 housing units. After interior demolition was completed in the winter of 2024/2025. Exterior demolition begun in summer 2025 and vertical construction in fall 2025 with an expected construction period of 18 months from commencement. It is expected that the 79 residential units will be fully occupied by winter 2027/2028.	\$ 1,547,500
11	Champlain Housing Trust - (formerly VFW Property) - 176 South Winooski Ave	
	As of midway through FY 2025, Champlain Housing Trust and Evernorth reported that the construction schedule is on track for completion in late 2025. The project features 38 units of affordable housing along with community space for a new VFW and about 4,000 square feet of office space for the City's Community Justice Center. The total development cost is around \$19M	\$ -
Total		\$ 40,344,000

Employment Opportunities

Jobs connected to the completed projects have been previously reported in City's Annual Reports to VEPC. The current capital expenditures for the Great Streets Main Street are going almost entirely to hard construction costs for this reporting period. It is estimated that the construction of Main Street Great Streets has maintained approximately 100 construction jobs during this reporting period. The City estimates that the ongoing redevelopment of 176 South Winooski Ave (the former VFW) has generated 45 FTE construction jobs. It's estimated that the 266 College Street project, a roughly 120,000 square foot redevelopment of the former YMCA into approximately 79 residential units, began construction earlier in 2025 and is expected to take about two years to complete, with approximately 120 to 180 construction workers onsite on average throughout the project.

Additional Information

The Great Streets Main Street project is on track for completion in 2026. As part of the work at 176 South Winooski, significant improvements were made to the ravine sewer which will facilitate future development in this part of the downtown.

Mandated

Jobs at June 30, 2023							
	NAICS Code	Increase or (Decrease)	Previous Location (if known)		NAICS Code	Increase or (Decrease)	Previous Location (if known)
1	11			11	53		
2	21			12	54		
3	22			13	55		
4	23			14	56		
5	31-33			15	61		
6	42			16	62		
7	44-45	(7)		17	71	(3)	
8	48-49			18	72	(3)	
9	51	(3)		19	81	(5)	
10	52			20	92		

Total Jobs Increase (Decrease)	(20)
---------------------------------------	-------------

Identify Source/Method for Obtaining Jobs Information
 See the attached report. City staff in the Community and Economic Development Office have been developing a Comprehensive Business list to track business openings and closures. This database is then filtered for businesses located within the TIF district. They then use the Economic & Labor Market Information Business Finder tool on the Vermont Department of Labor website to identify NAICS codes and employee size ranges. For any businesses not listed here, staff estimated size based on what is known about the businesses. Permanent job losses are estimated by applying a % unemployment factor to the total number of jobs in the District. The % unemployment factor is based on Burlington data as provided by the Vermont Department of Labor.

Vermont Firms					
Name of Vermont Firm		Total amount of work performed	Name of Vermont Firm		Total amount of work performed
1	White & Burke	\$ 768	11		\$ -
2	Paul Frank & Collins	\$ 1,806	12		\$ -
3	Vanasse Hangen Brustlin, Inc	\$ 247,112	13		\$ -
4	EIV Technical Services	\$ 736,376	14		\$ -
5	S.D. Ireland Brothers Corporation	\$ 7,314,155	15		\$ -
6	The Royal Group, Inc.	\$ 1,439	16		\$ -
7	Burlington Electric Dept	\$ 10,845	17		\$ -
8	Lydia Kern	\$ 61,570	18		\$ -
9	Nancy Winship Milliken Studio, LLC	\$ 91,972	19		\$ -
10	Pixel Patch Creative, LLC	\$ 49,500	20		\$ -
			Total Amount of Work Performed		\$ 8,515,543

Additional Information

TIF District Specific

Transportation Enhancements

Affordable Housing Development

Construction at 176 South Winooski, the previous VFW site, got underway in summer 2024. As of fall 2025, work is nearly complete and the building is projected to open for occupancy in early 2026. This includes work to remediate the historic ravine sewer, which ran underneath the project site and needed to be completed prior to occupancy. The project was co-developed by Champlain Housing Trust and Evernorth using the Low Income Housing Tax Credits (LIHTC) program and will include 38 permanently affordable housing units (four 2-BRs, 26 1-BRs, 8 studio units), 4,000 square foot of commercial space will be leased to the City's Community Justice Center, and a further 2,000 square foot of commercial space will be maintained by the VFW. Estimated total development cost: \$19.6M.

Housing Changes

	Affordable Housing	Market Rate Housing	Total
New	0	0	0
Eliminated	0	0	0
Net Total	0	0	0

Unforeseen Events: Please describe any unforeseen events (such as flooding) that have impacted the TIF District, its improvement projects, or private developments. Also detail how the municipality is working through those challenges.

The abandonment of the Ravine Sewer under the Post Apartments (176 South Winooski) required some specialty work that was not part of the original project bid. As a result we removed the scope of work from our primary contract and sought independent bids for this work. This required bringing in additional funding sources to support the more detailed work that required fully filling the old sewer to the top to ensure that the new building that was constructed would be stable. This was different than originally planned or the traditional method for filling sewer. As of the date of this report, this work has been included in our substantial change update to VEPC, and the work is fully complete.

Current TIF District Activity: Please provide details regarding FY26 activities. This can include updates regarding specific projects, potential substantial change requests, etc.

Tax Increment Financing District
 Vermont Economic Progress Council
 Vermont Department of Taxes

		2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	
		(GL 2012)	(GL 2013)	(GL 2014)	(GL 2015)	(GL 2015)	(GL 2016)	(GL 2017)	(GL 2018)	(GL 2019)	(GL 2020)	(GL 2021)	(GL 2022)	(GL 2023)	(GL 2024)	(GL 2025)	(GL 2026)	(GL 2027)	(GL 2028)	(GL 2029)	(GL 2030)	(GL 2031)	(GL 2032)
Based on TIF District Phase Filing (Approved November 2014)																							
								Debt Incurred Retention Begins															
TIF Debt Summary	Status of Debt	Principal	Interest	Total Service	Total Paid																		
1. Interfund Loan - renovation of structured parking facilities	7/1/2016-6/30/2017	\$ 200,000	\$ -	\$ 200,000	\$ 200,000																		
2. Side Streets - Great Streets: St. Paul/Main Streets	12/20/2017-11/01/2035	\$ 3,400,000	\$ 1,738,852	\$ 5,138,852	\$ 2,038,727		\$ 200,000	\$ 55,202	\$ 280,400	\$ 282,750	\$ 284,300	\$ 285,025	\$ 284,850	\$ 283,750	\$ 282,450								
3. Great Streets - St. Paul Street, Main Street stormwater improvements, Series 2019-80	11/28/2018-11/1/2035	\$ 1,570,000	\$ 803,363	\$ 2,373,363	\$ 855,612			\$ 33,362	\$ 137,000	\$ 138,875	\$ 135,625	\$ 137,250	\$ 138,625	\$ 134,875									
4. Interfund Loan Great Streets - Main Street: General	1/1/2019-12/31/2023	\$ 250,000	\$ -	\$ 250,000	\$ 250,000			\$ 25,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 25,000	\$ -									
5. Obligation Downtown Tax Increment Bonds, Series 2022a	8/31/2022-11/1/2035	\$ 30,120,000	\$ 11,844,433	\$ 41,964,433	\$ 7,309,433			\$ -	\$ -	\$ -	\$ 1,008,183	\$ 3,148,875	\$ 3,152,375										
6. 0	0	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
7. 0	0	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
Totals		\$ 10,653,772					\$ 200,000	\$ 55,202	\$ 338,762	\$ 469,750	\$ 473,175	\$ 470,650	\$ 1,480,283	\$ 3,596,250	\$ 3,569,700	\$ 359,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

2033
Est. 2021

5 -

Updated to reflect March 24 Substantial Change Request

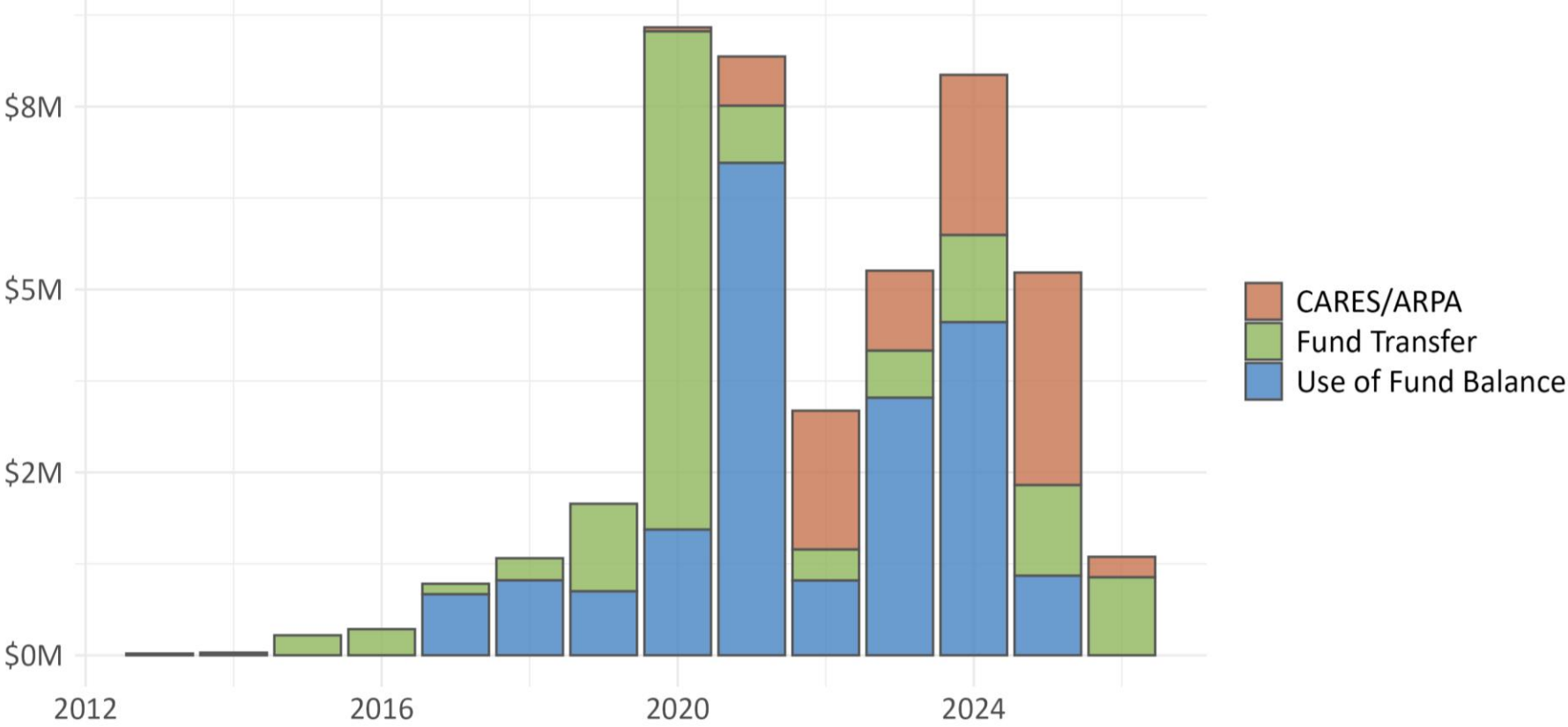
PROJECT:	As Approved (Year of Construction)				Actual				2011		2012		2013		2014		2015		2016		2017		2018		2019		2020		2021		2022		2023		2024		2025			
	Total Projected Costs	TIF Financed		Non-TIF	Total Costs	Total Cost Check	TIF Financed		Non-TIF	Total TIF	Non-TIF	Total TIF	Non-TIF	Total TIF	Non-TIF	Total TIF	Non-TIF	Total TIF	Non-TIF	Total TIF	Non-TIF	Total TIF	Non-TIF	Total TIF	Non-TIF	Total TIF	Non-TIF	Total TIF	Non-TIF	Total TIF	Non-TIF	Total TIF	Non-TIF	Total TIF	Non-TIF					
		Amount	Proportion				Amount	Proportion																												Amount	Proportion	Amount	Proportion	Source
PHASE 1 FILING																																								
Streets & Infrastructure: Streetscape, storm water, and utility upgrade improvements for 400-500 blocks:																																								
Main - South Union to Battery Streets	\$ 35,035,954	\$ 34,565,004	98%	\$ 475,000	1%	\$ 21,409,363	\$ 21,409,363	\$ 20,965,321	98%	\$ 444,042	2%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
St. Paul/Main Concept Design	\$ 335,650	\$ 265,300	79%	\$ 75,350	22%	\$ 260,300	\$ 260,300	\$ 260,300	100%	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
St. Paul - Main to Maple (includes King to Maple with underground)	\$ 4,538,113	\$ 4,214,000	93%	\$ 324,113	7%	\$ 4,538,113	\$ 4,538,113	\$ 4,137,923	91%	\$ 398,190	9%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Storrowwater - North side Main Street/City Hall Park	\$ 813,591	\$ 500,000	61%	\$ 313,591	39%	\$ 813,591	\$ 813,591	\$ 500,000	61%	\$ 313,591	39%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Brownfields: Remediation of parking structure site (Brown's Court)	\$ 507,839	\$ 507,839	100%	\$ -	0%	\$ 507,839	\$ 507,839	\$ 507,839	100%	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Parking Structure Upgrades: Church Street Marketplace Garage	\$ 876,388	\$ 134,653	15%	\$ 741,735	85%	\$ 876,388	\$ 876,388	\$ 134,653	15%	\$ 741,735	85%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ 41,968,541	\$ 40,129,696		\$ 1,838,845		\$ 28,208,724	\$ 28,208,724	\$ 26,521,126		\$ 1,687,598		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

General Fund Budget Gap

MARCH 2026

Use of One Time Funds

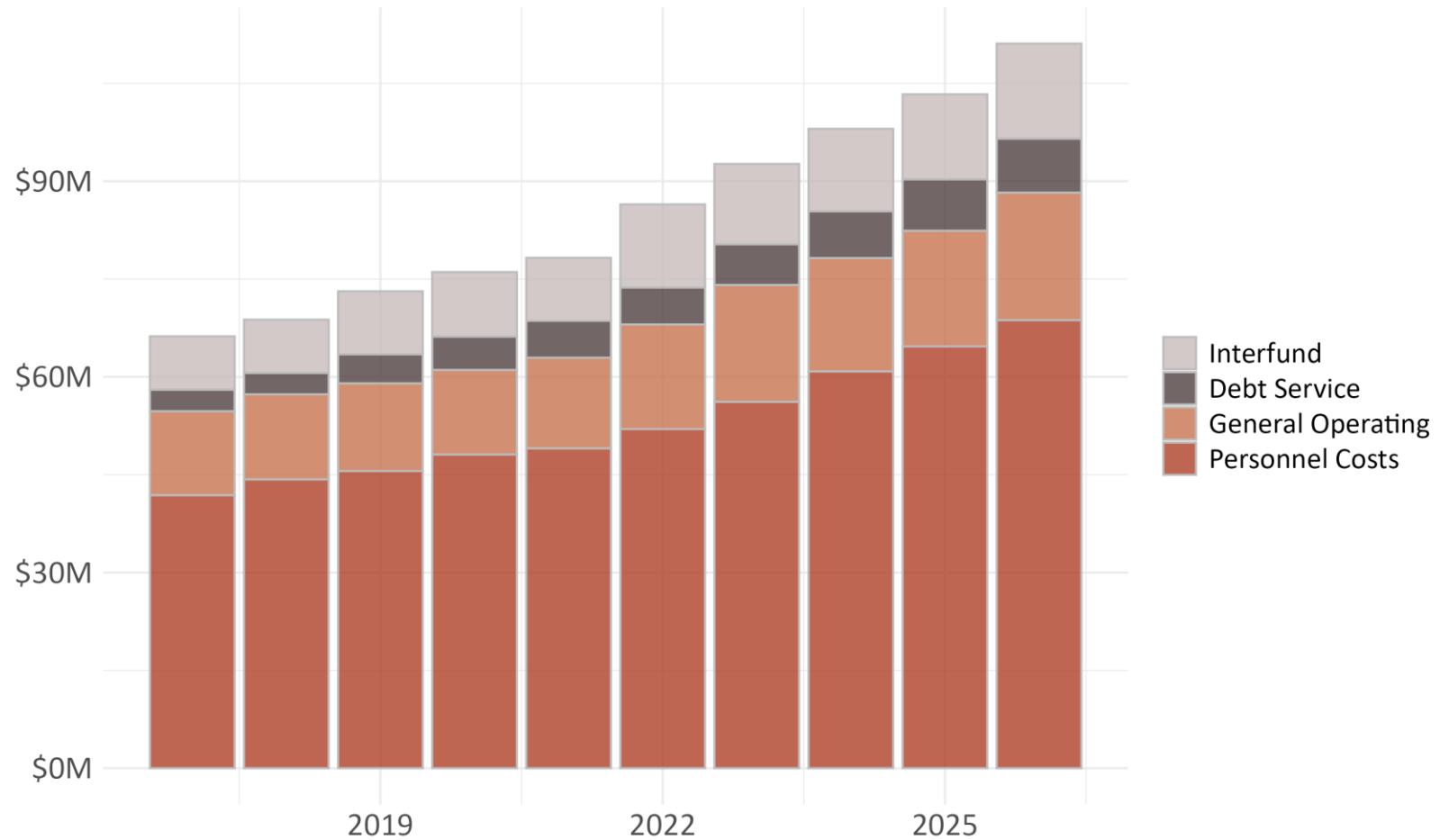
One piece of the City's persistent budget gap is the expansion of the use of one-time revenues during and after the pandemic.



Budgets: FY2026 and all use of fund balance. Actuals: FY13-FY25 transfers and federal grant funding.

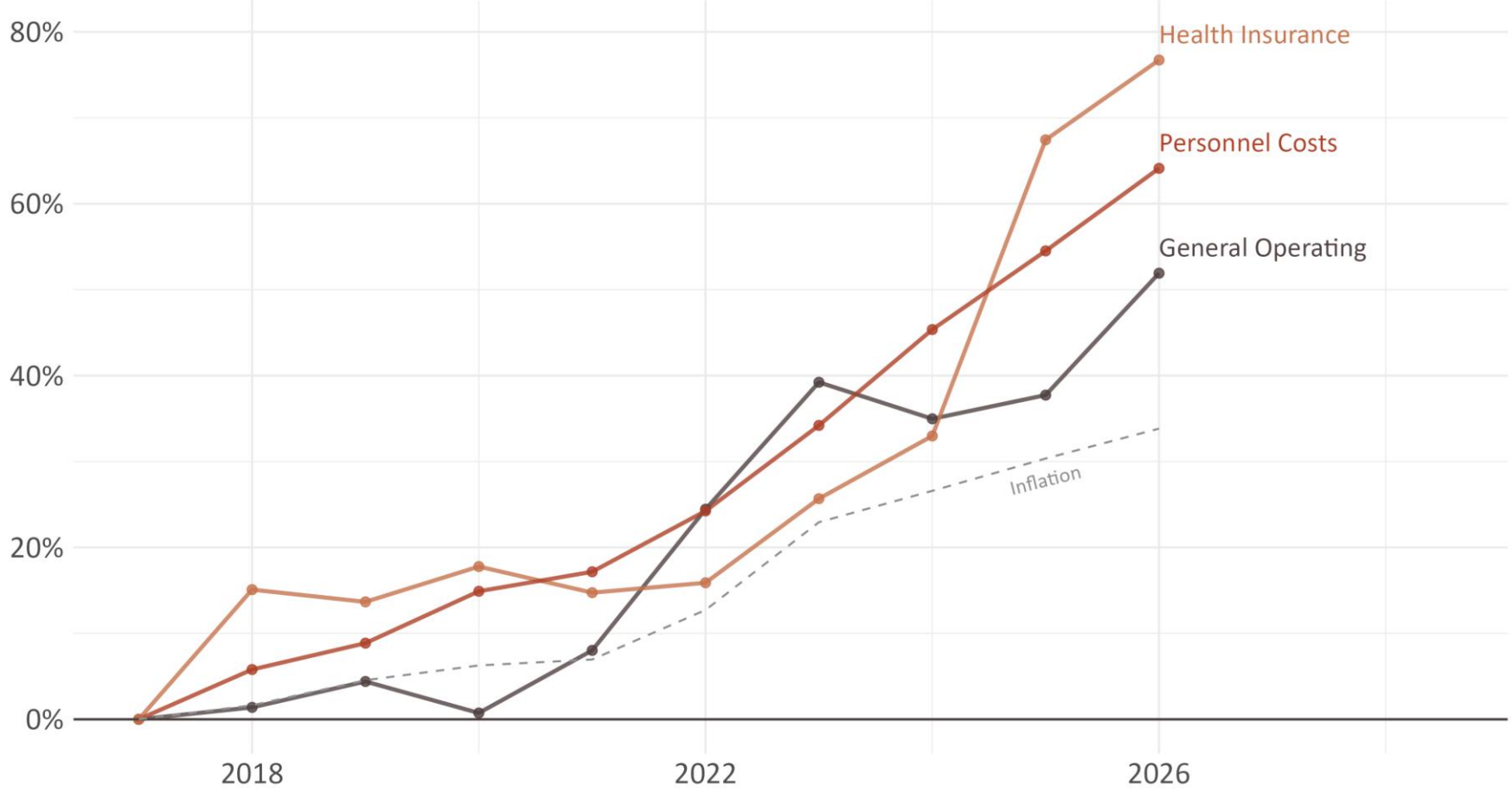
Expense Growth

Personnel costs have consistently made up about 60% of the City's total General Fund expenses.



Expense Growth

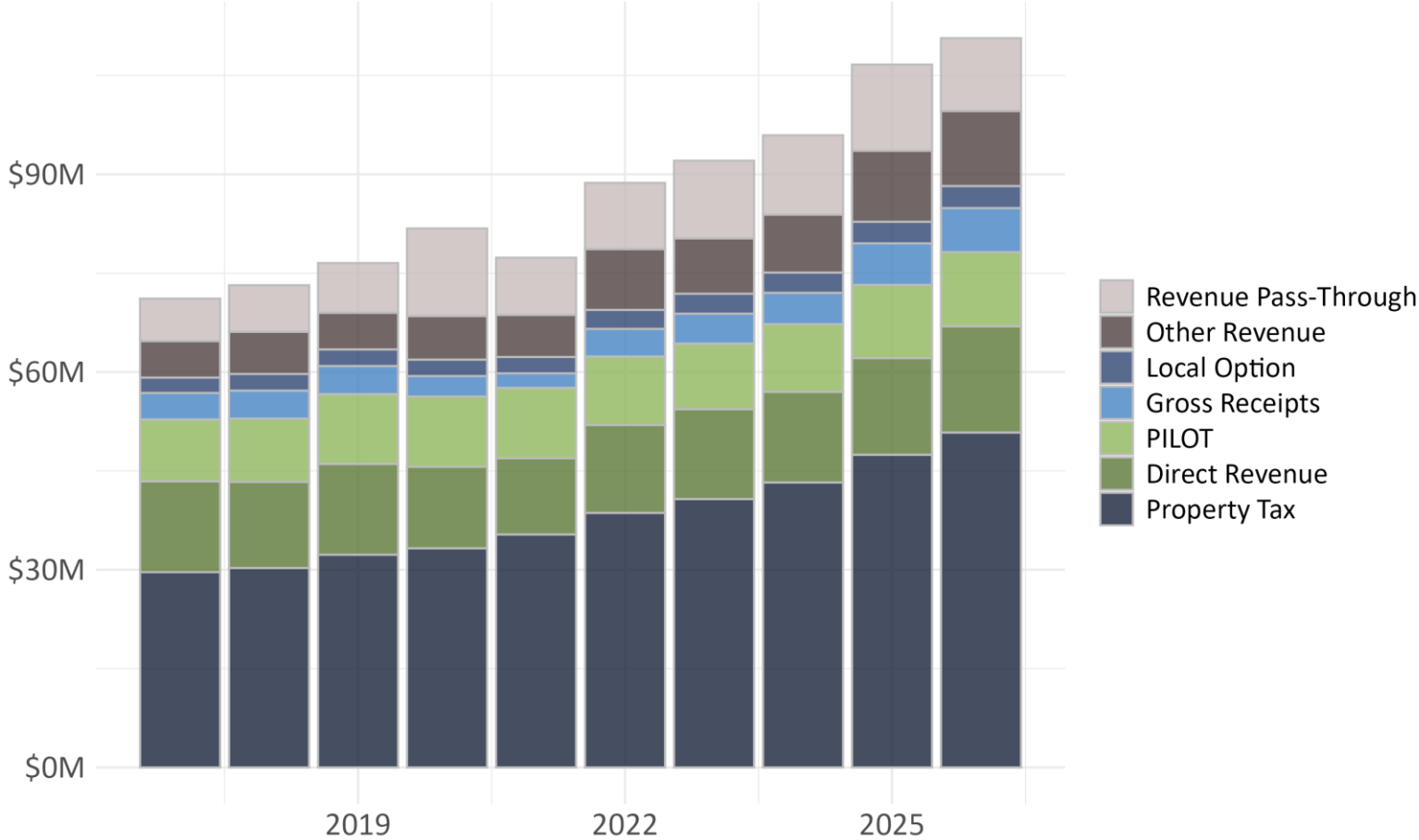
Since 2017, personnel costs have grown over 60%, with health insurance costs rising even faster.



Actuals: FY17-FY25, Budget: FY26

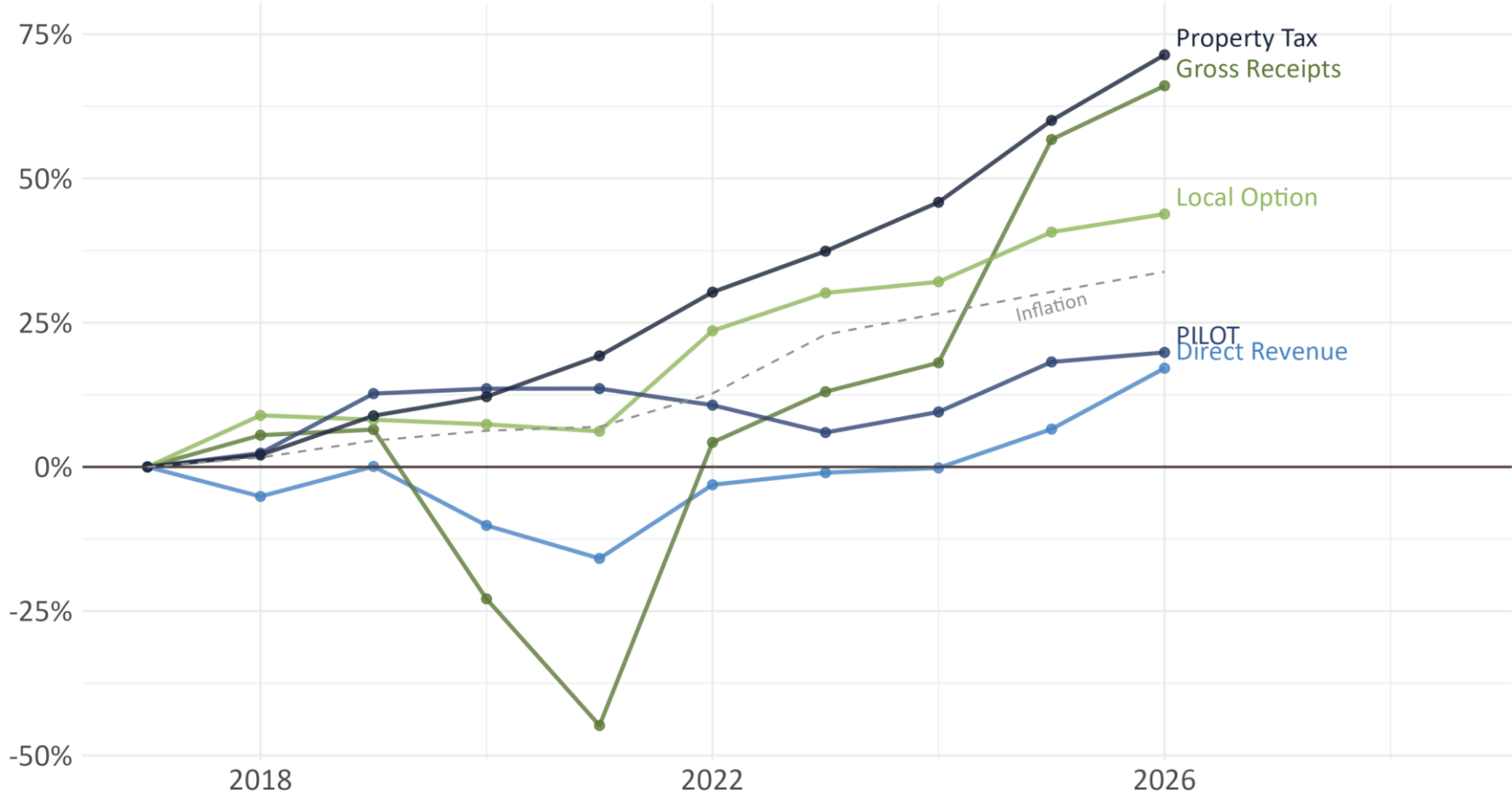
Revenue Growth

Property taxes account for close to half of the City's General Fund revenue.



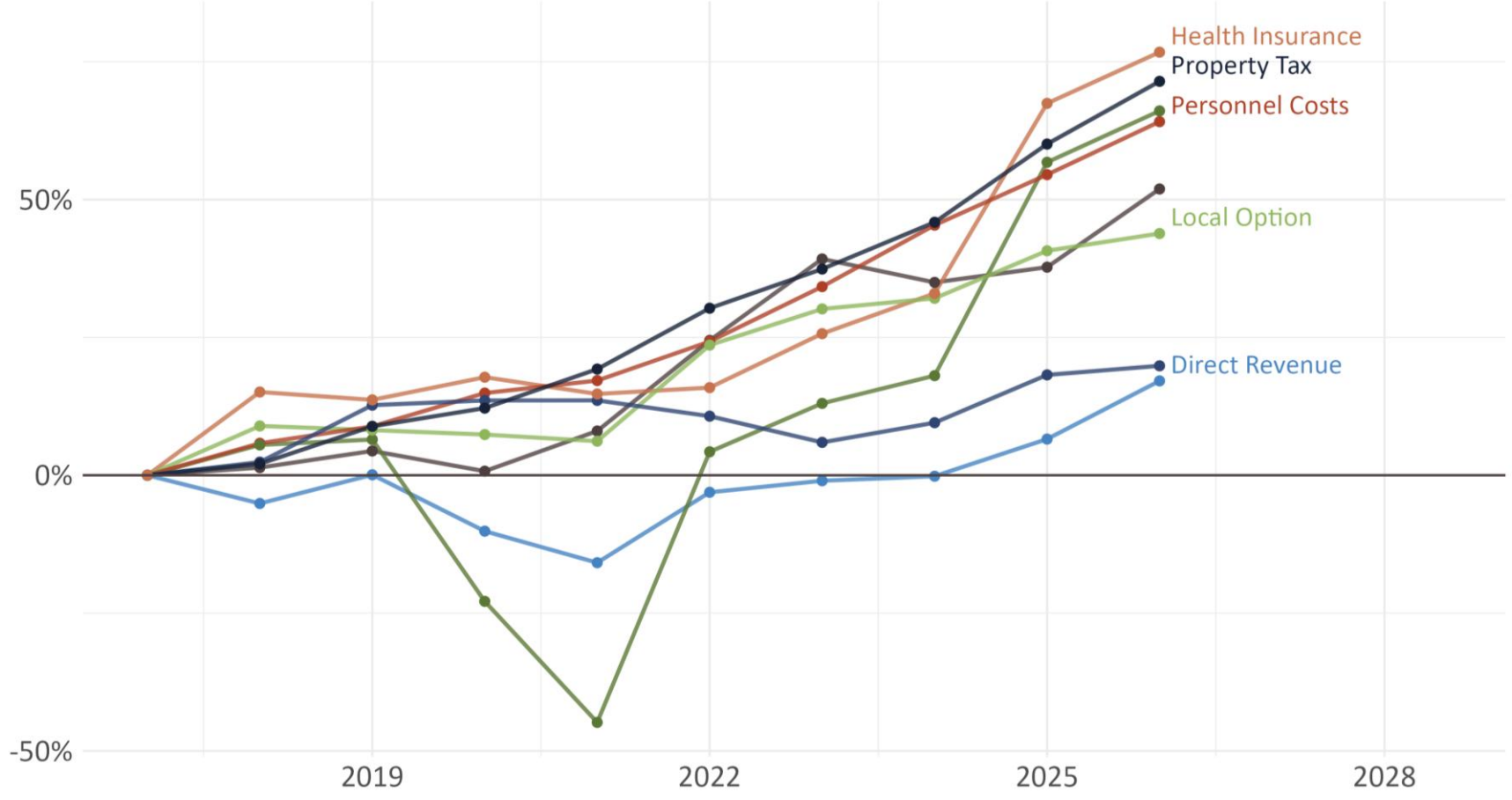
Revenue Growth

Over the same time, property taxes have grown by 70%, while other sources of revenue have lagged behind.



Past Budget Growth

This pattern creates a reliance on increasing property taxes to cover personnel.



Actuals: FY17-FY25, Budget: FY26

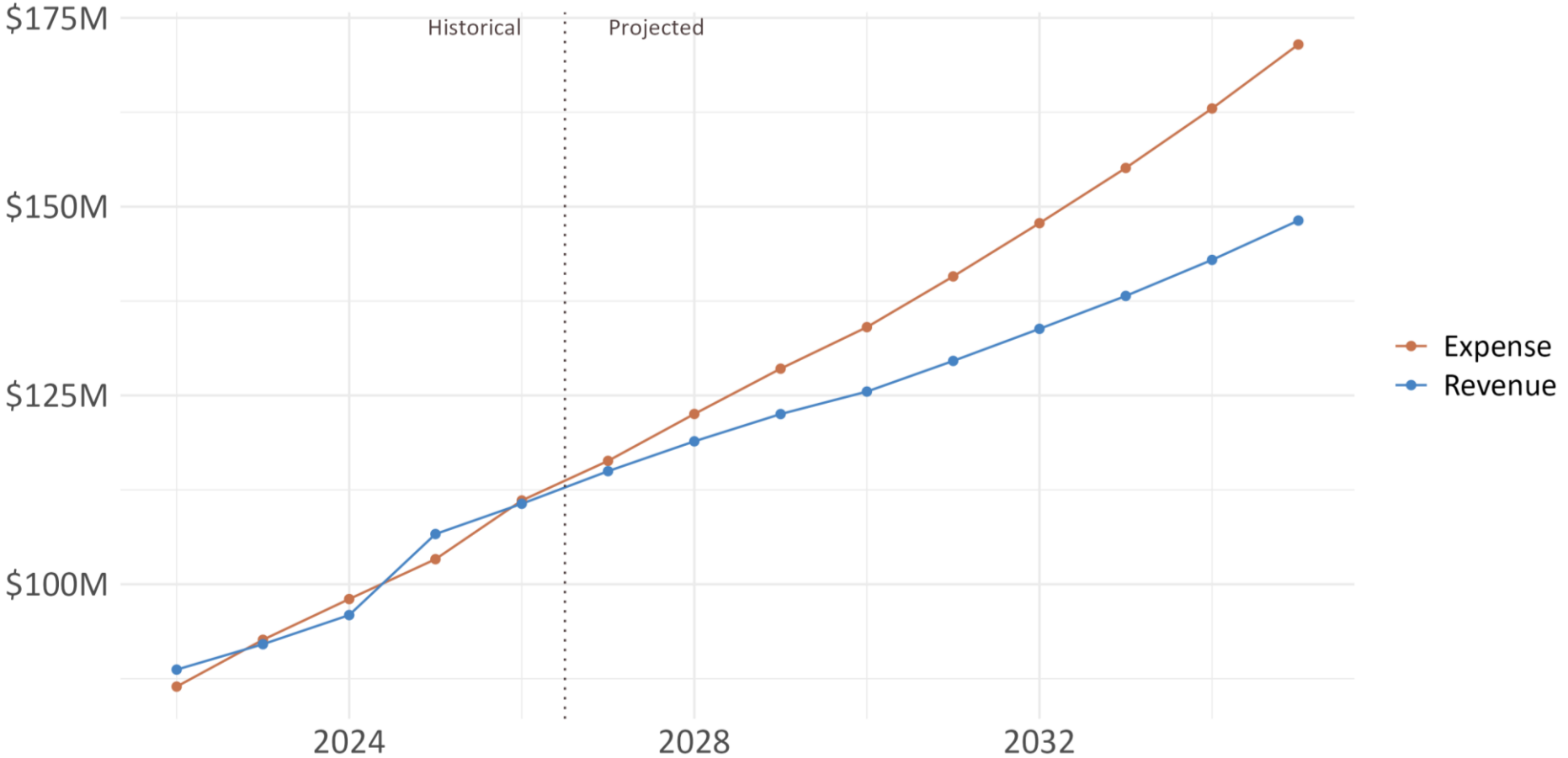
Projection Assumptions

To forecast the budget forward, we assume past growth with a few exceptions.

	FY26 Budget Total	FY17-FY26 CAGR	Model Assumption
Personnel Costs	\$68.7M	5.7%	<i>Matches Growth</i>
General Operating	\$19.5M	4.8%	<i>Matches Growth</i>
Interfund	\$14.6M	6.6%	<i>Grows in line with PT</i>
Debt Service	\$8.3M	10.8%	<i>Actual Expected Cost</i>
Property Tax	\$50.8M	6.1%	<i>Discretionary rate flat, GL grows at 0.8%, Retirement revenue grows 5% per year, debt service at expected cost</i>
Direct Revenue	\$16.1M	1.8%	<i>Matches Growth</i>
Other Revenue	\$11.4M	8.3%	<i>Matches Growth</i>
PILOT	\$11.2M	2.0%	<i>Matches Growth</i>
Revenue Pass-Through	\$11.1M	6.2%	<i>Grows in line with PT</i>
Gross Receipts	\$6.7M	5.8%	<i>Matches Growth</i>
Local Option	\$3.4M	4.1%	<i>Matches Growth</i>

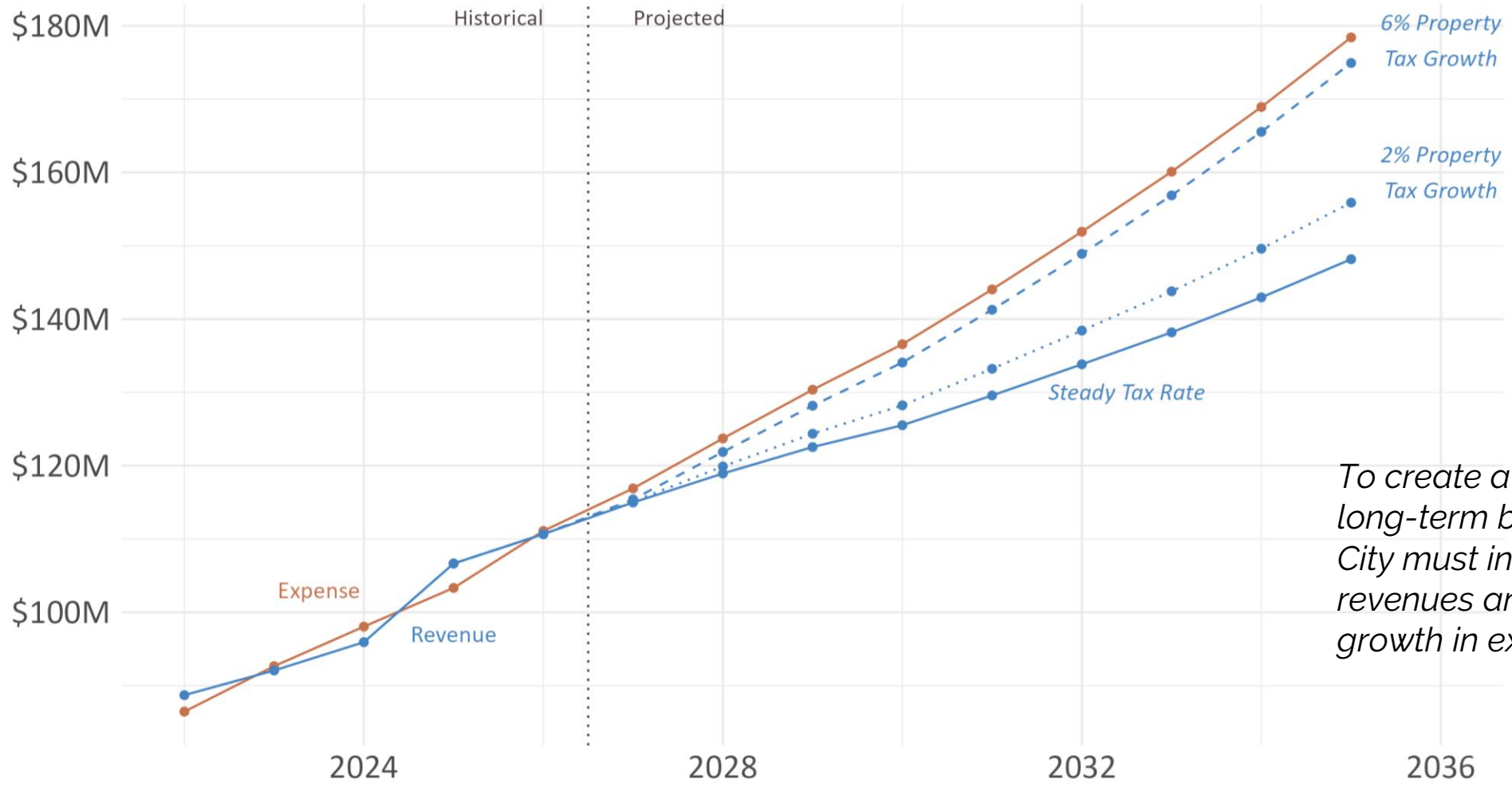
Projected Budget

If the City limits property tax growth to only cover increases in Retirement and Debt Service, the gap grows as expenses continue the same path.



Projected Budget

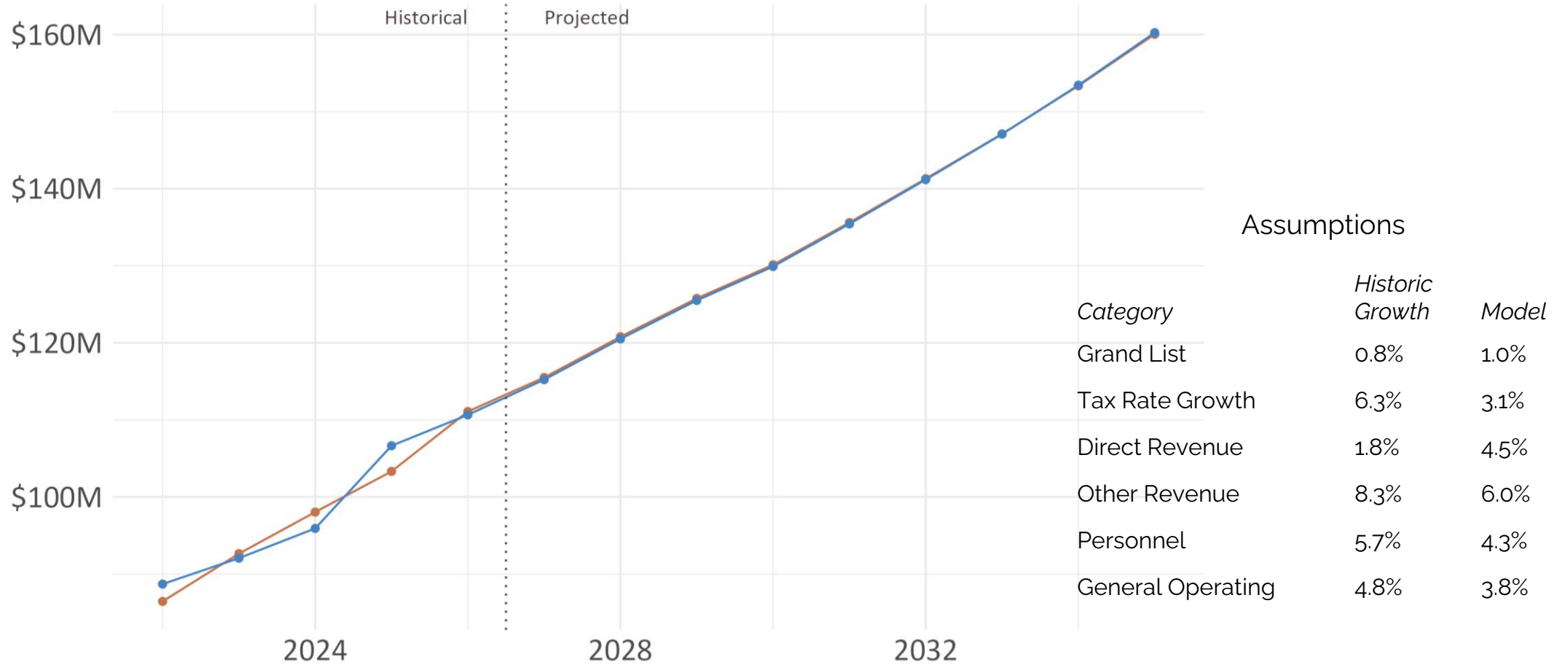
If property tax rates continue to increase as they have, revenues approach but **do not reach** expected future expenses.



To create a sustainable long-term budget, the City must increase other revenues and curb growth in expenses.

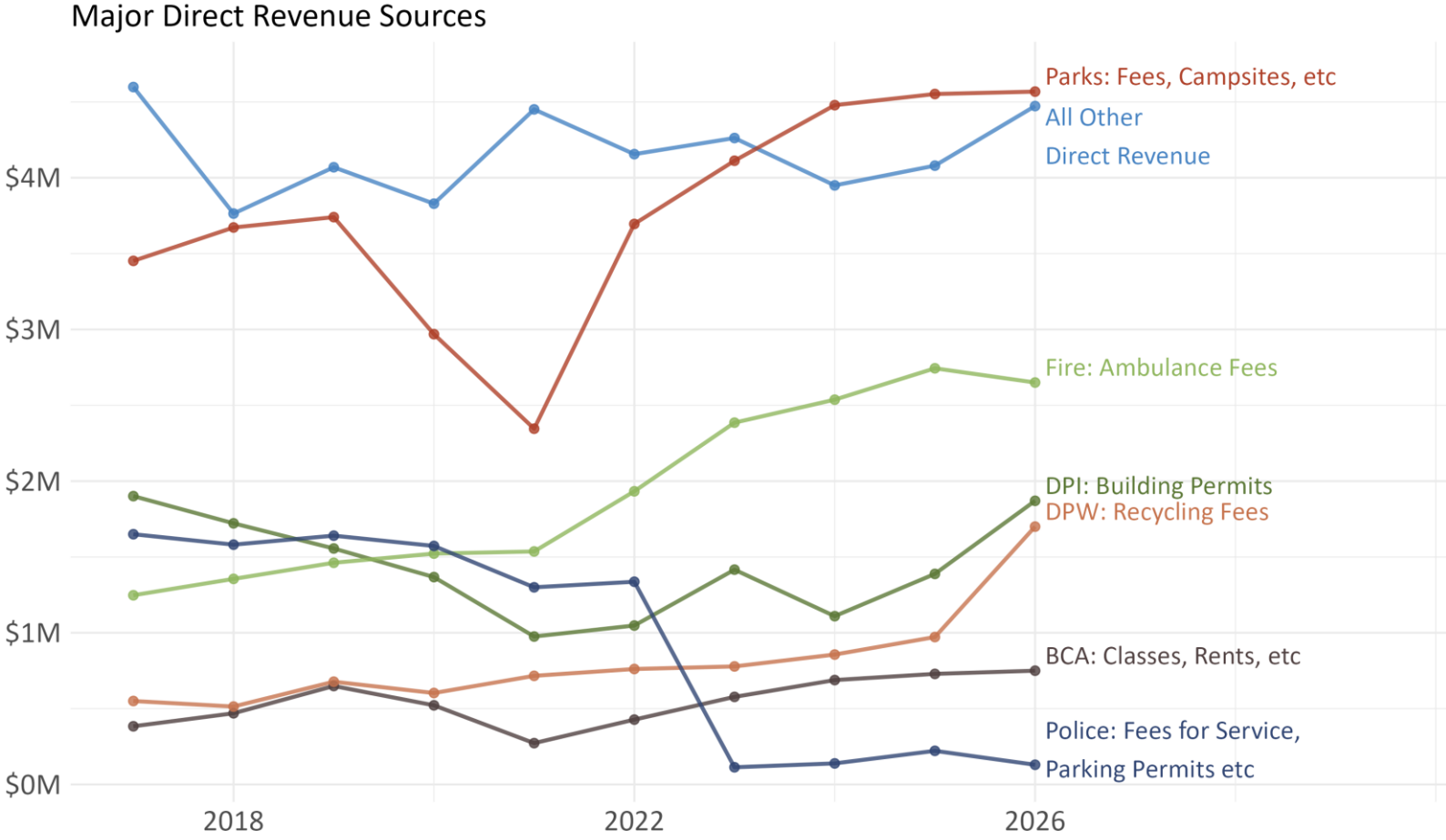
Optimistic Targets

Future budgets can balance with both limited expense growth, modest property tax increases, and increased direct revenue.



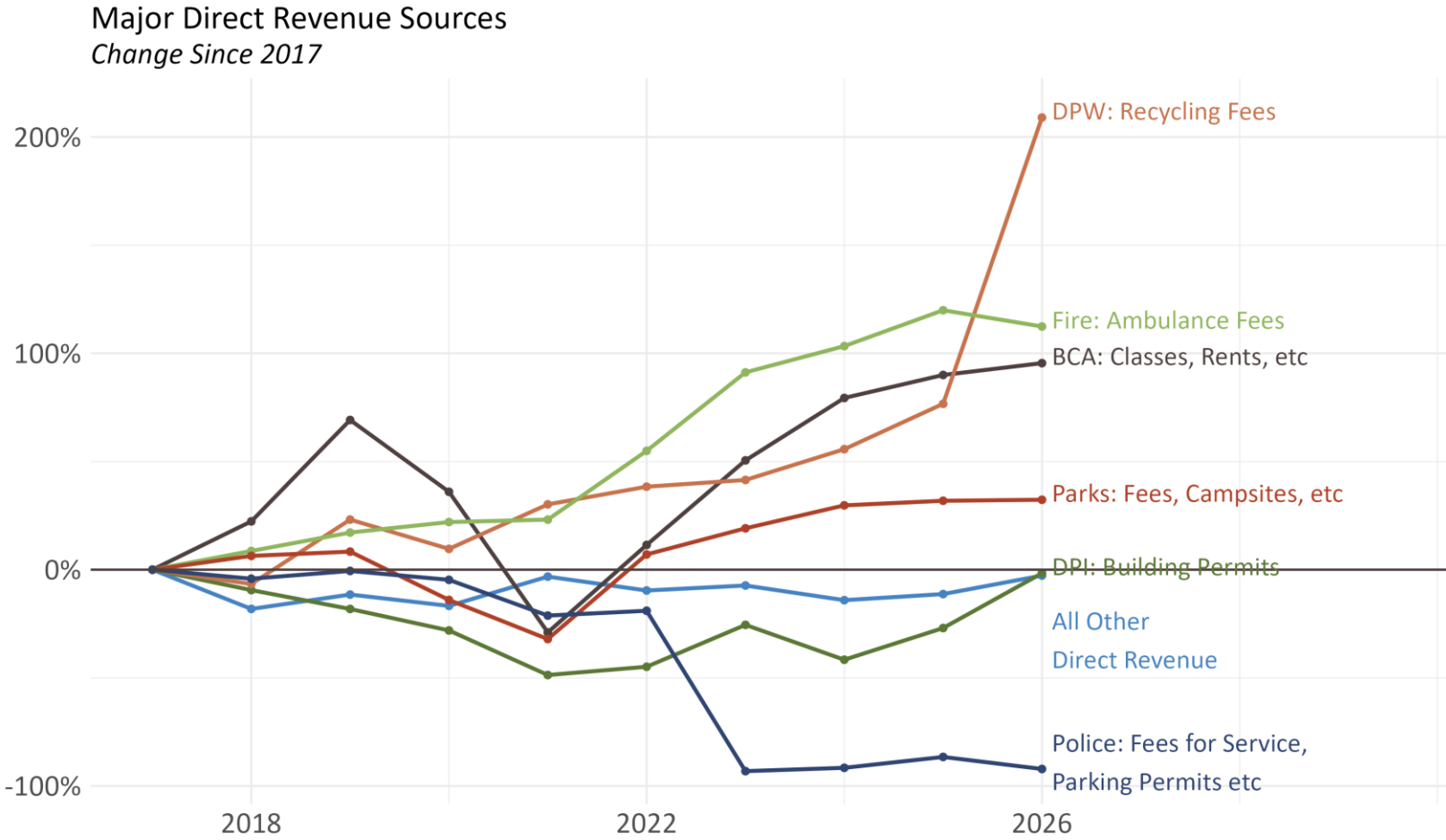
Appendix

Direct Revenue Comparison



Actuals: FY17-FY25, Budget: FY26

Direct Revenue Comparison



Actuals: FY17-FY25, Budget: FY26



BURLINGTON FIRE DEPARTMENT

136 S. Winooski Avenue, Burlington, VT 05401

Phone: (802) 864-4554 Fax: (802) 865-5387

MEMO

TO: Board of Finance / City Council
FROM: Michael Curtin – Fire Chief
CC: CAO Katherine Schad
DATE: March 23, 2026
SUBJECT: Advanced Life Support Intercepts

The Burlington Fire Department provides Advanced Life Support (ALS) intercept services to EMS agencies outside of Burlington when a patient requires advanced medical interventions not available from the transporting agency. While these requests are relatively infrequent, they do occur. In FY24, BFD responded to three (3) ALS intercept requests. In FY25, there were two (2) requests. In the current fiscal year to date (FY26), BFD has already responded to four (4) intercept requests. In such situations, BFD paramedics respond to deliver advanced assessment, medication administration, and other ALS-level care while the transporting agency retains responsibility for patient transport. These services utilize BFD personnel and equipment.

BFD is part of EMS District 3 and there is a contract agreement among all District 3 EMS providers establishing a standardized reimbursement rate of \$350 per ALS intercept. This is an agency-to-agency reimbursement rate, as the intercepting agency is not permitted to bill the patient directly.

For comparison, BFD's current standard ALS 2 transport base rate is \$1,680. That rate reflects a full ambulance transport, including the vehicle, transport crew, mileage, equipment, medications, and full assumption of patient care through delivery to the hospital. An ALS intercept is fundamentally different. BFD does not transport the patient and does not bill for mileage. The transporting agency remains responsible for the patient and bills the insurer. The \$350 intercept fee simply offsets the cost of providing a paramedic and associated ALS interventions during the response. Because of that, the intercept rate is significantly lower than our standard ALS transport rate and is intended as partial cost recovery rather than full reimbursement.

Requested Action:

Board of Finance Motion: To approve and recommend that the City Council authorize for the Burlington Fire Department (BFD) to bill transporting EMS agencies for Advanced Life Support (ALS) intercept services provided at the approved EMS District 3 contract rate for such services, and to authorize the Chief Engineer to execute reimbursement agreements with agencies requesting such services, subject to review and approval as to form by the City Attorney's office.

City Council Motion: To approve and authorize the Burlington Fire Department to bill transporting EMS agencies for Advanced Life Support (ALS) intercept services provided at the approved EMS District 3 contract rate for such services, and to authorize the Chief Engineer to execute reimbursement agreements with agencies requesting such services, subject to review and approval as to form by the City Attorney's office.

Thank you for considering this request.

MEMORANDUM



DATE: March 23, 2026
TO: Board of Finance and City Council
FROM: Phil Lewis, Director of Parks, Recreation & Waterfront
RE: Request for Creation of Position and Job Description
Department of Parks, Recreation & Waterfront

INTRODUCTION

We are requesting Board of Finance and City Council approval for creation of the position of Recreation Manager, Leddy Arena and Sports in the Burlington Parks, Recreation and Waterfront (BPRW) Department. This position will support programming and operations at Leddy Ice Arena and citywide programming for Sports and Athletics. The position will be critical to ensure seamless, high-quality delivery of recreation services at the point where programs, facilities, and customers intersect.

BACKGROUND

At the beginning of FY26, BPRW eliminated eight (8) positions in the department as part of the ModernGov initiative and budget reductions due to structural funding gaps. The loss of these positions made it necessary to re-evaluate operations utilizing available resources.

BPRW leadership have worked diligently over the past several months to evaluate department operations and gaps that exist for supporting front line personnel and service delivery. Meetings were held with staff from all areas of the Department and with our AFSCME labor partners. Informed by this work, an updated organizational chart has been developed to most effectively and efficiently meet Department needs. Additionally, it was evident that appropriate supervision and leadership is required at Leddy Ice Arena leading to the request for creating this position.



RATIONALE FOR CHANGE

The updated organizational structure and proposed creation of the Recreation Manager, Leddy Arena and Sports position addresses several critical areas of need for the department:

- **Fiscal Sustainability & Access:** The facility represents a significant City asset with multiple revenue streams. The position will manage contracts as well as responsibly balance equitable access to Leddy Ice Arena and revenue generation identifying opportunities to increase participation and usage
- **Service Delivery:** Focus on creating and maintaining a safe, clean, and welcoming environment for all guests and program participants, including coordination of programs, facilities, and customer service.
- **Staff Morale:** Sets a vision and organizational framework for department staff and direct support for the team at Leddy Ice Arena.

FUNDING THIS PROPOSAL

BPRW has sufficient savings from a vacant Recreation Specialist position and savings in operating supplies to fund the creation of this position. The Recreation Manager has a FY26 impact of \$21,149 for the remainder of the fiscal year. No additional General Fund appropriations are required. For FY27 we expect this position to generate additional revenues of \$22,000 to offset this request.

CONCLUSION AND REQUEST

The creation of this position represents a key investment in our workforce and the long-term sustainability of the Department. As we continue to modernize our operations, it is essential that we remain nimble with an effective organizational structure for strategically focused service delivery. This position is essential to delivering consistent, high-quality recreation services at a major City facility. By integrating program management, facility operations, and customer service under one role, the City ensures efficient operations, strong community engagement, and responsible stewardship of public assets.



Motions

Board of Finance:

1. To approve and recommend that the City Council approve creation of one (1) Recreation Manager: Leddy Arena and Sports, a regular, full-time, non-union, exempt, grade 20 position in the Department of Parks, Recreation, and Waterfront.
2. To approve and recommend that the City Council authorize the Chief Administrative Officer or designee to make such amendments and transfers of funds to the FY26 Budget as may be necessary or convenient to effect the foregoing position creation, in substantial conformance with the information outlined in the above staff report, for a budget neutral fiscal year impact.

City Council:

1. To approve creation of one (1) Recreation Manager, Leddy Arena and Sports, a regular, exempt, full-time, non-union position, grade 20 in the Department of Parks, Recreation, and Waterfront.
2. To authorize the Chief Administrative Officer or designee to make such amendments and transfers of funds to the FY26 Budget as may be necessary or convenient to effect the foregoing position creation, in substantial conformance with the information outlined in the above staff report, for a budget neutral fiscal year impact.

The BPRW leadership team is prepared to answer any questions you may have and provide any additional detail as needed. Thank you for your consideration.

ATTACHMENTS

- A – Job Description for Recreation Manager, Leddy Arena & Sports
- B – Org. Chart reflecting position within department structure

City of Burlington Job Description

Position Title: Recreation Manager, Leddy Arena & Sports

Department: Parks, Recreation & Waterfront

Reports to: Director of Parks, Recreation & Waterfront

Pay Grade: 20

Job Code: 1208

Exempt/Non-Exempt: Exempt

Union: Non-Union

General Purpose: This position is responsible for planning, organizing, staffing directing, controlling, budgeting and evaluating assigned recreation programs and managing operations of assigned recreation facilities.

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

- Plan and promote programs to encourage participation in recreational activities.
- Recruit, supervise, schedule, train and evaluate all full-time, seasonal, limited service and volunteer personnel in order to cover all shifts, programs, and events in accordance with union contracts, personnel policy, and operating procedures of the department.
- Analyze community recreation trends and evaluate local demands in order to provide balanced recreation offerings.
- Train and supervise all supervisory staff in the operation of all equipment, apparatus and technology applications necessary for effective facility operations.
- Develop and maintain schedule for recreation facilities, including but not limited to collection and tracking of revenues and communicating user needs to facility staff.
- Procure, inventory, and issue supplies, equipment and instructional materials in programs and events.
- Oversee assigned customer service staff and their related functions for recreation facilities, including department phone reception, direct customer service, program registrations, scheduling, tracking receivables, depositing receivables, maintenance of customer database, marketing programs, etc. Provide backup support to administrative staff during absences.
- Create and maintain a welcoming, safe, clean, and positive environment for all guests and program participants. Monitor facility conditions and coordinate with staff as appropriate.
- Publicize programs and activities through appropriate media in accordance with department procedures and policies.

- Prepare and submit reports, records of activities to the Director of Parks, Recreation & Waterfront as requested.
- Develop, prepare and implement program and facility goals including annual review(s) with program members.
- Formulate, monitor and allocate budget resources among various recreation programs and operational areas.
- Work collaboratively with Department leadership in formation and implementation of policies and procedures for recreation programs and facilities.
- Oversee the Arena Pro Shop operation, including but not limited to, marketing, inventory management, staffing, financial reporting, equipment maintenance etc.
- Work collaboratively with Department leadership in negotiation of contracts, manage and monitor lease compliance for tenants operating within the assigned facility; initiate corrective actions as necessary.
- Ensure appropriate methodology and high-quality results through long and short range planning sessions with Department leadership.
- Ensure program adherence to quality standards established by department procedures, City regulations and state and industry standards.
- Promote positive working relations with public, private, voluntary and commercial agencies sponsoring and co-sponsoring activities and services with the department.
- Develop system for collection of fees and charges for recreational activities and events.
- Prepare and administer contracts and agreements with local and state level agencies.
- Design procedures for the effective and efficient use of department and community resources.
- Establish recreational program standards and submit to Director of Parks, Recreation & Waterfront for review annually.
- Ensure proper handling and reporting of cash receipts/deposits for facility rentals, program registrations, contractual payments, POS services, donations and advertising.
- Manage and develop program budgets, forecasting future trends.
- Manage various budget tasks, including but not limited to recommending annual budget appropriations, procuring supplies, managing expenditures, processing invoices and pay requests, forecasting revenue, recommending annual fee adjustments, preparing reports, soliciting quotes, and securing donations.
- Compile and evaluate information on participation, attendance, facility utilization, efficiency and effectiveness of operations.
- Participate in the development of goals and objectives of the Parks, Recreation & Waterfront Department.
- Perform various budget tasks, including but not limited to, recommending annual budget appropriations, effecting expenditure control, forecasting revenue, recommending and implementing fee increases, preparing and monitoring budget reports, monitoring overtime, while ensuring that operating budget is kept within appropriated levels.
- Provide information to Marketing and Outreach Manager to assist in the preparation of fund raising and grant applications as needed.
- Position may require the operation of City vehicles and/or personal vehicles in order to conduct City business.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor's degree in Recreation, Business Administration, Public Administration or related field with 5 years of progressive supervisory experience. Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Two years' experience in supervision/administration of Recreational Services required
- Must be able to obtain and maintain a CPRP, certification from state and national professional associations.
- Knowledge of the principles and practices of recreational program administration required.
- Knowledge of and experience in recreation facility operations is required.
- Knowledge of and experience in managing budgets and budget projection is required, with familiarity in operation of software and technology that supports facility operations.
- Ability to obtain a valid driver's license within 45 days of hire and the continued maintenance of a valid driver's license. Operation of a City vehicle or personal vehicle to conduct City business without providing proof of a valid driver's license to Human Resources will not be permitted. A valid driver's license shall be defined as a current state of residence-issued license to operate a motor vehicle on public roadways. Position also requires the ability to be covered under the City's vehicle insurance policy prior to operation of any City vehicles or non-City vehicles for City business
- Knowledge of public recreation programming philosophy.
- Knowledge of and experience in customer service is required.
- Ability to recruit, train and supervise professional and seasonal staff.
- Ability to communicate effectively, both orally and in writing, with staff members and the public.
- Ability to work with groups and coordinate multiple activities simultaneously.
- Ability to interact with parents and school officials in a professional and courteous manner.
- Ability to establish/maintain effective working relationships with City staff and the general public.
- Ability to enforce disciplinary measure in a constructive manner.
- Ability to attend training and conference after normal working hours.
- Ability to work evenings, weekends and holidays.
- Ability to be on-call at all hours.
- Ability to work in and around cold indoor temperatures.
- Ability to operate in an entrepreneurial fashion in order to generate required revenues.
- Ability to operate in a Windows based operating environment using word-processing, spreadsheets, database, publishing, and presentation software.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.

- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

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

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

Supervision:

Directly Supervises: 3 Full-time staff, 75 Seasonal staff, Indirectly Supervises: 25 Volunteers

Disclaimer:

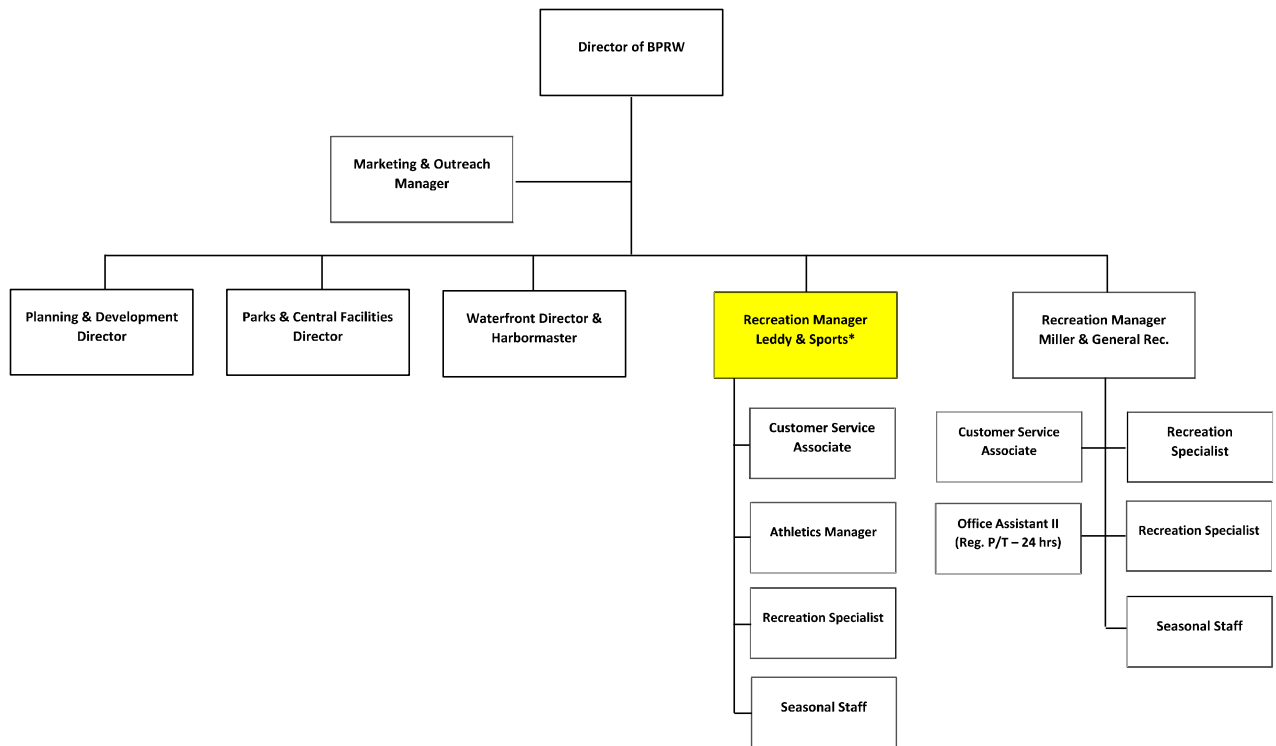
The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Burlington Parks, Recreation & Waterfront (BPRW)



* Conversion of vacant Recreation Specialist – needs approval of Board of Finance & City Council

Board of Finance and City Council Submission Checklist

Version: April 2025

Department: Parks, Recreation & Waterfront Submitter: Phil Lewis

Title/Subject: Position and Job Description Creation

Approval Requested:	Meeting Date:
<input type="checkbox"/> Board of Finance	Click or tap to enter a date.
<input type="checkbox"/> City Council	Click or tap to enter a date.
<input checked="" type="checkbox"/> Both BOF and Council	3/23/2026

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	3/17/2026	P. Lewis
Mayor's Office	Yes	3/17/2026	K. Alnasrawi
Board/Commission	N/A		
City Attorney's Office for memo and contracts or legal documents	Yes	3/18/2026	H. McClenahan
City Attorney's Office for memo and motion(s) or resolution(s)	Yes	3/18/2026	H. McClenahan
CAO for budget, financing, and memo	Yes	3/17/2026	K. Schad
Human Resources, if personnel action or policy	Yes	3/18/2026	O. Glozheni
CIO, if IT-related	N/A		

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	3/23/2026
<input checked="" type="checkbox"/>	City Council	4/13/2026
<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	3/19/2026	Will Clavelle
Mayor’s Office informed and approved memo	Yes	3/19/2026	Kara Alnasrawi
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	3/18/2026	Emmett Wood
CAO has reviewed budget, financing, and memo	Yes	3/18/2026	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	Yes	3/18/2026	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
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

149 COLLEGE STREET • SUITE 101 • BURLINGTON, VT 05401
(802) 867-7111 • (802) 866-7024 (FAX)
www.chidingtonvt.gov/cedo

To: Board of Finance
City Council

From: Will Clavelle, Interim Director of CEDO
Rachel Jolly, CJC Director
Lynn Reagan, Director of Human Resources
Orieta Glozheni, Human Resources Manager

Date: March 23, 2026

RE: Creation of two new CEDO positions within the CJC

Executive Summary

We propose creating two new identical CEDO positions within the Community Justice Center (CJC):

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

Background:

With the passage of Act 180 last year, the VT Attorney General’s Office (AGO), has taken over funding and managing Pre-Charge Diversion referrals (that come directly from police). This used to fall within the DOC’s contract to four separate CJsCs in the county, including Burlington. The AGO agreed to contract with the three other CJsCs in Chittenden County for FY26, to allow a transition period of planning, with the expectation that as of July 1st, 2026, the Burlington CJC’s existing Diversion contract would expand to cover Pre-Charge Diversion for the entire county.

With this anticipated expansion, and an expected increase of roughly 300 Pre-Charge referrals/year, the AGO amended our FY26 contract to allow for early hiring that predates the July 1st start-date to ensure the smoothest transition possible. Though we have not yet received our FY27 contracts from the AGO, they have given us written assurance that that will be coming and will cover these new positions.

Financial Impact:

A Grade 16, ACF/SME position Steps 1 to 15: \$30.4812/hour or \$63,400 annually; \$36.3021/hour or \$75,508 annually.

These positions, salary and benefits, will be 100% covered by AGO funding.

Motions

Board of Finance Motion:

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

City Council Motion:

To approve the creation of two Reentry Coordinator positions within CEDO, a Regular Service, Full-time, Union, Grade 16, position.

City of Burlington Job Description

Position Title: Restorative Services Coordinator

Department: CEDO – Community Justice Center (CJC)

Reports to: Justice Programs Manager, Diversion & Pretrial Services

Pay Grade: 16

Job Code:

Exempt/Non-Exempt: Non-Exempt

Union: Yes

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 works with responsible and impacted parties. Fiscal year 27 on requires flexibility to work at satellite offices within the county.

Working with both responsible and impacted parties, this role centers accountability, meaningful support, equity, and community impact. The Coordinator prepares participants for dialogue processes, facilitates restorative conferences, develops and monitors agreements, and ensures that all parties are treated with dignity and respect.

This position requires skillful relationship-building, trauma-informed practice, and the ability to hold accountability and compassion simultaneously. The position works collaboratively with community partners, justice system stakeholders, and internal staff to promote equitable access to restorative processes and to strengthen community-based responses to harm.

Restorative Process Scheduling and Coordination

- Work with the Youth and 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 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 police department-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.

Harmed Party Services:

- Provide 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 regular Victim Services team meetings to coordinate with colleagues, build meaningful program development, and engage in relevant professional development

Administrative and Data Related

- Document and track all required participant data in combination of SharePoint and Law Manager software platforms
- Distribute evaluative surveys to participants consistently and reliably

Miscellaneous/Other

- Educate area service providers on the restorative justice program principals and build a network of community support
- Act as “Ambassador” for the City, carry out work and interact 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:

- 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.
- Access to reliable and timely transportation 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

Directly Supervises: 0

Indirectly Supervises: 3-4 volunteers at any given time

Disclaimer:

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

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ *Date:* _____



MEMORANDUM

TO: Board of Finance

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

CC: Chapin Spencer, DPW Director

DATE: March 23, 2026

RE: Award of College Street Outfall and Stormwater Separation Feasibility Study Contract

REQUEST

The Department of Public Works (“DPW”) and its Water Resources Division seeks authorization to execute a contract with Hoyle, Tanner (“HT”) for \$410,546 for the College Street Outfall and Stormwater Separation Feasibility Study 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) is committed to continued evaluation of our combined sewer and stormwater collection system. In an effort to preserve wet weather treatment capacity at the wastewater treatment facilities (WWTF’s) and to improve capacity within the collection system to handle the wastewater flows for both the present day conditions and future development conditions, WRD continues to look for meaningful wet-weather mitigation projects, including sewer separation where feasible. Wastewater collection system capacity is a large factor in the City’s ability to develop more land and provide more housing developments throughout the City. One area that has the most combined sewer network is the downtown district. Identifying projects that could reduce stormwater from entering into the combined sewer network will improve capacity for wastewater flows, is a key component in allow for future growth both within the downtown as well as upstream areas. Additionally, an existing stormwater outfall discharges stormwater very close to shore into Lake Champlain at the bottom of College Street adjacent to the boating docks. DPW and Parks and Recreation have had to execute multiple contracts to dredge sediment from the lake at this discharge location. The study will:

- Evaluate opportunities for storm/sewer separation projects;
- Evaluate water quality improvements at the existing College Street outfall;
- Evaluate College Street outfall improvements, including the feasibility of extension further into the lake to minimize near shore sediment deposition impacts from stormwater sediment;

- Coordinate with other proposed projects in the vicinity for separation opportunities, i.e. CDS Cherry Street, Main Street Great Streets lower section, etc.

The proposed study projects may include, but are not limited to, modifications or extensions of the College Street stormwater outfall to reduce the impacts of the outfall on the shoreline, connection of a separate stormwater trunk main for the lower two blocks of Main Street, stormwater separation within Cherry Street and Battery Street corridors and collection of runoff from other possible combined watersheds to separate stormwater systems. At the 60% study and report phase WRD will evaluate the project alternatives and feasibility of each proposed project to determine the ability to continue into the final deliverable phase.

The final deliverable for this phase of work will include a complete feasibility study (Preliminary Engineering Report) with cost, model results, and a summary of the alternatives evaluated. WRD will work with HT to identify a preferred alternative that can be advanced into design.

PROCUREMENT AND CONTRACTING:

The City posted a Request for Qualifications (RFQ) to procure an engineering firm to provide professional services to perform a feasibility study for the College Street Outfall and Stormwater Separation Feasibility on July 16, 2025 with Statement of Qualifications due August 11, 2025. The City notified various known consultants in the area to notify them of the RFQ. Two bids were received, Hoyle, Tanner and Vanasse Hangen Brustlin, Inc. (VHB).

The City reviewed and scored both statements of qualifications and selected HT to work with to develop a scope of work and level of effort. Following multiple rounds of meetings between the City and HTA a completed scope of work and level of effort was accepted by the City. It is the staff recommendation to execute a consultant contract with HT to perform this work for a total contract authorization of \$410,546.

PROJECT COST SUMMARY:

Water quality and rate affordability guide every decision we make. Therefore, we are advancing the contract for the College Street Outfall and Stormwater Separation Feasibility Study work through multiple funding sources. The initial phase, up to 60% of the study phase, of the contract will be funded from the American Rescue Plan Act (“ARPA”), while the remaining phases planned to be funded through a Vermont State Revolving Fund (“SRF”) loan, for which the City will return to BOF/CC for approval to execute a Step I loan with the SRF program. The City was awarded an ARPA grant in 2023 for a total of \$3.294M to be used towards combined sewer related projects and must be spent by September 2026. The grant does not require a local match and utilizing these funds to help pay for a portion of this feasibility study is the most cost effective way to complete this study phase of the project. The City is currently evaluating the best use of the remaining funds within the context of the project completion timing constraints.

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

College Street Outfall and Stormwater Separation Feasibility Study Contract Project

Funding Source	Costs by Source	Total Contract including Contingency
ARPA – Until Sept 2026	Any cost incurred on the project before 9/30/2026 Estimate expenditure of at least \$200,000	\$410,546
CWSRF or Stormwater (Fund 245) funds depending on the amount remaining	Any cost remaining after 9/30/2026	

It is currently anticipated that the project can reach 60% completion and expend at least \$200,000, if not more, of the contract amount. Depending on the amount of work remaining, WRD will either fund the remaining amount through Stormwater fund 245 capital funding or will return to Board of Finance and City Council to request approval to apply for a CWSRF planning loan for the remainder of the contract. CWSRF funding has always been available in ample supply; the stormwater fund (245) additionally has sufficient fund balance to consider using cash on hand to fund the remainder of the project if there are any issues with the CWSRF option or if the administrative burden is not warranted due to the remaining amount.

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 Hoyle, Tanner for total contract amount of \$410,546 for the College Street Outfall and Stormwater Separation Feasibility Study 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

Title/Subject: College Street Outfall & Stormwater Separation Feasibility Study

	Approval:	Meeting Date:
<input checked="" type="checkbox"/>	Board of Finance	3/23/2026
<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	3/13/2026	Chapin Spencer
Mayor's Office informed and approved memo	Yes	3/18/2026	Kara Alnasrawi
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	3/17/2026	Erik Ramakrishnan
CAO has reviewed budget, financing, and memo	Yes	3/18/2026	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?	Yes	
If for submission to Council, are sponsors identified?	N/A	