



Board of Finance

Monday, April 27, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

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1. Agenda

Subject	1.1. Motion to adopt agenda
Meeting	April 27, 2026 - Board of Finance Meeting - Monday, April 27, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adopt agenda

2. Public Forum

Subject	2.1. Verbal Comments
Meeting	April 27, 2026 - Board of Finance Meeting - Monday, April 27, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category	2. Public Forum
Department	Council and Board
Type	Action Procedural
Recommended Action	open Public Forum close Public Forum

3. Consent Agenda

Subject	3.1. Motion to adopt the consent agenda and take the actions indicated
Meeting	April 27, 2026 - Board of Finance Meeting - Monday, April 27, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Council and Board
Type	Action (Consent) Procedural
Recommended Action	Motion to adopt the consent agenda and take the actions indicated
Subject	3.2. April 13, 2026 Board of Finance Meeting Minutes - CT
Meeting	April 27, 2026 - Board of Finance Meeting - Monday, April 27, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Department of Finance and Administration
Type	Action (Consent) Information Minutes
Recommended Action	approve the minutes

4. Deliberative Agenda

Subject	4.1. Reclassification Request - Small Business Support Specialist, Grade 15 to Grade 18 - CEDO
Meeting	April 27, 2026 - Board of Finance Meeting - Monday, April 27, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Community & Economic Development Office (CEDO)
Type	Action

Recommended Action to approve and recommend the City Council approve and authorize the reclassification and retitling of the Small Business Support Specialist, a Regular, Full-time, Non-Exempt, Union, Grade 15 position to Economic Development Specialist, a Regular, Full-time, Non-Exempt, Union, Grade 18 position

Subject **4.2. Purchase of Vehicle-Installed Camera for Parking Enforcement - DPW - Technical Services Engineering Division**

Meeting April 27, 2026 - Board of Finance Meeting - Monday, April 27, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Public Works Department

Type Action

Recommended Action to approve, and recommend the City Council authorize, the purchase of a vehicle mounted camera technology from AIMS Parking, for a total cost of \$54,508, and to authorize the Director of Public Works to take such further actions, and to execute such documents approved as to form by the City Attorney's Office, as may be necessary or convenient to effectuate the transactions contemplated hereby

5. FY27 General Fund Budget Overview - CAO/Mayor

Subject **5.1. FY27 General Fund Budget Overview - CAO/Mayor**

Meeting April 27, 2026 - Board of Finance Meeting - Monday, April 27, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 5. FY27 General Fund Budget Overview - CAO/Mayor

Department Department of Finance and Administration

Type Discussion
Information
Presentation

6. Adjournment

Subject **6.1. Motion to adjourn**

Meeting April 27, 2026 - Board of Finance Meeting - Monday, April 27, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 6. Adjournment

Department Council and Board

Type Action
Procedural

Recommended Action Motion to adjourn



**BURLINGTON BOARD OF FINANCE
BUSHOR CONFERENCE ROOM, 149 CHURCH STREET, 1ST FLOOR
MINUTES OF MEETING
April 13, 2026**

1. Agenda

1. Agenda

CAO Schad convened the meeting at 4:31 pm.

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

Member absent: Mayor Mulvaney-Stanak

Others present: CSM Director McGinnis, Interim COS Alnasrawi, Interim CEDO Director Clavelle, Interim City Assessor Isham, FFL Director Danko, IT Director Barker, DOF Kukenberger, DPI Director Ward, DPW Director Spencer, Corey Mims (DPW), Laura Wheelock (DPW), Assistant City Attorney Ramakrishnan, Emily Stebbins-Wheelock (BED), Phillip Peterson (DPW)

Subject

1.1. Motion to adopt agenda

Meeting

April 13, 2026 - Board of Finance Meeting - Monday, April 13, 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

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

2. Public Forum

2. Public Forum

Subject

2.1. Verbal Comments

Meeting

April 13, 2026 - Board of Finance Meeting - Monday, April 13, 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

2.1. Verbal Comments
Sharon Bushor: Oracle memo

3. Consent Agenda

3. Consent Agenda

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

Meeting April 13, 2026 - Board of Finance Meeting - Monday, April 13, 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

3.1. Motion to adopt the consent agenda and take the actions indicated
Motion made by Councilor Barlow, seconded by City Council President Traverse, to adopt the consent agenda and take the actions indicated. Motion passed unanimously.

Subject 3.2. March 23, 2026 Board of Finance Meeting Minutes - CT

Meeting April 13, 2026 - Board of Finance Meeting - Monday, April 13, 2026, 4:30 PM,
Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Department of Finance and Administration

Type Action (Consent)
Information
Minutes

Recommended Action approve the minutes

3.2. March 23, 2026 Board of Finance Meeting Minutes - CT

Subject 3.3. Eagle Bay Academy's Mural Project "Math Through Art" - Councilor Initiative Fund Request: Councilor Schachter

Meeting April 13, 2026 - Board of Finance Meeting - Monday, April 13, 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 to approve and recommend that the City Council authorize the use of \$1,000 from the FY26 City Council Initiative Fund to support Eagle Bay Academy's "Math Through Art" program and the creation of a new mural in our City, to be designed and created by students

3.3. Eagle Bay Academy's Mural Project "Math Through Art" - Councilor Initiative Fund Request: Councilor Schachter

Subject 3.4. Request to Accept and Execute a Federal Aviation Administration (FAA) Grant 4, minor amendments to previously approved Agreement Amounts with Jacobs, Engineering Group and Engelberth Construction, Inc. for the completion of construction of the North Concourse Replacement Project "Project NEXT" and request authorization of a budget neutral amendment for this new grant - Airport

Meeting April 13, 2026 - Board of Finance Meeting - Monday, April 13, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Airport

Type Action (Consent)

Recommended Action

1. "To approve and recommend the City Council to authorize the Director of Aviation execute a minor contract amendment with Engelberth Construction Inc., to increase the project cost from \$61,537,265.80 up to \$64,000,000.00 for the construction of Project NeXT – North Concourse Replacement Project, subject to review and approval of the City Attorney's Office."
2. "To approve and recommend the City Council to authorize the Director of Aviation to Org Set GL Account Account Name Increase Expense 421-35-700-938 9500_110 Capital Expenditures \$ 4,480,140 Total Expense \$ 4,480,140 Revenues 421-35-700-938 4875_125 Federal Grant Revenue \$ 4,032,126 421-35-700-938 4990_400 Interfund Transfer Proceeds (local share) \$ 448,014 Total Revenues \$ 4,480,140 execute a minor contract amendment with Jacobs Engineering Group, Inc. to increase the project cost from \$5,204,081.20 to \$5,454,914 for engineering services of Project NeXT – North Concourse Replacement Project, subject to review and approval of the City Attorney's Office."
3. "To approve and recommend the City Council to authorize the Director of Aviation to execute an additional grant from the Federal Aviation Administration to accept an amount up to \$4,032,126.00 for the completion of the North Concourse Replacement Project "Project NEXT" Grant Application 4, subject to review by the City Attorney's Office."
4. "To approve and recommend the City Council to authorize a budget neutral amendment to the Fiscal Year 2026 BTV Airport Improvement Project Fund related to this grant to increase revenues and capital expenditures by \$4,480,140."

3.4. Request to Accept and Execute a Federal Aviation Administration (FAA) Grant 4, minor amendments to previously approved Agreement Amounts with Jacobs, Engineering Group and Engelberth Construction, Inc. for the completion of construction of the North Concourse Replacement Project "Project NEXT" and request authorization of a budget neutral amendment for this new grant - Airport

Subject **3.5. Public Safety Radio Tower Agreement with the Town of Colchester - Police**

Meeting April 13, 2026 - Board of Finance Meeting - Monday, April 13, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Police Department

Type Action (Consent)

Recommended Action to approve and recommend that the City Council authorize the Burlington Police Chief to execute a four-year sublease agreement with the Town of Colchester for space on the Diversity Hill Tower for public safety radio equipment, with payment of a total rent sum for the four-year term of \$530; and to further approve and recommend that the City Council authorize a lumpsum payment to the Town in the amount of \$6,280 as rent for pre-sublease agreement occupancy of Tower space

3.5. Public Safety Radio Tower Agreement with the Town of Colchester - Police

Subject **3.6. Conservation Legacy Fund Request for Use of Funds - DPI**

Meeting April 13, 2026 - Board of Finance Meeting - Monday, April 13, 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 the use of \$3,500 from the Conservation Legacy Fund to cover the expenses of an appraisal for 451 Ethan Allen Parkway

3.6. Conservation Legacy Fund Request for Use of Funds - DPI

Subject **3.7. Authorization to Execute Cost Share Agreement for UVM Main St. Gravel Wetland Construction - DPW - Water Resources**

Meeting April 13, 2026 - Board of Finance Meeting - Monday, April 13, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Public Works Department - Water Resources

Type Action (Consent)

Recommended Action to approve and recommend that the City Council authorize the Director of Public Works to execute a Cost Share Agreement for the UVM Main St Gravel Wetland Construction project using MS4 Community Formula Grant funds, subject to final review and approval by the City Attorney's Office

3.7. Authorization to Execute Cost Share Agreement for UVM Main St. Gravel Wetland Construction - DPW - Water Resources

4. Deliberative Agenda

4. Deliberative Agenda

Subject **4.1. Youth Services Department Reorganization and Reclassification of Early Literacy Outreach Coordinator - Library**

Meeting April 13, 2026 - Board of Finance Meeting - Monday, April 13, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Fletcher Free Library

Type Action

Recommended Action To recommend that the City Council approve:
1. The reclassification of the Youth Services Clerk, a regular, full-time (40 hours/week), nonexempt, AFSCME, Grade 14, position to Youth Services Clerk, a part-time (20 hours/week), nonexempt, AFSCME, Grade 14 position at the Fletcher Free Library.
2. The reclassification of the Early Literacy Outreach Coordinator, a regular, part-time, nonexempt, AFSCME, Grade 10, position to Early Literacy Outreach Coordinator, a Regular, Parttime, Non-exempt, AFSCME, Grade 13 position in the Fletcher Free Library.

4.1. Youth Services Department Reorganization and Reclassification of Early Literacy Outreach Coordinator - Library
Motion made by City Council President Traverse, seconded by Councilor Carpenter, to approve the motion as presented. Motion passed unanimously.

Subject **4.2. Church Street Marketplace - Authorization to Award Lease**

Meeting April 13, 2026 - Board of Finance Meeting - Monday, April 13, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Church St. Marketplace

Type Action

Recommended Action to approve and recommend that the City Council authorize the Mayor to execute a three-year lease agreement with Sabah's House, LLC for food and beverage operations in the Church Street Marketplace kiosk, subject to final review and approval by the City Attorney's Office

4.2. Church Street Marketplace - Authorization to Award Lease
Motion made by Councilor Barlow, seconded by Councilor Carpenter, to approve the motion as presented. Motion passed unanimously.

Subject **4.3. Authorization For Refinancing City Of Burlington's \$18,840,000 General Obligation Waterfront Tax Increment Note, Series 2025 - CT/CEDO**

Meeting April 13, 2026 - Board of Finance Meeting - Monday, April 13, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Department of Finance and Administration

Type Action
Resolution

Recommended Action To approve and recommend that the City Council waive the reading and approve the proposed resolution to Authorize Refinancing of Waterfront TIF Note and Issuance of Long-Term Bonds (Series 2025).

4.3. Authorization For Refinancing City Of Burlington's \$18,840,000 General Obligation Waterfront Tax Increment Note, Series 2025 - CT/CEDO
Motion made by Councilor Barlow, seconded by City Council President Traverse, to approve the motion as presented. Motion passed unanimously.

Subject **4.4. Property Tax & Gross Receipts Collections Update - CT**

Meeting April 13, 2026 - Board of Finance Meeting - Monday, April 13, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Department of Finance and Administration

Type Discussion
Information
Presentation

4.4. Property Tax & Gross Receipts Collections Update - CT
Discussion Only.

Subject **4.5. CY25 Paving Contract Budget Amendment Request - DPW**

Meeting April 13, 2026 - Board of Finance Meeting - Monday, April 13, 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 approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to affect all necessary budget amendments and transfers of funds from the above-referenced funding sources as further detailed in the attached CY25 paving contract budget, for the construction costs to the CY25 Paving Contract.
2. To approve and recommend the City Council authorize the Director of Public

Works, or their designee, to execute a construction contract amendment with S.D. Ireland Brothers Corporation for the CY25 Paving contract total up to the amount to be determined, with an additional \$50,000 in contingency funds, equaling a total authorized expenditure of \$2,039,754.60, subject to the final review and approval by the Office of the City Attorney.

4.5. CY25 Paving Contract Budget Amendment Request - DPW

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

Subject **4.6. Authorization of CY26 Sidewalk Reconstruction and Pedestrian Crossing Improvement Project Budget and Construction Contract - DPW**

Meeting April 13, 2026 - Board of Finance Meeting - Monday, April 13, 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 approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to affect all necessary budget amendments and transfers of funds, as described in the attached project budget, to a total of \$1,657,399.70 for the projected construction costs to complete the CY26 Sidewalk Reconstruction and Pedestrian Crossing Improvement Project.
2. To approve and recommend that the City Council authorize the Public Works Director execute a construction contract for the CY26 Sidewalk Reconstruction and Pedestrian Crossing Improvement Project with SD Ireland Brothers Corporation with a maximum limiting amount of \$1,506,727.00, subject to review and approval of the City Attorney and within existing project appropriations, and to take such further actions and to execute such further instruments approved as to form by the City Attorney as may be necessary or convenient to implement the transactions contemplated hereby.

4.6. Authorization of CY26 Sidewalk Reconstruction and Pedestrian Crossing Improvement Project Budget and Construction Contract - DPW

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

Subject **4.7. Contract for Financial Enterprise Resource Planning (ERP) System: Oracle Netsuite for Government - DFA**

Meeting April 13, 2026 - Board of Finance Meeting - Monday, April 13, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Department of Finance and Administration

Type Action

Recommended Action to approve and recommend that the City Council authorize the Chief Administrative Officer and the General Manager of Burlington Electric Department to execute contracts with Oracle Netsuite for Government for SaaS licensing and support and implementation services with a total contract value not to exceed \$1,280,336.52,

subject to review and approval by the City Attorney's Office, and to take such further actions and to execute such further instruments, approved as to form by counsel, as may be necessary or convenient to effectuate the transactions contemplated hereby

4.7. Contract for Financial Enterprise Resource Planning (ERP) System: Oracle Netsuite for Government - DFA

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

Subject **4.8. Ordinance: Minimum Housing Registration Fees BCO Chapter 18, Article II, Section 18-30 (Department of Permitting and Inspections)**

Meeting April 13, 2026 - Board of Finance Meeting - Monday, April 13, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Permitting & Inspections

Type Action

Recommended Action move to approve and recommend City Council approve of changes to Chapter 18-30 Fees, resulting in an increase to rental registration fees, to support the fiscal year 2027 budget

4.8. Ordinance: Minimum Housing Registration Fees BCO Chapter 18, Article II, Section 18-30 (Department of Permitting and Inspections)

Motion made by Councilor Carpenter, seconded by City Council President Traverse, to approve the motion as pres

5. Adjournment

5. Adjournment

Subject **5.1. Motion to adjourn**

Meeting April 13, 2026 - Board of Finance Meeting - Monday, April 13, 2026, 4:30 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 5. Adjournment

Department Council and Board

Type Action
Procedural

Recommended Action Motion to adjourn

5.1. Motion to adjourn
CAO Schad convened the meeting at 5:51 pm.



TO: City of Burlington, Board of Finance
City of Burlington, City Council

FROM: Will Clavelle, Interim CEDO Director

DATE: April 27, and May 11, 2026

SUBJECT: Reclassification Request – Small Business Support Specialist, Grade 15 to Grade 18

REQUEST

The Community & Economic Development Office (CEDO) seeks to reclassify the Small Business Support Specialist position within the City of Burlington.

- Reclassification and retitling of the Small Business Support Specialist, a Regular, Full-time, Non-Exempt, Grade 15, Union position to Economic Development Specialist, a Regular, Full-time, Non-Exempt, Grade 18, Union position.

EXECUTIVE SUMMARY – Small Business Support Specialist

Following the City's 2025 Reduction in Force (RIF) and the implementation of ModGov, the Small Business Support Specialist position has undergone a substantial expansion in scope, complexity, and operational responsibility. These organizational changes resulted in the elimination of four employees and the consolidation of several positions, which saved the City of \$430,000, and resulted in the Small Business Support Specialist taking on substantially increased responsibilities. These responsibilities require a higher level of independent judgment, cross-departmental coordination, and the ability to manage complex, multi-stakeholder relationships.

The Office of Human Resources conducted a review of the updated job description for this position and determined that the current Grade 15 classification no longer accurately reflects the level of work being performed. The Human Resources Committee concurs with this assessment and formally recommends reclassification to Grade 18.

Role Description:

The position serves as a primary point of contact for small businesses navigating City services, programs, and regulatory processes, and plays a central role in advancing the City's economic development objectives. Since the 2025 RIF process, responsibilities have expanded to include:

- Administration and oversight of City leases

- Management of CEDO loan programs
- Implementation and administration of the City’s Disadvantaged Business Enterprise (DBE) registration program under the updated procurement policy.
- Increased responsibility for CDBG and TIF reporting and compliance

These added duties reflect a shift from a primarily technical assistance to broader program administration and policy implementation.

FINANCIAL IMPACT

Position	Current Grade / Step	Current Annual Salary	Proposed Grade	Proposed Annual Salary	Annual Impact	
Small Business Support Specialist	Grade 15, Step 6	\$65,266.24	Grade 18	\$72,284.91	\$7,018.67	General Fund impact: \$3,509.33 Grant impact (CDBG): \$3,509.33

The reclassification reflects compensation commensurate with the expanded scope of responsibilities assumed by this position following the City’s 2025 RIF and ModGov implementation. The associated salary adjustment represents an increase from \$31.3780 per hour to \$34.7524 per hour. Half of the \$7,018.67 salary increase will come from the general fund, while the other half will be Community Development Block Grant (CDBG) funded. The CEDO FY26 general fund has the money to absorb this and it has been budgeted for FY27.

ATTACHMENTS

- Small Business Support Specialist Job Description
- Economic Development Specialist Job Description
- CEDO Organization Chart

MOTIONS

CEDO respectfully requests the Board of Finance and City Council to approve the following motions:

Board of Finance:

To approve and recommend the City Council approve and authorize the reclassification and retitling of the Small Business Support Specialist, a Regular, Full-time, Non-Exempt, Union, Grade 15 position to Economic Development Specialist, a Regular, Full-time, Non-Exempt, Union, Grade 18 position.

City Council:

To approve and authorize the reclassification and retitling of the Small Business Support Specialist, a Regular, Full-time, Non-Exempt, Union, Grade 15 position to Economic Development Specialist, a Regular, Full-time, Non-Exempt, Union, Grade 18 position.



Position Title: ~~Small Business Support Specialist~~Economic Development Manager ~~Senior Economic Development Specialist~~

Department: ~~Business and Workforce Development~~Community and Economic Development Office

Reports to: Assistant Director, Business Development

Pay Grade: ~~15–18~~

Job Code:

Exempt/Non-exempt: Non-Exempt

Union: NJAFSCME

Commented [JS1]: I propose a title change to encompass the full breadth of all the work. I propose this be consistent with other titles in our department/the City and something like Economic Development Manager, Business Development Manager. I know this position doesn't manager but I was trying to be consistent with other titles in the department (Alex and Becca). Other options could be Economic Development Specialist, Business Development Specialist, etc.

Commented [OG2R1]: The description now reads like an **Economic Development Manager**, but the qualifications still reflect a **junior specialist**.

General Purpose:

~~The Small Business Support Specialist is responsible for assisting the Assistant Director with day-to-day business support and outreach, delivery of the CDBG-funded Micro Enterprise Program, and assisting the Business and Workforce Development Team with business focused, city sponsored events. The City of Burlington has over 1,000 small businesses, most of which are locally owned businesses. In this role the Small Business Support Specialist will get hands-on experience providing technical assistance to Burlington's small businesses. This position will gain experience assisting businesses from all industries and backgrounds.~~

~~The Small Business Support Specialist will support programs, classes, and events for the Business and Workforce Development team. This position will work closely with the Assistant Director, Business Support and REIB Team to create tools and classes for Burlington's BIPOC owned businesses.~~

~~The City of Burlington has over 1,000 small businesses, most of which are locally-owned, small businesses. The Economic Development Manager The Senior Economic Development Specialist supports the growth and resilience of this unique business community through day-to-day support and outreach delivered through the CDBG-funded Micro Enterprise Program. This position plays a key role in advancing equitable economic opportunity—helping BIPOC-, women-, and locally owned businesses access the tools, funding, and information they need to thrive.~~

~~The Economic Development Manager The Senior Economic Development Specialist coordinates citywide efforts to make doing business in Burlington easier and more inclusive by coordinating interdepartmental collaboration, maintaining economic development data and resources, and~~

administering or ~~managing~~ overseeing programs such as the Burlington Revolving Loan Fund, Disadvantaged Business Enterprise (DBE) registration, and City property leases. The role also includes the delivery of business classes, incubation opportunities, and markets that strengthen Burlington's entrepreneurial ecosystem.

~~The Economic Development Manager~~ The Senior Economic Development Specialist reports directly to the Assistant Director, Business Development.

Essential Job Functions:

- Support the Assistant Director, Business Development with all aspects of the Provide technical assistance to the City's small businesses through the CDBG funded Microenterprise Technical Assistance Program, including business outreach, technical support, reporting to HUD, and ~~duties~~, while complying with federal funding source.
- Assist in preparation of CDBG application and reporting.
- Assist the Assistant Director, Business Development with outreach and Conduct extensive business outreach and provide one-on-one technical assistance to all small businesses and startups in Burlington, with an emphasis on assisting BIPOC and women-owned businesses.
- Guide local~~ly~~ business owners through the technical aspects of grant applications, loan applications and licensing and permitting.
- Work closely with the REIB, ~~CEO~~and, Trusted Community Voices, and other departments as needed to support Burlington's underserved businesses.
- Create and update multiple resources to support Burlington entrepreneurs in starting businesses in the City, including a guide to starting a business in Burlington, topic specific How To guides, checklists, and additional resources as needed.
- Lead- Support interdepartmental collaboration with DPW, BPRW, and DFA to ascertain and create business resources and opportunities. Including the creation of resources that give greater clarity on doing business in Burlington and opportunities for microentrepreneurs to do business on City property.
- Design and deliver free business classes to Burlington's underserved businesses in coordination with community partner organization such as CVOEO, Mercy Connections, VCLF, and the Vermont Law School.
- Work with the City Attorney's Office, REIB, and other departments as needed to promote the City's Disadvantages Business Enterprises (DBE) procurement policy and ensure City requests for proposals are reaching a diverse range of Vermont businesses.
- Manage-Oversee the DBE registration for Burlington businesses and maintain a database of DBEs for procurement purposes.
- Administer the Burlington Revolving Loan Program including coordinating committee meetings, providing application guidance, drawing up closing documents, and tracking monthly loan payments.

- ~~Manage-Support~~ data collection for the City's economic development work, including maintaining a detailed database of Burlington's businesses and working with the City Senior Policy & Data Analyst to collect data for economic development indicators.
- Maintain a database of available commercial space in Burlington and update it monthly.
- ~~Manage-Oversee~~ leases of City-owned property, amounting to over \$200,000 in annual revenue, including but not limited to the Harbor Marina, Community Sailing Center, 339 Pine Street, 99 Intervale Road, and the City Hall Park kiosk. This includes preparing requests for proposals, conducting due diligence, researching market values, preparing leases, and coordinating with tenants.
- ~~Manage-Maintain~~ the Love Burlington Business Support pages including updating and correcting information on funding and vending opportunities and linking classes and resources.
- ~~Assist Business & Workforce Development Team with organizing~~ Organize and assist in ~~delivering and delivering~~ city-sponsored markets and business incubation opportunities, with a particular emphasis on ~~outreach and on-boarding of~~ providing business opportunities for BIPOC ~~vendors~~ businesses.
- Represent the City in large development projects impacting businesses as needed, including, but not limited to, the Winooski Bridge projects and the Great Streets projects.
- Support the contract, insurance, health license and payment process for all artists, performers, vendors for festivals and events, in collaboration with ~~Administrative and Outreach Specialist~~ other CEDO team members.
- ~~Update Burlington's commercial space database every month.~~
- ~~Assist the Assistant Director, Business Development with designing and delivering free business classes to Burlington's underserved business~~
- Attend event planning meetings with relevant partners, and support event planning and logistics that contribute to the growth of micro and small businesses
- ~~Coordinate and track CEDO's implementation of the comprehensive economic development strategy and assist the Director and Assistant Director in coordinating implementation and preparing ongoing progress reports to capture progress on the City's stated economic goals.~~
- Prepare internal quarterly reports, annual TIF reports, and assist with additional reporting requirements as needed.
- ~~Manage interns in business support and development by coordinating their hours, defining their scope, and reviewing their work.~~
- Contribute to effective relationships with Burlington's small businesses, cultural and community organizations, stakeholders, and city staff.
- Other duties as assigned related to the ~~Business and Workforce Development~~ CEDO team's mission to ~~promote a thriving Burlington economy, support businesses, partners, and stakeholders.~~
- Work will be a mix of office work, technical assistance in the field, and outdoor events.
- Position will be 40-hours per week. Must be available to work occasional evenings and weekend events

Qualifications/Basic Job Requirements:

- Bachelor's Degree in community development, economics, business or related field
- ~~1-23~~ years of experience in ~~of related experience preferred~~ economic development, small business assistance, community development, or related work preferred.
- Strong ~~interest in knowledge of~~ Economic Development, Community Development, ~~and~~ Events, ~~and~~ Placemaking.
- Experience in providing tailored technical assistance to businesses of all sizes from different industries.
- Experience with understanding and analyzing small business financial statements preferred.
- Experience with contract review, management, and compliance including leases and loan agreements.
- Experience with government procurement policies.
- Understanding of business lending processes and terms preferred, loan documentation, and financial terminology preferred
- Experience administering grant, loan, or technical assistance programs preferred.
- Experience with federally funded HUD programs such as Community Development Block Grant (CDBG) or similar compliance environments preferred.
- Ability to provide one-on-one technical assistance to business owners on topics including financing, licensing, permitting, and business planning.
- Experience with administering small business grant of loan programs.
- Experience coordinating programs, workshops, or training opportunities for entrepreneurs or community members.
- Experience with conducting stakeholder outreach and engagement for large complex projects preferred.
- Excellent verbal and written communication skills, including the ability to develop guides, reports, and educational materials.
- Demonstrated commitment to advancing equitable economic opportunity, including supporting BIPOC-owned and women-owned businesses.
- Demonstrated skill in creative problem-solving, can-do attitude, and staying calm under pressure.
- Ability to work independently and as part of a team.
- Ability to manage interns or temporary staff and support program delivery.
- Strong attention to detail.
- Strong sense of cultural competency.
- Experience working in a diverse and inclusive organization.
- Computer proficiency, especially in Microsoft (Excel, PowerPoint, Word).
- 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.

Physical & Mental/Reasoning Requirements; Work Environment:

Commented [OG3]: Missing qualifications: Several responsibilities in the job description are not reflected in the qualifications, including:

- CDBG / HUD compliance
- small business technical assistance
- economic development data analysis
- program administration
- stakeholder engagement
- grant and loan programs

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.

<input checked="" type="checkbox"/>	seeing
<input checked="" type="checkbox"/>	color perception (red, green, amber)
<input checked="" type="checkbox"/>	hearing/listening
<input checked="" type="checkbox"/>	clear speech
<input checked="" type="checkbox"/>	touching
<input checked="" type="checkbox"/>	dexterity x hand x finger
	reading – basic
<input checked="" type="checkbox"/>	reading – complex
	math skills – basic
<input checked="" type="checkbox"/>	math skills – complex
	writing – basic
<input checked="" type="checkbox"/>	writing – complex
<input checked="" type="checkbox"/>	analysis/comprehension
<input checked="" type="checkbox"/>	judgment/decision making
<input checked="" type="checkbox"/>	clerical
<input checked="" type="checkbox"/>	inside
<input checked="" type="checkbox"/>	outside
<input checked="" type="checkbox"/>	works alone
<input checked="" type="checkbox"/>	works with others
<input checked="" type="checkbox"/>	face-to-face contact
<input checked="" type="checkbox"/>	verbal contact w/others
<input checked="" type="checkbox"/>	ability to move distances within warehouses and offices
<input checked="" type="checkbox"/>	lifting (specify pounds: 15)
<input checked="" type="checkbox"/>	carrying (specify pounds: 15)
	climbing
<input checked="" type="checkbox"/>	driving
	ability to mount and dismount forklift
<input checked="" type="checkbox"/>	pushing/pulling
	shift work
<input checked="" type="checkbox"/>	moving objects
	pressurized equipment
	extreme heat
	extreme cold
	high places
<input checked="" type="checkbox"/>	noise
<input checked="" type="checkbox"/>	fumes/odors
<input checked="" type="checkbox"/>	dirt/dust
<input checked="" type="checkbox"/>	hazardous materials
<input checked="" type="checkbox"/>	electrical equipment
<input checked="" type="checkbox"/>	mechanical equipment

Supervision:

Directly Supervises: 0 _____

Indirectly Supervises: 1-2

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.



Position Title: Economic Development Specialist
Department: Community and Economic Development Office
Reports to: Assistant Director, Business Development
Pay Grade: 18 **Job Code:**
Exempt/Non-exempt: Non-Exempt **Union:** AFSCME

General Purpose:

The City of Burlington has over 1,000 small businesses, most of which are locally-owned, small businesses. The Senior Economic Development Specialist supports the growth and resilience of this unique business community through day-to-day support and outreach delivered through the CDBG-funded Micro Enterprise Program. This position plays a key role in advancing equitable economic opportunity—helping BIPOC-, women-, and locally owned businesses access the tools, funding, and information they need to thrive.

The Senior Economic Development Specialist coordinates citywide efforts to make doing business in Burlington easier and more inclusive by coordinating interdepartmental collaboration, maintaining economic development data and resources, and administering or overseeing programs such as the Burlington Revolving Loan Fund, Disadvantaged Business Enterprise (DBE) registration, and City property leases. The role also includes the delivery of business classes, incubation opportunities, and markets that strengthen Burlington’s entrepreneurial ecosystem.

The Senior Economic Development Specialist reports directly to the Assistant Director, Business Development.

Essential Job Functions:

- Provide technical assistance to the City’s small businesses through the CDBG funded Microenterprise Technical Assistance Program, including business outreach, technical support, reporting to HUD, while complying with federal funding source.
- Assist in preparation of CDBG application and reporting.

- Conduct extensive business outreach and provide one-on-one technical assistance to all small businesses and startups in Burlington, with an emphasis on assisting BIPOC and women-owned businesses.
- Guide local business owners through the technical aspects of grant applications, loan applications and licensing and permitting.
- Work closely with the REIB, Trusted Community Voices, and other departments as needed to support Burlington's underserved businesses.
- Create and update multiple resources to support Burlington entrepreneurs in starting businesses in the City, including a guide to starting a business in Burlington, topic specific How To guides, checklists, and additional resources as needed.
- Support interdepartmental collaboration with DPW, BPRW, and DFA to ascertain and create business resources and opportunities. Including the creation of resources that give greater clarity on doing business in Burlington and opportunities for microentrepreneurs to do business on City property.
- Design and deliver free business classes to Burlington's underserved businesses in coordination with community partner organization such as CVOEO, Mercy Connections, VCLF, and the Vermont Law School.
- Work with the City Attorney's Office, REIB, and other departments as needed to promote the City's Disadvantaged Business Enterprises (DBE) procurement policy and ensure City requests for proposals are reaching a diverse range of Vermont businesses.
- Oversee the DBE registration for Burlington businesses and maintain a database of DBEs for procurement purposes.
- Administer the Burlington Revolving Loan Program including coordinating committee meetings, providing application guidance, drawing up closing documents, and tracking monthly loan payments.
- Support data collection for the City's economic development work, including maintaining a detailed database of Burlington's businesses and working with the City Senior Policy & Data Analyst to collect data for economic development indicators.
- Maintain a database of available commercial space in Burlington and update it monthly.
- Oversee leases of City-owned property, , including but not limited to the Harbor Marina, Community Sailing Center, 339 Pine Street, 99 Intervale Road, and the City Hall Park kiosk. This includes preparing requests for proposals, conducting due diligence, researching market values, preparing leases, and coordinating with tenants.
- Maintain the Love Burlington Business Support pages including updating and correcting information on funding and vending opportunities and linking classes and resources.
- Organize and assist in delivering city-sponsored markets and business incubation opportunities, with a particular emphasis on providing business opportunities for BIPOC businesses.
- Represent the City in large development projects impacting businesses as needed, including, but not limited to, the Winooski Bridge projects and the Great Streets projects.
- Support the contract, insurance, health license and payment process for all artists, performers, vendors for festivals and events, in collaboration with other CEDO team members.
- Attend event planning meetings with relevant partners, and support event planning and logistics that contribute to the growth of micro and small businesses

- Coordinate and track CEDO's implementation of the comprehensive economic development strategy and assist the Director and Assistant Director in coordinating implementation and preparing ongoing progress reports to capture progress on the City's stated economic goals.
- Prepare internal quarterly reports, annual TIF reports, and assist with additional reporting requirements as needed.
- Manage interns in business support and development by coordinating their hours, defining their scope, and reviewing their work.
- Contribute to effective relationships with Burlington's small businesses, cultural and community organizations, stakeholders, and city staff.
- Other duties as assigned related to the CEDO team's mission to promote a thriving Burlington economy.
- Work will be a mix of office work, technical assistance in the field, and outdoor events.
- Position will be 40-hours per week. Must be available to work occasional evenings and weekend events

Qualifications/Basic Job Requirements:

- Bachelor's Degree in community development, economics, business or related field. Additional experience may be substituted for a degree requirement on a two-for-one-year basis.
- 3 years of experience in economic development, small business assistance, community development, or related work required.
- Strong knowledge of Economic Development, Community Development, and Events,
- Experience in providing tailored technical assistance to businesses of all sizes from different industries.
- Experience with understanding and analyzing small business financial statements preferred.
- Experience with contract review, management, and compliance including leases and loan agreements.
- Experience with government procurement policies.
- Understanding of business lending processes, loan documentation, and financial terminology preferred
- Experience administering grant, loan, or technical assistance programs preferred.
- Experience with federally funded HUD programs such as Community Development Block Grant (CDBG) or similar compliance environments preferred.
- Ability to provide one-on-one technical assistance to business owners on topics including financing, licensing, permitting, and business planning.
- Experience with administering small business grant or loan programs.
- Experience coordinating programs, workshops, or training opportunities for entrepreneurs or community members.
- Experience with conducting stakeholder outreach and engagement for large complex projects preferred.

- Excellent verbal and written communication skills, including the ability to develop guides, reports, and educational materials.
- Demonstrated commitment to advancing equitable economic opportunity, including supporting BIPOC-owned and women-owned businesses.
- Demonstrated skill in creative problem-solving, can-do attitude, and staying calm under pressure.
- Ability to work independently and as part of a team.
- Ability to manage interns or temporary staff and support program delivery.
- Strong attention to detail.
- Strong sense of cultural competency.
- Experience working in a diverse and inclusive organization.
- Computer proficiency, especially in Microsoft (Excel, PowerPoint, Word).
- 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.

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.

	Task/Skill/ Ability	Frequency		Task/Skill/ Ability	Frequency
X	Seeing	Constant	X	Ability to lift and Carry, push or pull	
X	Color perception (red, green, amber)	Constant	X	10 - 25lbs	Constant
X	Hearing/listening	Constant	X	25 - 50lbs	Occasional
X	Clear speech	Constant		50 - 75lbs	
X	Touch/ Dexterity -	Constant		75+ lbs	
X	Hand		X	Analysis/ Comprehension	Constant
X	Finger		X	Judgment/ decision making	Constant
X	Reading -			Utilization of pressurized equipment	
	Simple			Moving objects	
	Basic			high places	
	Complex	Frequent		fumes/odors	

X	writing			hazardous materials	
	Simple			dirt/dust	
	Basic				
	Complex	Frequent			
X	Mathematics				
	Simple				
	Basic				
	Complex	Frequent			
X	Walk or move over distances under own power				
X	within offices/ building or even terrain)	Constant			
X	outdoors or uneven terrain	Occasional			
X	Work alone, under minimal supervision	Frequent			
X	Work directly and indirectly with others	Frequent			
X	Verbal contact with others	Constant			
X	Face-to-face contact	Frequent			
X	Work outdoors in -	Frequent			
X	extreme heat	Occasional			
	extreme cold	Occasional			
X	other adverse weather conditions	Occasional			

Never	Occasional	Frequent	Constant
0%	1-33%	34-66%	67-100%
0%	equal or less than 2.6 hours	2.7 -5.2 hours	equal or greater than 5.3 Hours
* all times and %s are based on a the assumption of an 8 hour shift schedule			

Supervision:

Directly Supervises: _____

Indirectly Supervises: _____

Disclaimer:

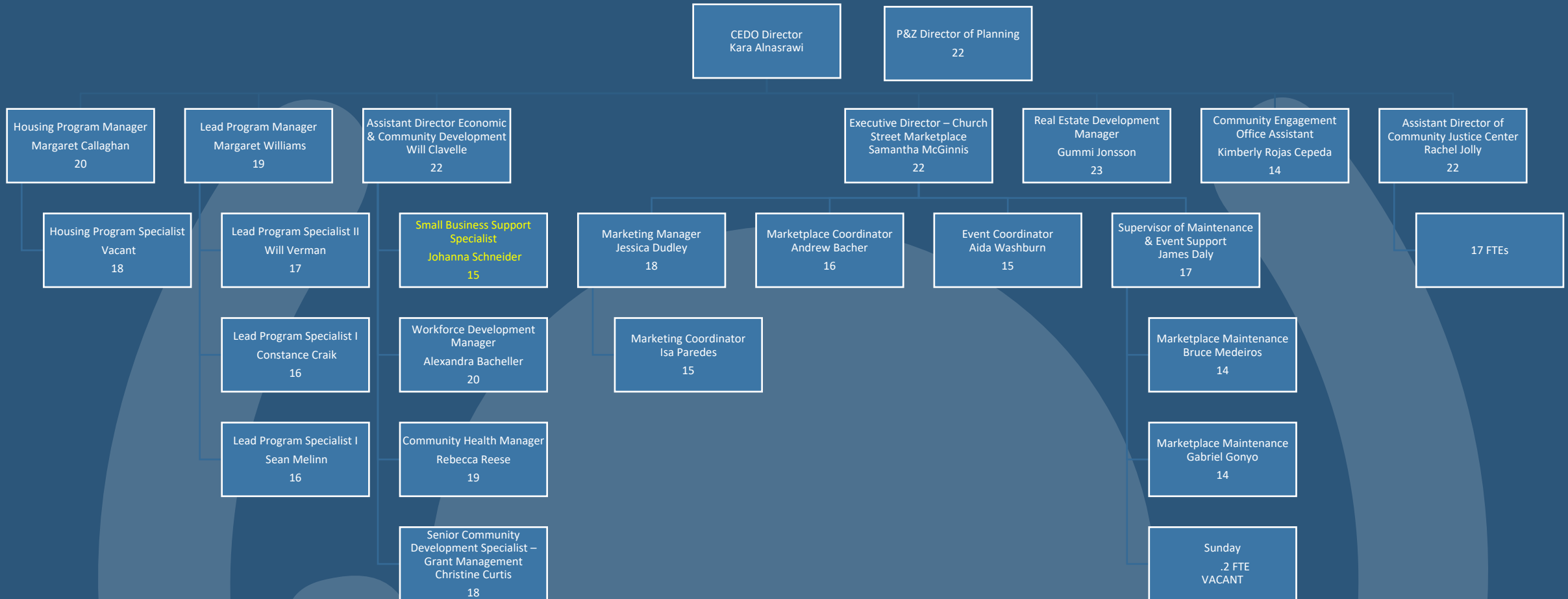
The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

CEDO ORGANIZATIONAL CHART





Memo

Date: April 27, 2026; May 11, 2026

To: City Council
Board of Finance

From: Jackie Esperti, Assistant Director, Parking and Traffic

CC: Chapin Spencer, Public Works Engineer

Subject: Purchase of Vehicle-Installed Camera for Parking Enforcement

Request

The Department of Public Works ("DPW") seeks approval and authorization from the Board of Finance and City Council to increase a previously approved contract for AIMS software. In July of 2022, this body approved a contract for 5 years for a total cost of \$338,901.25. We are asking for an increase in the 5-year total of approximately \$54,508 for the purchase and installation of vehicle mounted cameras to assist in parking enforcement.

Background:

DPW has been working for years to obtain a vehicle mounted device to assist in parking enforcement and offer a greater range of parking permit options. In 2025, we presented a Privacy Policy to the Transportation, Energy and Utility Committee that explains the restrictions in place and how data will be retained and deleted in the course of using the vehicle-mounted enforcement technology (see Attachment A). The Administration finalized the Privacy Policy in May 2025. Other communities and institutions in Vermont, including the Burlington International Airport, have already implemented this technology for parking enforcement.

DPW is excited for the new permit options that we will be able to offer with this technology. As we know, many businesses moved to a hybrid work schedule following 2020 and have kept this practice through today. With the vehicle-installed enforcement equipment (sometimes referred to as optical character recognition (OCR) or license plate reader (LPR), we will be able to offer a "punch card" type of permit where one would only need to pay for the days they park and receive

a discount from the normal daily rate. This option is well sought out, and many local businesses are excited for this new opportunity.

Based on the City's procurement manual the CAO can provide sole source approval based on "a single vendor's prior work for the City in connection with a product or service that makes the vendor uniquely qualified, and either a cost savings is reasonably anticipated due to the vendor's familiarity with the matter or a substantial savings of time is reasonably anticipated where time clearly is of the essence;" The CAO has granted the sole source approval and further notes the following:

- We competitively bid the procurement of our parking enforcement and permitting software in FY22 and this firm was the most highly ranked proposal
- At the time, this vendor also bid on providing vehicle-mounted enforcement and their bid was competitive with others.
- Integrating this vehicle-mounted enforcement service with our enforcement software is easy since it will be on the same platform.
- We have talked to other communities using this vehicle-mounted equipment from our current vendor and we have received positive reviews.

The purchase price for the equipment for one vehicle is \$38,890 plus a prorated amount toward the yearly AIMS subscription which renews in August of 2026. Then starting in August 2026, the cost is \$15,618 added to our yearly subscription charge. Our current authorization runs through August of 2027, at which time we plan to ask this body for a contract extension, as we have been very satisfied with our partnership with AIMS.

We are predicting an additional \$100,000 in yearly revenue from this purchase, which will benefit the General Fund through Parking Services (053). This revenue will come from additional tickets written through the increased efficiency of parking enforcement and ability to increase the number of license plates checked.

There is a chance that the Legislature could act in ways this session that could potentially limit the use of this equipment for parking enforcement, though most of their focus regarding this equipment has been related to law enforcement. We will wait to get final City Council approval for this purchase until after we understand whether there will be any new legislative changes that could impact this purchase.

Conclusion:

DPW has calculated a positive return on the investment in LPR technology which will allow for additional permit options in our garages and help our Parking Service Agents to be more efficient. The additional cost of ~\$54,508 will be more than covered by the predicted increased revenue of \$100,000, meaning this change is expected to add an estimated \$50,000 additional per year to the general fund.

Should you have any questions or concerns regarding this matter, please do not hesitate to reach out to me directly jesperti@burlingtonvt.gov

Motions:

Board of Finance:

To approve, and recommend the City Council authorize, the purchase of a vehicle mounted camera technology from AIMS Parking, for a total cost of \$54,508, and to authorize the Director of Public Works to take such further actions, and to execute such documents approved as to form by the City Attorney's Office, as may be necessary or convenient to effectuate the transactions contemplated hereby.

City Council:

To approve the purchase of a vehicle mounted camera technology from AIMS Parking, for a total cost of \$54,508, and to authorize the Director of Public Works to take such further actions, and to execute such further documents approved as to form by the City Attorney's Office, as may be necessary or convenient to effectuate the transactions contemplated hereby.

Attachments:

1. Privacy Policy
2. July 2022 Parking Management Software Memo

**CITY OF BURLINGTON, VERMONT
PRIVACY POLICY:
LICENSE PLATE READERS AT PUBLIC PARKING GARAGES, ON-STREET
PARKING & OTHER PUBLIC PARKING FACILITIES**

Location. The City of Burlington maintains automatic license plate readers for payment purposes at its airport and at the following City-owned or City-operated garages: Lakeview Garage, College Street Garage, Marketplace Garage, and Courthouse Plaza Garage. The City also uses automatic license plate readers to patrol payment for street parking. The City owns two readers, which are mounted to a vehicle that patrols the garages and streets for parking enforcement purposes. The airport garage has readers mounted near the entrances and exists to the garage, and other City-owned garages may have readers installed in the future in lieu of mobile patrols.

Data Collected & Use. Payment is by license plate number at the City's garages and for paid street parking. When you enter and leave the garage, your license plate will be scanned, and a readable electronic image of the scan will be obtained and saved, together with information about the date and time of entry and exit ("LPR Data"). That will be linked to payment information. Payment records may be kept indefinitely, but assuming proper payment, license plate scans will be retained by the City's vendor for not more than thirty (30) days.

In case of nonpayment, a ticket will be generated, and City staff may access vehicle registration information ("Driver Data"), including the registrant's address or other contact information, from the National Law Enforcement Telecommunications system. Driver Data will be obtained only on a need-to-know basis, including to send parking tickets by mail or for collections purposes. LPR Data will be retained up to sixty (60) days after payment is made or all collection proceedings are resolved. Driver Data shall be accessed only from the National Law Enforcement Telecommunications system and shall not be downloaded or printed for retention by the City.

Persons Entitled to Data. Parking enforcement staff can access payment information by logging into accounts hosted by the City's vendors. To protect data from those not entitled to view it, each City employee with access privileges will have unique log-in credentials. The City's contract with its license plate reader vendor requires the vendor to provide certain privacy protections. The contract is available for viewing upon request. (Please contact a Parking Services Coordinator by calling 802-540-2380.) LPR and Driver Data will be made available only to staff as described in the Administration & Enforcement section, below.

Driver Data is not considered City data, and LPR Data are considered exempt from disclosure pursuant to 1 V.S.A. § 317(c)(10). C.f. also 18 U.S.C., ch. 123, 23 V.S.A., ch. 15. The City will only release these data in response to a valid court order or

subpoena, or upon the request of a government agency with the legal right to request access to the data. It is not the policy of the Parking Services Division to volunteer LPR and Driver Data to another government agency.

Prohibited Use of Data. The following uses of automatic license plate readers or of LPR and Driver Data are prohibited:

- (1) To read any license plate not exposed to public view;
- (2) To intimidate or harass any individual or group;
- (3) To target individuals or groups based on race, color, sex, gender identity or expression, religion, political affiliation, national origin, ethnicity, sexual orientation, ability status, age, veteran status, family status, or other classification protected by law;
- (4) For any personal use;
- (5) For the purpose of infringing First Amendment rights;
- (6) To the City's Police Department for law enforcement purposes; and
- (7) To any county, state, or federal agency for law enforcement purposes, subject to applicable law and City policy.

Any person who engages in any of these prohibited uses may be subject to criminal prosecution, civil liability, or administration sanctions, including employee discipline up to and including termination.

Administration & Training.

Parking Services Agents will have access to payment information, and if a vehicle does not have a credential to park (i.e., the driver did not pay for parking), a ticket will be generated for issuance by Parking Services Agents. Otherwise, Parking Services Agents will not have access to LPR Data or Driver Data. Only employees who are Criminal Justice Information Services ("CJIS") certified will have other access to LPR Data, and only the City's Parking Services Coordinators, the Director of Public Works, and the Parking Services Operation Manager, all of whom are CJIS Certified, will have access to Driver Data, except that LPR and Driver Data may also be provided to the City Attorney's Office on a need-to-know basis for collections purposes only. The Parking Services Operation Manager is responsible for ensuring compliance with the restrictions set forth in this paragraph.

Public Notice. This policy will be posted on the City's website, and a web address will be posted near each garage entrance.



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

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

Jeffrey A. Padgett, MBA
DIVISION DIRECTOR for PARKING & TRAFFIC

Date: 7/18/2022
To: Board of Finance
City Council
From: Jeffrey A. Padgett
Division Director for Parking and Traffic
C.C.: Chapin Spencer, Director of Public Works
Subject: Parking Management Software

REQUEST

The Department of Public Works (DPW) seeks Board of Finance and City Council approval to execute a contract with EDC Corporation to provide AIMS Parking Management Software for 3 years at \$67,780.25 and with two optional 1-year extensions at \$67,780.25 per year for a total cost of \$338,901.25 over a 5-year period.

BACKGROUND

The Burlington Police Department (BPD) first contracted T2 Systems in 2000 to provide parking citations services and manage resident parking permits for their Parking Enforcement group. In 2020, the Parking Enforcement group was migrated to the Department of Public Works (DPW) and re-branded as Parking Services and the T2 Systems software was also migrated. With the expiration of the current license at the end of FY22, we took the opportunity to solicit bids for this service (and extended the current T2 systems license to the end of calendar 2023 to allow onboarding of a potential new vendor).

With the re-branding of Parking Services, significant changes have been implemented that expand and integrate staffing and services that are working towards a one-stop-shop for parking. To that end, it was recognized that the scope of the services for this software needed to expand to be a full-fledged Parking Management System

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

versus the current software which is focused mainly on citations management, with limited capacity to handle permits (specifically resident-only permits). The scope of the new Parking Management System is much broader and includes self-service permit sales for both resident-only and monthly permit parking, fully digital permits, self-service permit management, third party billing, data integration from other vendor platforms (i.e. ParkMobile) and much more robust reporting, analytics and dash-boarding. This software is expected to provide the technical platform on which to build new, flexible and accessible parking products and services; that are easy for the public to use.

BID RESULTS

The project was advertised on May 9, 2022 with proposals received by June 3, 2022. Bids were received from:

	5 Year Cost as required by Bid Documents		
	<u>Base Bid</u>	<u>LPR Bid Alternate</u>	<u>Total</u>
AIMS	\$339,000	\$138,000	\$477,000
Blue Systems	\$192,000	\$228,000	\$414,000
Cardinal Systems	\$349,000	\$ 97,000	\$446,000
IPS	Did not provide 5 year price		
Premium Parking	\$840,000	\$75,000	\$915,000
UP System (a T2 Company)	\$115,000	\$143,000	\$258,000

The bid included an add-on option for License Plate Recognition (LPR) integration. This is an important, growing technology that connects license plates with a parking management database that improves efficiency, and allows for new and innovative parking products. However, LPR is *not* included of the award for the Parking Management Software due to limitations identified by the City Attorney in State law that limit plate number collection technology as related to government database privacy and use by law enforcement. DPW is hopeful that the legislative landscape may change within the time of this contract resolving this limitation and reasonably expects that LPR technology could be deployed within the 5-year horizon of this contract and will seek a separate approval for the purchase and implementation of LPR at that time. This requested bid award is for Parking Management Software only.

The proposal review committee was comprised of Division Director Jeff Padgett, Parking Services Manager Leonard Ducharme and a representative from Innovation & Technology.

After close review of the proposals, it was clear that the capabilities of each company were notably different. Also, some companies understood our need much better than others. Some proposed exactly the services we detailed in the bid documents and others proposed functionality that we didn't ask for (ie. mobile pay, occupancy sensors, etc.) Additionally, we asked for references from cities similar to Burlington in scale; some companies provided references from cities with a population in the millions and/or towns with very, very simple parking systems.

After the initial review, we called references and interviewed the top two bidders. These interviews and the perspectives of the references made it clear that AIMS can provide Burlington with not just a comprehensive technical solution, but is also a company that will be easy to work with as we grow. Communication,

responsiveness and understanding of our needs are critical to supporting our operation as it evolves. AIMS not only reflected this in their proposal and interview, but we heard glowing reviews related to how easy AIMS is to work with both as a software and a company.

FINANCING

Although at first glance, the cost of the new system is significantly greater than the current system, the table and narrative below demonstrate how the new system will:

1. not materially increase costs to Parking Services (Fund 53) or to Traffic (Fund 264)
2. significantly reduces costs for Parking Operations (Fund 265) and
3. provide significantly expanded services

	Existing System	New System
Five Year Cost of Ownership		
Parking Services (53)	\$130,000	\$139,000
Traffic Fund (264)	\$0	\$100,000
Parking Facilities (265)	\$0	\$100,000
Supports Future Growth	T2 did not propose extension, future support uncertain	Unlimited Upgrades
Issues Citations	✓	✓
Self Service Permit Sales	-	✓
Self Service Account Management	-	✓
Third Party Invoicing	-	✓
Interconnection of Tow and Ticket Databases	-	✓
Permit Reservations	-	✓
Event Permitting	-	✓
Fully Account Based	-	✓
User Report Building	-	✓
Data integration	-	✓
Advanced Dash-boarding	-	✓

Based on the distribution of costs across the three Division budgets shown in the first row, the overall cost to Parking Services (Fund 53) is relatively neutral over a 5-year period, while accessing a higher quality service.

Similarly, the Traffic (Fund 264) remains relatively neutral. Traffic (Fund 264) has traditionally paid between \$50,000 and \$100,000 (annually) for meter enforcement services to the Burlington Police Department. With the integration of Parking Enforcement into DPW and re-branding as Parking Services, this payment was suspended until the actual cost could be established. Now, with the annual cost of this software, \$20,000, and the estimate labor cost shift included in the FY23 (~30,000), the effective cost to Traffic (Fund 264) for enforcement is now justified at the \$50,000 level.

And finally, with respect to Parking Operations (Fund 265) costs have been significantly reduced. With the transition to “gate-less garages,” ParkMobile was used as a temporary fix to provide the backend for monthly permits. Although workable and cheaper than the gate system ParkMobile replaced, this is not the intended or

best use of ParkMobile and incurs avoidable fees. ParkMobile is very good at transient hourly parking and will continue to be used for transient parking, but longer term parking (monthly) creates complexities that ParkMobile handles less elegantly than a Parking Management Software platform like AIMS. The fees and limitations of ParkMobile were anticipated with the removal of the gates system, but the limitations were manageable and the fees were less than the ongoing cost of operating the gate system.

Now, with the AIMS Parking Management Software the fees associated with garage operations have again been reduced. Operating costs for permit management have been reduced by about 70% compared to the projected fees of ParkMobile (\$330,000 vs. \$100,000 over 5 years) and reduced by 80% as compared to the project cost of the original gate system; saving over \$400,000 over the 5-year horizon.

Funds for FY23 are included in the budget that was recently passed.

MOTIONS

The Department of Public Works respectfully requests that the Board of Finance approve the following motion:

Board of Finance Motion:

To approve and recommend that the City Council authorize the Director of the Department of Public Works to execute a contract with ECD Corporation to provide AIMS Parking Management Software for \$67,780.25 per calendar year for 3 years, with two optional 1-year extensions at \$67,780.25 per year for a total authorized project expenditure amount of \$338,901.25, subject to City Council appropriation and review and approval by the City Attorney's Office.

City Council Motion:

To authorize the Director of the Department of Public Works to execute a contract with ECD Corporation to provide AIMS Parking Management Software for \$67,780.25 per calendar year for 3 years, with two optional 1-year extensions at \$67,780.25 per year for a total authorized project expenditure amount of \$338,901.25 subject to City Council appropriation and review and approval by the City Attorney's Office.

Board of Finance and City Council Submission Checklist

Department: DPW – Parking and Traffic Submitter: Jackie Esperti

Title/Subject: Aims Purchase LPR

	Approval:	Meeting Date:
<input checked="" type="checkbox"/>	Board of Finance	4/27/2026
<input checked="" type="checkbox"/>	City Council	5/11/2026
<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	4/17/2026	Chapin Spencer Approved
Mayor’s Office informed and approved memo	Yes	4/21/2026	Kara Alnasrawi Approved
Board/Commission, if required	Choose an item.	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	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney’s Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	4/21/2026	Erik Ramakrishnan Approved
CAO has reviewed budget, financing, and memo	Yes	4/21/2026	Katherine Schad Approved
Human Resources, if personnel action -Identify HR Manager in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

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



FY27 General Fund Budget Update

Overview of the Mayor's Budget to the Board of Finance

April 27, 2026



FY27 GF Budget Update

- Budget Priorities + Pressures
- Revenue + Expense Assumptions
- Budget Solutions
- Effects on Municipal Tax
- Next Steps + Discussion



Budget Priorities + Pressures



Priorities in Building the Budget

FY27 budget prioritizes:

- Affordability
- Equity
- Sustainability
- City commitments to residents + employees

Demonstrated through a balanced approach to structuring the budget, including:

- Focusing on core and essential services.
- Modestly raising property taxes to fund police + fire salaries.
- Eliminating vacant positions within City to keep costs down while minimizing impact to employees.
- Maintaining City's gross receipts rates (where it has been for the past 2 years) that is borne by both residents and visitors.



Budget Pressures

- City budget historically built on assumption of 3% per year growth on personnel costs.
- However, since 2017 health insurance costs have nearly doubled.
- Contractually-required cost of living adjustments in recent years have also driven personnel costs up significantly without a corresponding ongoing revenue source.
- Grand list only growing at 1% and accounts for about half of all General Fund revenues.



Budget Pressures

- Other major revenue sources, such as Gross Receipts and Local Option Tax, are sales-based and subject to economic headwinds.
- Currently bargaining with City's largest union, AFSCME, so COLA for FY27 is not yet locked in for majority of employees.
- Living with uncertainty regarding Canadian tourism and future of federal grants.



Revenue + Expense Assumptions



Big 5 Revenue Assumptions

Accounts for about 70% of all GF revenue

Type of Revenue	Approx % of GF Revenue	\$ in FY27 Budget	Assumptions/Notes
Property Tax	51%	\$52.9M	Based on updated grand list and utilizes full \$.05 of increased police + fire tax as approved by voters.
Tax Equiv, Dev Fees, PILOT	8%	\$11.6M	Based on individual agreements with City partners.
Gross Receipts	5%	\$7M	2.5% on meals, alcohol, admissions and amusements and 4% on hotels. 9% for STR supports HTF. Based on FY25 actual of \$6.95M and FY26 anticipated actual of around same.
Local Option Tax	3%	\$3.5M	1% charged on eligible items and administered by State of Vermont – 75% reimbursed back to City. Assumes 4% growth over FY26 which is consistent with growth over past 3 years.
Franchise Fees	3%	\$2.9M	Pass thru of 3.5% of gross revenue for utilities to use City's streets. BED (74%) and Water (24%) are primary payors.



Expense Assumptions

- Retains all current regular City employees.
- Incorporates all required contractual compensation for BPOA and BFFA including their cost of living adjustments 7% Fire + 4.75% Police.
- Provides reasonable estimate for cost of living adjustment for AFSCME employees as the AFSCME contract expires on June 30.
- Assumes non-union employees follow AFSCME contract.
- Administration asked all departments to trim non-personnel budgets while retaining ability to maintain core and essential functions.



Budget Solutions



Structuring the Budget

We utilized a balanced, three-pronged approach to structure the FY27 budget and fill the \$10-12M gap:

- Raising Revenue
- Realizing Strategic Opportunities
- Rightsizing Government





Budget Solution: Raising Revenue

Solution	Amount	Notes
Increase police + fire tax by \$0.05	\$3M	Overwhelmingly approved by voters on TMD!
Enhance collections of money already owed to City	\$1M	Examples include overdue property taxes, parking tickets, gross receipts and building permits
Utilize various sources of one-time revenues	\$1.1M	\$250K ARPA + additional \$260K capital + \$600K by utilizing 50% of \$1.2M added to Unassigned Fund Balance in FY25 audit.
Subtotal	\$5.1M	



Budget Solution: Realizing Strategic Opportunities

Solution	Amount	Notes
Sale of City Property	\$0.5M	Two properties (135 Brook Dr. and another TBD) not being fully utilized for City that could be sold in FY27. Creates one-time money and adds to annual property tax revenue.
Miscellaneous Additional Ideas		Renegotiation of UVM agreement
Subtotal	\$0.5M+	



Budget Solution: Rightsizing Government

Solution	Amount	Notes
Expenditure control	\$2.5M	Based on analysis of budget performance over 10 years from FY16 through FY25.
Create voluntary furlough program	\$0.2M	Highly dependent on usage – conservative estimate.
Reduce government expenses	\$3.0M	Each department reduced expenses as they could – those who provide essential or core services cut less – and those that do not or were less affected last year cut more
Subtotal	\$5.7M	

Solutions total \$11.2M



Solution: Reduce Government Expenses

Administration considerations in reducing expenses:

- . **Which departments were impacted over the last 2 years**
- . **Which services are essential* and core**** and those that are not may need to be cut or reduced.

All reductions were made in conjunction with dept heads.

* The City defines essential services and programs as those that required by governing documents that are foundational to local, state or federal government.

** The City defines core services and programs as those that required due to a legal or contractual agreement or policy. Such terms could, in theory, be re-negotiated or money returned to a funder if the city ended the services or program.



Solution: Reduce Vacant Positions

27 total general fund positions (saving \$2.1M) affected:

- 24 (89%) of these positions are currently vacant, minimizing impact on actual people
- 2 positions are recycle truck drivers + eligible to transfer to equivalent position within City
- 1 affected position is moving from FT to PT



Solution: Reduce Vacant Positions

27 total general fund positions (saving \$2.1M) affected:

- . 11 non-union
- . 10 AFSCME
- . 6 BFFA
- . 1 SBPOA – new union for police sergeants

- . 13 position eliminations
- . 13 “hold opens” – plan to rehire in FY28 (earlier for BFFA)
- . 1 reduction of hours



Applying Lessons Learned in Solutions

- Applying lessons learned from last year including:
 - Seeking to minimize impact by largely eliminating vacant instead of filled positions.
 - Each dept losing a position or leaving a position open for a year completed a memo to outline which tasks end with the position and which move to other positions to ease transition.
- Recognize that losing vacant positions can still have a meaningful impact, which we are working to minimize.
- Appreciate partnership from unions AFSCME, BFFA, and BPOA navigating this tricky budget.



Effects on Municipal Tax



Municipal Property Tax History + Projection

Note \$353K is current median assessed value for home or condo in Burlington – this means half of the people pay more than this in property tax and half pay less than this



Fiscal Year	Muni Tax Rate	Total Muni Tax on \$353K Property	\$ Annual Increase	% Increase
FY23	\$.7085	\$2,501	\$134	5.7%
FY24	\$.7523	\$2,655	\$154	6.2%
FY25	\$.8326	\$2,939	\$284	10.7%
FY26	\$.8556	\$3,020	\$81	2.8%
FY27	\$.9097	\$3,211	\$191	6.3%



Next Steps and Discussion



Timeline and Next Steps

- Draft budgets presented to City Council:
 - April 29 – Airport, BED, REIB, CEDO, CSM, Planning
 - April 30 – Fire, Police, Library, DFA
 - May 4 – DPW, Capital, Water, Traffic, Permitting, Attorney
 - May 7 – BCA, Parks, Mayor’s Office, Regional, Retirement, Insurance
- Mayor must submit balanced budget to City Council for approval by June 15. Mayor’s budget must be approved by City Council by June 30 (according to City Charter).



Questions and Discussion