**BURLINGTON BOARD OF FINANCE**
**BUSHOR CONF. ROOM, FIRST FLOOR, CITY HALL *OR***
**REMOTE MEETING WITH CALL-IN NUMBER**
**BURLINGTON, VERMONT**
**MINUTES OF MEETING**
**DRAFT**
**June 17, 2024**

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| **MEMBERS PRESENT:** | Ben Traverse<br>Sarah E Carpenter<br>Joe Kane<br>Emma Mulvaney-Stanak |
| **OTHERS PRESENT:** | Katherine Schad<br>Erik Ramakrishnan<br>Cindi Wight<br>Scot Barker<br>Chapin Spencer<br>Tony Berry<br>Nathan Lavery<br>Laura Wheelock<br>Megan Moir<br>Matt Dow<br>Martin Lee<br>Caleb Manna<br>Nic Longo<br>Marie Friedman<br>Larry Lackey<br>Brad Kukenberger |

## 1.0 CALL TO ORDER and AGENDA

1.1 Motion to amend/adopt the agenda
Mayor Mulvaney-Stanak called the Board of Finance meeting to order at 5:32 PM

**MOTION by Councilor Carpenter, SECOND by Councilor Kane, to adopt the agenda.**

**VOTING: unanimous; motion carries.**

## 2.0 PUBLIC FORUM

2.1 Verbal Comments

Liz Gamache spoke as a representative of the United Way Working Bridges program, which has been delivering services over the last year to Burlington. She noted that their contract will not be renewed on July 1st and asked that the City reconsider a recommendation to put that forward. She said that the Working Bridges program provides an on-site resource coordinator to help promote job and financial stability for employees, noting that this is particularly important to employees at the lower end of the wage scale. She acknowledged that it has been a difficult year, but said that the services have been valuable.

Sharon Bushor spoke about the items related to reclassifications of employees for various City departments. She said that it would be helpful to know the current step and compensation, the proposed step and compensation, and the difference between the two for each reclassification, which would show the full impact of these reclassifications on the budget, as well as the funding sources identified to fund these reclassifications. She also asked about the total number of employees in the Wastewater Division.

## 3.0 CONSENT AGENDA

3.1 Motion to adopt the consent agenda and take the actions indicated.
3.2 June 3, 2024 Board of Finance Meeting Minutes, Draft – approve the minutes.
3.3 Three FY'24 Parking-Related Budget Amendments – DPW/Parking and Traffic – authorize and recommend that the City Council authorize, the Chief Administrative Officer to implement FY24 budget amendments, in substantial conformance with the following: Parking Services budget amendment dated May 31, 2024 in the amount of $66,699; Parking Facilities budget amendment dated May 31, 2024 in the amount of $61,000; Traffic Fund Budget amendment dated May 28, 2024 in the amount of $130,000.
3.4 Contract Renewal for Barracuda Security Solutions – I&T - approve and authorize the Chief Innovative Officer to execute a three-year contract with Barracuda Security Solutions, Inc. in an amount not to exceed $95,000, to purchase the Barracuda Security Solutions modules and services, subject to final contract review and approval by the City Attorney's Office.
3.5 Contract Renewal for Continuing Engagement with Managed Security Services Provider – I&T – approve and recommend that the City Council authorize the Chief Innovation Officer to execute a two-year contract with a vendor identified through the 2018 RFP Process seeking MSSPs to provide managed security services in an amount up to $110,000 (paid in two annual installments), subject to contract approval by the City Attorney's Office.
3.6 Authorization to Execute a Contract with BP Wastewater Services, LLC for Catch Basin Cleaning Services – DPW/Water Resources – approve and recommend that the City Council authorize Chapin Spencer, the Director of Public Works, to execute a contract with BP Wastewater Services, LLC with a maximum limiting amount of $63,875 for catch basin cleaning services in Fiscal Year 2025, with the option to renew the contract for one additional 1-year term, subject to review by the City Attorney's Office.
3.7 Juneteenth Donation Acceptance and Budget Amendment – REIB – 1. Retroactively approve and authorize the Interim Director of Racial Equity, Inclusion, and Belonging to accept the following donations from the following community partners to support the 2024 Juneteenth Celebration, for a total donation acceptance of $33,000.00, subject to review and approval by the Chief Administrative Officer: Northfield Savings: $10,000; University of Vermont Medical Center: $7,500; Seventh Generation: $2,500; Hello Burlington: $2,500; National Life Group: $2,500; BlueCross BlueShield: $1,500; Main Street Landing: $1,000; Rhino Foods: $1,000; City Market Onion River Co-op: $1,000; Cabot: $500; Burlington Electric Department: $500; Champlain Housing Trust: $500; Price Chopper: $500; CVOEO: $500; HOPE Works: $500; Bolton: $500; and 2. Approve and authorize a budget amendment as follows in furtherance of covering all expenses related to the Juneteenth Event: $47,000.00 from GL 101-09-000.6500_118 to Community Celebration GL 101-09-000.7651, as further detailed in the attached budget amendment form, and to further authorize the Chief Administrative Officer or designee to effect such amendment and all necessary transfers of funds in furtherance of the same.
3.8 BPRW Budget Neutral Amendments – BPRW – approve and recommend that the City Council approve and authorize the budget neutral adjustments as detailed in the attached budget amendment forms, in furtherance of funding security needs at North Beach, and further

authorize the Chief Administrative Officer to effect all necessary transfers of funds to carry out such amendments, subject to the final review and approval of the Chief Administrative Officer.
3.9 Monthly Financial Review – Budget to Actual as of April 30, 2024 – C/T – **NOW AGENDA ITEM 5.0**

**MOTION by Councilor Carpenter, SECOND by Councilor Kane, to adopt the consent agenda and take the actions indicated for items 3.1-3.9.**

**VOTING: unanimous; motion carries.**

## 4.0 DELIBERATIVE AGENDA

4.1 Reclassification of one position, the Lead Urban Park Ranger, in the Department of Parks, Recreation, and Waterfront – BPRW
Director Wight said that this reclassification relates to the Lead Urban Park Ranger, which has been in the works for quite some time. She noted that they are requesting retroactive pay for this reclassification back to 2022, when many of the complexities around the unhoused in the City's parks began, which was originally a very small portion of the job description for this position.

Councilor Carpenter noted that supporting staff to deal with the City's housing issue is part of this Administration's larger agenda, and she said she would like to make sure that this proposal does not complicate that. Mayor Mulvaney-Stanak replied that the City is looking to improve coordination across departments on dealing with issues related to housing and the unhoused. She said that this reclassification in particular has been on hold for several months and the City is looking to evolve this role to respond to situations that are frankly outside of the City's control. She noted that this is part of a larger conversation on how to deliver services from the City in an efficient way.

City Council President Traverse asked if the union has approved the reclassification request and retroactive pay. Director Wight replied that they approved the reclassification. City Council President Traverse asked if this is a supervisory position, and Director Wight replied that it is.

**MOTION by City Council President Traverse, SECOND by Councilor Kane, to approve and recommend that the City Council authorize the reclassification of the Lead Urban Park Ranger, a regular, full-time, non-exempt, AFCSME, Grade 16 position, to a regular, full-time, non-exempt, AFCSME, Grade 17 position in the Department of Parks, Recreation, and Waterfront, and further authorize back pay in the amount of $9,196.86 to the incumbent retroactive to May 16, 2022.**

**VOTING: unanimous; motion carries.**

4.2 Innovation & Technology Position Changes – I&T/HR
Chief Innovation Officer Barker said that this is a request to eliminate two vacant positions and create a third position for a Cybersecurity Analyst.

Councilor Carpenter asked if all of the reclassifications before the Board of Finance truly need to come before the Board, if some of them are budget neutral. Mayor Mulvaney-Stanak spoke about efforts later this month to look at Board of Finance policies and procedures and determine what decisions truly need to be brought before the Board for deliberation and what can be approved by consent or other mechanisms, in order to more efficiently use Board of Finance and staff time.

Mayor Mulvaney-Stanak noted that Champlain College has an evolving cybersecurity program and that she had mentioned to their leadership that she would love to see more collaboration and partnership between the college and the City, potentially in the areas of internships or apprenticeships.

**MOTION by Councilor Carpenter, SECOND by Councilor Kane, to approve and recommend that the City Council 1. Eliminate the open but unfilled IT Project Manager position, a Regular-Full-Time, Exempt, Non-Union, Market Factor position that was recently vacated by retirement; 2. Eliminate the open but unfilled Technology Support Specialist position, a Regular, Full-Time, Union, Non-Exempt, Market Factor position; and 3. Create a new Cybersecurity Analyst Position, a Regular, Full-Time, Non-Union, Grade 19, Exempt position.**

**VOTING: unanimous; motion carries.**

4.3 Proposed DPW ROW Technician I & II Working Foreperson I & II Upward Tiering – DPW
Director Spencer said that this item relates to creating tiered positions within DPW, to allow for more of a career ladder and professional growth for current employees without having to wait for other positions to open up. He said that this benefits the employee, who gets to initiate that development, but also helps the City in terms of tapping into and evolving its talented workforce. He said that the financial implications of the first upward tiering on the Street Maintenance Team is that if 75% of the staff become classified in tier 2, the impact would be around $52,000. He said that this would be paid for by reducing the FTE count in the Street Maintenance Team by 3 positions this year by transferring them over to the Water Division to do specific water-related work. He said that the remaining people would have higher billable earned revenue for the General Fund than current. He spoke about the partnership with the union in these proposed changes.

**MOTION by Councilor Carpenter, SECOND by Councilor Kane, to approve and recommend that the City Council authorize: 1. Retitling and tiering of the Street Maintenance Worker, a Regular, Full-time, Non-Exempt, AFCSME, Grade 14 position as follows: a. Right-of-Way Field Technician I, a Regular, Full-time, Non-Exempt, AFCSME, Grade 14 position. This will be the first of two tiers for this position; and b. Right-of-Way Field Technician II, a Regular, Full-time, Non-Exempt, AFCSME, Grade 15 position. This will be the second of two tiers for this position; 2. Retitling and tiering of the Street Maintenance Working Foreman: a Regular, Full-time, Non-Exempt, AFCSME, Grade 16 position as follows: a. Right-of-Way Field Technician/Working Foreperson I, a Regular, Full-time, Non-Exempt, AFCSME, Grade 16 position. This will be the first of two tiers for this position; and b. Right-of-Way Field Technician/Working Foreperson II, a Regular, Full-time, Non-Exempt, AFCSME, Grade 17 position. This will be the second of two tiers for this position.**

**VOTING: unanimous; motion carries.**

4.4 Reclassification of one (1) DPW – Technical Services Position – DPW
Senior Engineer Wheelock noted that this is for a financial position that has been vacant for a year and requires a re-write of the job description. She said that they have found that the position as described was not very marketable and didn't fit the City's needs, and is hoping that re-describing it will help with recruitment efforts. She noted that this is budget-neutral for the department. She also noted that if the operational efficiency study determines that this position is better suited for another department, they are also willing to place it elsewhere. Mayor Mulvaney-Stanak noted that the operational efficiency study results were due today, but they anticipate them being available tomorrow morning.

**MOTION by Councilor Carpenter, SECOND by Councilor Kane, to approve and recommend that the City Council approve the reclassification of the Public Works Project Accountant, Technical Services: a Regular, Full-Time, Non-Exempt, AFSCME, Grade 16 position to a Billing and Administrative Accountant, Technical Services; a Regular, Full-Time, Non-Exempt, AFCSME, Grade 17 position.**

**VOTING: unanimous; motion carries.**

4.5 Water Resources Wastewater Personnel Reorganization – Various – DPW/Water Resources
Division Director Moir said that this is a follow-up as part of the FY25 proposed budget, and is the wastewater portion of the staffing resiliency plan that was put forth in the budget proposal. They said that tiering is the best way to achieve what staff were requesting in terms of a higher level of certification and knowledge necessary. They also noted that this would include the transfer of three street maintenance workers from the street maintenance to the wastewater team, to allow them to focus on the collection system. They also spoke about activities around right-sizing management within the Water Resources Division, given that there is not enough capacity at higher management levels. They noted that they examined BED's organization charts and saw that they have additional layers of management and leadership, which allows them to have personnel focus on innovation, strategy, and continuous improvement, while also having personnel available to address emergent or urgent needs. They said that functionally, this represents an increase of one position to the DPW team, and an increase of four positions to the Wastewater team.

Councilor Carpenter asked if this results in one departmental additional position for management, and Division Director Moir confirmed this.

City Council President Traverse asked if there are incumbents in the positions that are being moved over from the street maintenance team to the wastewater team. Division Director Moir replied that there is one individual who is already specializing in the water components of street maintenance, and that they anticipate posting the other positions internally to determine who is interested in transferring over to the wastewater team. City Council President Traverse asked if there will be cross-training for the street maintenance workers across street maintenance and water resources. Director Spencer replied that the agreement for allowing this action is predicated on written commitments that these positions could be pulled into plowing in the winter if needed. He noted that the four divisions within DPW are relatively permeable, in order to address needs.

**MOTION by Councilor Carpenter, SECOND by Councilor Kane, to recommend that, contingent upon the approval of the FY25 Wastewater and Stormwater Budgets, the City Council approve the: 1. Reclassification of the Wastewater Plant Operator, a Regular, Full-time, Non-Exempt, AFCSME, Grade 17 position, to the tiered Wastewater Plant Operator I/II position as follows: a. Wastewater Plant Operator I, a Regular, Full-time, Non-Exempt, AFCSME, Grade 17 position, the first of two tiers for this position; and b. Wastewater Plant Operator II, a Regular, Full-time, Non-Exempt, AFCSME, Grade 18 position, the second of two tiers for this position; 2. Reclassification of the Senior Plant Operator – Main, a Regular, Full-time, Non-Exempt, AFCSME, Grade 18 position, to Senior Plant Operator – Main, a Regular, Full-time, Non-Exempt, AFCSME, Grade 19 position; 3. Reclassification and retitling of one Wastewater Plant Operator, a Regular, Full-time, Non-Exempt, AFCSME, Grade 17 position to Senior Plant Operator – North and East, a Regular, Full-time, Non-Exempt, AFCSME, Grade 19 position; 4. Reclassification of the Senior Plant Mechanic, a Regular, Full-time, Non-Exempt, AFCSME, Grade 18 position to Senior Plant Mechanic, a Regular, Full-time, Non-Exempt, AFCSME, Grade 19 position; 5. Creation of a Collection System Maintenance Manager, a Regular, Full-time, Non-Exempt, AFCSME, Grade 20 position; 6. Reclassification, retitling, and reorganization of one Street Maintenance Division to Senior Collection System Operator, a Regular, Full-time, Non-Exempt, AFCSME, Grade 14 position in the Maintenance Division to Senior Collection System Operator, a Regular, Full-time, Non-Exempt, AFCSME, Grade 17 position in the Water Resources**

**Division, reporting to the Collection System Maintenance Manager; 7. Reclassification, retitling, and reorganization of two Street Maintenance Workers, Regular, Full-time, Non-Exempt, AFCSME, Grade 14 positions in the Maintenance Division to a tiered Collection System Operator I/II position in the Water Resources Division reporting to the Collection System Maintenance Manager, as follows: a. Collection System Operator I, a Regular, Full-time, Non-Exempt, AFCSME, Grade 15 position, the first of two tiers for this position; and b. Collection System Operator II, a Regular, Full-time, Non-Exempt, AFCSME, Grade 16 position, the second of two tiers for this position; 8. Reclassification, retitling, and reorganization of one Wastewater Plant Operator, a Regular, Full-time, Non-Exempt, AFCSME, Grade 17 position reporting to the Chief of North, East, and Pump Stations to Lead Pump Station Operator, a Regular, Full-time, Non-Exempt, AFCSME, Grade 18 position reporting to the Collection System Maintenance Manager; 9. Redescription, retitling, and reorganization of one Wastewater Plant Operator, a Regular, Full-time, Non-Exempt, AFCSME, Grade 17 position reporting to the Chief of North, East, and Pump Stations to Pump Station Operator, a Regular, Full-time, Non-Exempt, AFCSME, Grade 17 position reporting to the Collection System Maintenance Manager.**

**VOTING: unanimous; motion carries.**

**MOTION by Councilor Carpenter, SECOND by Councilor Kane, to approve and recommend that the City Council authorize the Chief Administrative Officer to approve budget neutral amendments to the FY25 Wastewater and Stormwater budgets to move budgeted amounts from Salaries and Wages Total Compensation Contingency lines 480-19-425-000.5000_910 and 245-19-000.5000_910 to the appropriate personnel and benefits expense lines as needed to implement the above actions.**

**VOTING: unanimous; motion carries.**

4.6 Authorization for $12,886,920 Step III Loan from Vermont Clean Water State Revolving Fund and for $2,077,120 Amended Engineering Contract with Wright-Pierce for the Stage 0 Upgrade of the City's Three Wastewater Treatment Plants – DPW/Water Resources
Engineer Manager Lee said that this relates to the headworks improvement project and moving large pieces of equipment. He noted that they are seeking approval for $12.8 million from the State's Clean Water Revolving Loan Fund for the overall cost of the project. He noted that the work in this phase of the project is work that can happen regardless of what kind of improvements the City would like to see in the future. Division Director Moir noted that there is still some bond money that can be used for this.

City Council President Traverse asked about the proposed rate increase for FY27, and Division Director Moir replied that it is challenging to calculate exactly what the rate increase will be, since there is a fixed charge and a volumetric charge component, and one could argue that the debt service could be part of the fixed rate or the volumetric rate. City Council President Traverse noted that the overall cost will be fairly substantial for all phases of this project and said he would like to get an update on that when it's ready. Division Director Moir said that they plan to hold extensive discussions and updates on the larger costs of the project and the enhancements to the Division's affordability program that will hopefully be in place to help deal with this particular rate impact.

**MOTION by City Council President Traverse, SECOND by Councilor Carpenter, to recommend that the City Council approve the attached resolution.**

**VOTING: unanimous; motion carries.**

4.7 Vermont Gas Systems Franchise Agreement – DPW

Senior Engineer Wheelock said that this relates to the franchise agreement with Vermont Gas Systems. Excavation Inspector Manna said that DPW is requesting a new agreement with Vermont Gas Systems. He noted that there was a 30-year franchise agreement in place between the City and the gas company prior to this. He noted that franchise agreements are similar to leases and are for-profit entities with infrastructure in public rights-of-way, and they assign maintenance and responsibility rights and rights to access the streets to repair their infrastructure. He said that the City is proposing a five-year term in a substantially similar format to prior agreements, and with greater financial benefit to the City and the General Fund. Mayor Mulvaney-Stanak expressed appreciation for a five-year agreement to allow for a deeper analysis on user fees and leveraging what the City can in franchise fees.

City Council President Traverse asked whether negotiations with Vermont Gas have indicated that a five-year term is acceptable to them, and Assistant City Attorney Ramakrishnan replied that yes, they are amenable to the term.

**MOTION by City Council President Traverse, SECOND by Councilor Carpenter, to approve the Franchise Agreement between the City and Vermont Gas Systems Inc., in order to execute a new agreement through June 30, 2029, granting use of the City right-of-way for utility infrastructure and annual payments of franchise fees as detailed in the agreement; and, to recommend the Mayor to execute the Franchise Agreement in substantial conformity with the Agreement attached—subject to approval by the City Attorney's Office—on behalf of the City of Burlington.**

**VOTING: unanimous; motion carries.**

4.8 Approving the Issuance of Grant Anticipation Notes for the Costs of Certain Airport Improvement Projects – C/T
Chief Administrative Officer Schad said that this is a $10 million grant anticipation note for airport improvement projects and it is the same item that was approved last year. She said that the Airport has 23 grants from the Federal Aviation Administration (FAA) and that because these are reimbursable grants, the City may need financing, and the FAA has allowed for grant anticipation notes as part of their grants. She noted that all of the costs associated with borrowing are reimbursable, so the City is not incurring additional debt. She noted that the borrowing is not backed by the full faith and credit of the City, but backed by the grants themselves, so it is very low risk for the City.

Councilor Carpenter asked who uses these grant anticipation notes, and Chief Financial Officer Friedman replied that the Airport uses Key Bank, which provides this courtesy for the City.

**MOTION by Councilor Carpenter, SECOND by City Council President Traverse, to recommend that the City Council approve the attached resolution.**

**VOTING: unanimous; motion carries.**

4.9 Request to Execute a Construction Manager at RISK (CMAR) Contract with Engelberth Construction, Inc. (ECI) for Project NexT the North Concourse Replacement Project to accept and execute a Federal Aviation Administration (FAA) Grant Application and accept and execute a Northern Borders Regional Commission (NBRC) grant for design, construction manager at risk coordination and selection, pricing, construction in section and construction of the North Concourse Replacement Project "Project NexT" – Airport
Aviation Director Longo said that they will be coming to the full City Council to present this in a more visual context, but for now, they are requesting three items: a contract with Engelberth Construction, receiving an additional grant, and a grant through the Northern Borders Regional Commission for the mass timber for the airport terminal. He said that Project NeXT is a 25,000 square foot addition to the north concourse of the Airport building and is critical to the future success of the Airport. Director Lackey spoke about the sustainability portion of

the project, including geothermal wells for heating and cooling, solar panels, and mass timber (instead of steel). Aviation Director Longo said that the financial piece of this project is large. He noted that Engelberth was one of five bidders on the project, and that the Airport used a construction manager at risk process to expedite some of the pre-work to get started on the project more quickly. He said that $34 million for the project was approved by the City Council in March, and that they are requesting contingency of $7.9 million and a $1.8 million potential grant. He noted that the remaining portion of this is funded by local funds, because it isn't eligible for FAA granting. He said that the final component of funding is the Passenger Facility Charge program, which is charged on every ticket purchased through the Airport. He also noted $16 million in funding that is through the Airport Improvement Grant Program (and that the $7.9 million in contingency is part of this).

**MOTION by Councilor Carpenter, SECOND by Councilor Kane, to approve and recommend that the City Council authorize the Director of Aviation to execute a Construction Manager at Risk (CMAR) contract with Engelberth Construction Inc. (ECI) in the amount of up to $47,931,525.00 with a 15% contingency totaling up to $55,121,253.90, as allowed by the grant for the construction of Project NexT – North Concourse Replacement Project, subject to review and approval of the City Attorney's Office.**

**VOTING: unanimous; motion carries.**

**MOTION by Councilor Carpenter, SECOND by Councilor Kane, to approve and recommend that the City Council authorize the Director of Aviation to execute an additional grant from the FAA to accept an amount up to $6,922,436, with a 15% contingency totaling up to $7,960,801.40, as allowed under the grant, for design, construction manager at risk coordination and selection, pricing, construction in section and construction of the North Concourse Replacement Project "Project NexT" Grant Application subject to review by the City Attorney's Office.**

**VOTING: unanimous; motion carries.**

**MOTION by Councilor Carpenter, SECOND by Councilor Kane, to approve and recommend that the City Council accept and execute a Northern Borders Regional Commission (NBRC) Grant in the amount of up to $1,778,400.00 for utilization of domestic mass timber construction materials in construction of the North Concourse Replacement Project "Project NexT", subject to review by the City Attorney's Office.**

**VOTING: unanimous; motion carries.**

## 5.0 MONTHLY FINANCIAL REVIEW

5.1 Monthly Financial Review – Budget to Actual as of April 30, 2024 – C/T

Finance Director Kukenberger said that staff have prepared a monthly financial review for the period ending April 30, 2024. He said that this provides an overall review of revenues and expenditures and a comparison of revenues received and expenses incurred against benchmarks. He said that as of April 30, they are projecting revenue to be $234,000 in surplus of forecasted expenditure. He said that in addition to an overview, they are also presenting revenue and expense information for the five largest department budgets, which include Non-Departmental, Police, Fire, Parks, Recreation, and Waterfront, and the Department of Public Works. He said that they plan to provide these budgetary updates on a monthly basis. He noted that book close for a given month on the 15th of the next month, that those figures are then sent to department heads for review, and that if there is a deviation from projections of 5-10% or $10,000, departments are required to provide comments as to why.

Councilor Kane noted that expenditures are currently running ahead of revenues, and asked how that gap is paid for at any given time. Director Kukenberger replied that the City tracks its cash on hand every day to ensure that there is enough cash on hand to cover expenditures. He said that there is typically a cash reserve to pay bills. He explained that a number of revenue lines come in on a monthly basis, but that some expenditures flow out on a daily basis. Chief Administrative Officer Schad noted that May is typically one of the more cash poor months because the June property tax is the largest and the City is coming up on its end-of-year expenses. She also noted that there are intergovernmental transfers that can occur if the City needs to borrow money from the retirement fund, for example.

City Council President Traverse asked why debt service is higher than projected, and Director Kukenberger replied that he'll look into this and provide a response. City Council President Traverse noted that the regional programs budget has incurred $2.7 year-to-date but that they anticipate paying out another $1.2 million by the end of the fiscal year and asked about the timing around this. Mayor Mulvaney-Stanak replied that some of the grantees in this budget invoice the City late in the fiscal year, which leads to expenditures incurred late in June in this budget in particular. Chief Administrative Officer Schad said that they can also review the $1.2 million and determine whether they anticipate receiving the invoices for all of it. City Council President Traverse asked whether any surplus from FY24 goes into the unassigned fund balance. Director Kukenberger replied that it remains in the FY24 balance and that in some circumstances, the departments with an available balance can request the use of that fund balance in the next fiscal year, but otherwise it will go into the unassigned fund balance. City Council President Traverse voiced support for funding the United Way Working Bridges Program in FY25.

## 6.0 ADJOURNMENT

6.1 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 6:55 PM.

*RScty: AACoonradt*