



Board of Finance

Monday, October 7, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall

Please click the link below to join the webinar:

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****CCTV link: https://www.youtube.com/playlist?list=PLIjLFn4BZd2PwCge7lNoKug676jIf_iUA ****

1. Agenda

Subject	1.1. Motion to amend/adopt agenda
Meeting	October 7, 2024 - Special Board of Finance Meeting - Monday, October 7, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to amend/adopt agenda as follows: add to the agenda item 4.3. ONE Graffiti-to-Mural Project Proposal (building at the Elmwood-Intervale intersection) - Ward Two City Councilor Gene Bergman

2. Public Forum

Subject	2.1. Verbal Comments
Meeting	October 7, 2024 - Special Board of Finance Meeting - Monday, October 7, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	2. Public Forum
Department	Council and Board

Type	Action Procedural
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3. Consent Agenda

Subject	3.1. Motion to adopt the consent agenda and take the actions indicated
Meeting	October 7, 2024 - Special Board of Finance Meeting - Monday, October 7, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
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. September 9, 2024 Board of Finance Meeting Minutes, Draft
Meeting	October 7, 2024 - Special Board of Finance Meeting - Monday, October 7, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Information Minutes
Recommended Action	approve the minutes
Subject	3.3. September 23, 2024 Special Board of Finance Meeting Minutes, Draft
Meeting	October 7, 2024 - Special Board of Finance Meeting - Monday, October 7, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Information Minutes
Recommended Action	approve the minutes
Subject	3.4. National League of Cities (NLC) Grant Acceptance for Training Underserved Arabic-speaking Burlington residents to become Personal Care Assistants (PCAs) - CEDO
Meeting	October 7, 2024 - Special Board of Finance Meeting - Monday, October 7, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda

Department	Community & Economic Development Office (CEDO)
Type	Action (Consent)
Recommended Action	request that the Board of Finance approve the acceptance of the National League of Cities (NLC) Grant for \$20,000 and authorize Brian Pine, CEDO Director, to execute all pertinent documents necessary to carry out the requirements of the grant funding

4. Deliberative Agenda

Subject	4.1. Creation of two (2) Library Patron Specialist positions - Library/HR
Meeting	October 7, 2024 - Special Board of Finance Meeting - Monday, October 7, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Fletcher Free Library
Type	Action
Recommended Action	to recommend that City Council approve the: • Creation of Library Patron Specialist Lead, a Regular, Full-time (40 hours), non-exempt, AFSCME, Grade 15, position in the Fletcher Free Library • Creation of Library Patron Specialist, a Regular, Part-time (28 hours), non-exempt, AFSCME, Grade 14, position in the Fletcher Free Library
Subject	4.2. Creation of a Library Outreach Specialist Position and approval for a contract with Howard Center, Inc. - Library
Meeting	October 7, 2024 - Special Board of Finance Meeting - Monday, October 7, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Fletcher Free Library
Type	Action
Recommended Action	to approve and recommend that the City Council approve the execution of a contract and any related documents needed to carry out said contract with Howard Center, Inc, for a 12 month contract of Library Outreach Specialist services for the Fletcher Free Library for \$103,210.08 for which the City will be responsible for \$78,210.08 and with \$25,000 being supplied by the Friends of the Fletcher Free Library and to execute the contract and any related documents needed to carry out said contract, upon final review and approval of the City Attorney's Office and to authorize Mary Danko, Director of the Fletcher Free Library, to affect all necessary budget amendments and transfers of funds to and from the above-referenced funding sources as needed to support the proposed Fletcher Free Library's project budget for FY25
Subject	4.3. ONE Graffiti-to-Mural Project Proposal (building at the Elmwood-Intervale intersection) - Ward Two City Councilor Gene Bergman
Meeting	October 7, 2024 - Special Board of Finance Meeting - Monday, October 7, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall

Category	4. Deliberative Agenda
Department	Council and Board
Type	Action
Recommended Action	To authorize the expenditure of \$5,500 in Council Initiative Funds to pay for costs of an owner-community graffiti-to-mural project on 1 Intervale Avenue.

5. Adjournment

Subject	5.1. Motion to adjourn
Meeting	October 7, 2024 - Special Board of Finance Meeting - Monday, October 7, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	5. Adjournment
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adjourn

**BURLINGTON BOARD OF FINANCE
BUSHOR CONF. ROOM, FIRST FLOOR, CITY HALL *OR*
REMOTE MEETING WITH CALL-IN NUMBER
BURLINGTON, VERMONT
MINUTES OF MEETING
DRAFT
September 9, 2024**

MEMBERS PRESENT: Mark Barlow (at 5:28 pm)
Ben Traverse (via Zoom)
Sarah E Carpenter
Joe Kane
Emma Mulvaney-Stanak

OTHERS PRESENT: Katherine Schad
Jessica Brown
Erik Ramakrishnan
Chapin Spencer
Tony Berry
Bill Ward
Lynn Reagan
Mary Danko
Kim Bleakly
Tim Clancy
Sophie Sauve
Nancy Stetson
Brian Pine
Cindi Wight
Joe Turner
Michael LaChance
Martin Lee
Megan Moir

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 5:02 PM

MOTION by Councilor Carpenter, SECOND by City Council President Traverse, to adopt the agenda.

VOTING: unanimous; motion carries (Councilor Barlow absent for vote).

2.0 PUBLIC FORUM

2.1 Verbal Comments

Sharon Bushor spoke about an item regarding reclassification of parking maintenance positions and asked what the increased cost is as a result of this reclassification. She spoke about an item regarding COTS and the acquisition of 58 Pearl Street and asked whether there is any financial impact for the City related to this item. She then spoke about an item regarding replenishment of the parking fund, saying that she is concerned about the ability to replenish parking funds and said that the goal may not be realistic, given the elimination of surface and on-street parking spaces as well as the public's safety concerns around utilizing the parking garages.

3.0 CONSENT AGENDA

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

3.2 August 5, 2024 Board of Finance Meeting Minutes, Draft – approve the minutes.

3.3 Classification of a Part-Time Custodian in the Department of Parks, Recreation, and Waterfront – BPRW – approve and recommend that the City Council authorize the creation and classification of the Custodian I- Facilities position, a regular, limited part-time, non-exempt, Grade 9 position in the Department of Parks, Recreation & Waterfront.

3.4 Fletcher Free Library Security Guard Contract – 6 months – Library – approve and recommend that the City Council approve the execution of a Contract Agreement and any related documents needed to carry out said contract with Chocolate Thunder, LLC, for a 6-month contract of security guard services for the Fletcher Free Library at a rate of \$50.00 per hour for the first security guard, and \$47.50 per hour for the second security guard in an amount for the first security guard in an amount up to \$93,000 with a contingency of \$6,000.00 for a total maximum limiting amount of \$99,000.00, upon final review and approval of the City Attorney's Office.

3.5 Court Diversion Grant Amendment #02100-FY24/25-CN – CJC – 1. Approve and recommend that the City Council approve the acceptance of the State of Vermont Grant Amendment Award #02100-FY24/254-CN, in the amount of \$669,022, which will extend the court diversion and pretrial services being provided by the BCJC to June 30, 2025, and to authorize the CEDO Director, Brian Pine, to sign the grant agreement, and to take such further actions or to execute such further instruments as may be necessary or convenient to effectuate the transactions contemplated hereby; and 2. Approve and recommend that the City Council authorize CEDO Director Brian Pine to accept future grant amendments increasing the amount of the foregoing grant and to take such further actions or to execute such further instruments as may be necessary or convenient to effectuate the transactions contemplated hereby.

3.6 Authorization to Provide CCRPC With Local Match for VT-127 Shared Use Path Scoping and Feasibility Study – BPRW – approve and recommend that the City Council authorize the Director of Parks, Recreation, and Waterfront to enter into an agreement with the Chittenden County Regional Planning Commission, obligating the City to provide an amount not to exceed \$25,162 of Bike Path Maintenance Funds to the CCRPC to act as the 20% local funding match for the VY-127 Shared Use Path Scoping and Feasibility Study grant accepted by the CCRPC from the Federal Highway Administration and totaling \$100,646 in granted funds, subject to review by the Chief Administrative Officer and City Attorney's Office.

3.7 Authorization to Accept State Grant for the Voices of St. Joseph's Orphanage Memorial Project – BPRW – approve and recommend that the City Council authorize the acceptance of grant funds of \$85,000 from the State of Vermont Center for Crime Victim Services for the Voices of St. Joseph's Orphanage Memorial Project and authorize the Director of Parks, Recreation, and Waterfront to execute the grant agreement and all documents necessary to accept the funding, subject to the final review and approval of the City Attorney's Office.

3.8 Authorization to execute an Assignment and Assumption Agreement by and between Mirabelle's Inc. and Mirabelle's Bakery, LLC – Airport – approve and recommend to the City Council that the Mayor of the City of Burlington be authorized to execute the Assignment and Assumption Agreement between Mirabelle's Inc. and Mirabelle's Bakery, LLC in regards to the leasing of the Airport's business premises located at 3060 Williston Road, Suite 8, South Burlington, VT subject to final review and approval by the City Attorney's Office.

3.9 Request for Approval of a \$135,986 Budget Neutral Amendment to the Fiscal Year 2024 Patrick Leahy Burlington International Airport – Airport – approve and recommend that the City Council approve a budget neutral amendment in the amount of \$135,986 to the Fiscal Year 2024 Patrick Leahy Burlington International Airport budget by modifying the accounts as described in the affiliated memorandum.

3.10 Authorization to Accept a Work of Public Art from the Parks Foundation to the City – BPRW/BCA – approve and recommend that the City Council authorize the Director of BPRW to accept a Public Art donation as described in Attachment A with a total value of \$37,865 from the Parks Foundation, and to execute all necessary documents thereto upon final review and approval of the Chief Administrative Officer and the City Attorney’s Office.

3.11 BED U.S. Department of Energy Grid Resilience & Innovation Partnership Grant – BED – approve and recommend that the City Council approve and authorize the BED General Manager or their designee, subject to final review and approval by the City Attorney’s Office, to accept and execute the grant agreement for the U.S. Department of Energy Award DE-GD0000904.

3.12 Acceptance of Grant Funding AFG – Fire – approve and recommend that the City Council authorize the Burlington Fire Department to accept a grant from FEMA in furtherance of enhancing and expanding the department’s training programs in the area of firefighting, in the amount of \$222,060.00, obligating the City to a 10% local match in an amount not to exceed \$20,187.28, subject to final review by the Chief Administrative Officer; and, further authorize the Chief Engineer to execute a grant agreement with FEMA to accept such funds, subject to final review by the City Attorney’s Office.

MOTION by Councilor Carpenter, SECOND by Councilor Kane, to adopt the consent agenda and take the actions indicated for items 3.1-3.12.

VOTING: unanimous; motion carries.

4.0 DELIBERATIVE AGENDA

4.1 Monthly Financial Review & Introduction of New Dashboard – CT

Finance Director Kukenberger and Senior Policy and Data Analyst Stetson spoke about this item. Finance Director Kukenberger noted that they have provided a number of monthly updates as well as a Fiscal Year 2024 close-out update on the City’s fiscal position to the Board of Finance at previous meetings. He also noted that they have also put together a more interactive dashboard for the Board of Finance’s review, which should also allow for more transparent financial updates. Senior Analyst Stetson walked through the dashboard, saying that the goal of creating it was to make the City’s financial information more accessible. She showed an overview of the General Fund’s expenses versus revenue for Fiscal Years 2013-2023, a more detailed look of both revenue and expenses and comparisons of actuals to budgeted amounts for both. She demonstrated how this can also be viewed for each department, category, and line item within the General Fund. She showed budget tables for FY24 and FY25, with data updated in real time. She and Director Kukenberger welcomed Councilor feedback to improve the dashboard.

4.2 Reclassification of one (1) DPW – Administrator position to Permit Tech – DPI/HR

Human Resources Manager Clancy and Director Ward spoke about this item. Director Ward said that since organizing the DPI in 2019 they have been working to find further efficiencies. He said that the position in question would handle permits for trades, which would allow for quicker turnaround for these types of permits and a better customer service interaction.

City Council President Traverse asked about the value of Burlington having its own permitting and inspections staff rather than having master tradespeople sign off on their own work, which is what some other municipalities do. Director Ward said that Burlington has an added layer of protection through inspection, given its higher density than other municipalities. Councilor Carpenter encouraged the City to look at

delegating some of these functions. Director Ward replied that one of the purposes of creating this trades permit technician is to try and decrease turnaround time for some of the more basic inspection items.

Mayor Mulvaney-Stanak asked about the fiscal impact of this reclassification on the FY25 budget. Director Ward replied that the impact for this position would be netted out by savings realized from other vacant positions and will be budget-neutral going forward.

MOTION by Councilor Carpenter, SECOND by City Council President Traverse, to approve and recommend that the City Council approve the reclassification of Department of Permitting and Inspections Administrator, a Regular, Full-time, Non-Exempt, AFCSME, Grade 14 position to a Permit Technician, Trades Division, a Regular, Full-time, Non-Exempt, AFCSME, Grade 15 position.

VOTING: unanimous; motion carries (Councilor Barlow absent for vote).

4.3 Creation of the NPA Public Engagement Specialist Position – CEDO

Director Pine said that this relates to the creation of a part-time position that had previously been staffed as a temporary position. He noted that they are also requesting increasing the hours for this position from 20 hours per week to 30 hours per week. He noted that the workload justifies this position at this level. He noted that with added benefits, it is an increase of about \$5,800 to the budget. He noted that the incumbent just left the position and that staff are filling in on an ad-hoc basis while they look to hire for a replacement.

MOTION by Councilor Barlow, SECOND by Councilor Traverse, to recommend that the City Council approve the creation of the NPA Public Engagement Specialist, a Part-time, Permanent, Non-Exempt, AFCSME, Grade 14 position in the Community and Economic Development Office.

DISCUSSION:

- **City Council President Traverse asked how CEDO arrived at this proposal for a position. Director Pine replied that they are somewhat uncertain about whether this approach will be successful in recruiting and retaining for this position, and said that they will likely need to reassess whether this is a sustainable approach in the next several months.**

VOTING: unanimous; motion carries.

4.4 Approving the Pledging of the Credit of the City in Anticipation of the Receipt of Revenue from the Traffic Division of Public Works Department – CT/DPW

Director Spencer said that this item relates to a debt instrument put in place in the Parking Facilities Fund in the form of a revenue anticipation note, which was implemented to transition the City away from private borrowing during Covid when they could not keep their debt coverage ratio for borrowing. He said that the General Fund backstops the Parking Facilities Fund. He said that revenue generation for this fund has been slower than hoped, and that they are asking for another year of a revenue anticipation note for this fund. He said that they are working with the Administration on a turnaround plan for the parking garages and the on-street parking system. R

Councilor Carpenter asked why they are using a revenue anticipation note mechanism, given that those are typically used for capital, rather than operational items. Director Spencer replied that the City reinvested in its garages through capital improvements several years ago and have been working to pay off that debt over time, and that revenues did not keep up during Covid enough to satisfy lenders.

Councilor Barlow asked if the revenue turnaround plan includes plans to increase use of the Downtown Garage, given that it is often relatively empty on its higher floors. Director Spencer replied that part of the plan is to offer an introductory rate to new businesses to try and get them to use the garages downtown, as well as try and increase revenue in the Traffic Fund. He noted that for the Marketplace Garage, they are also beginning to offer a broader array of products (such as longer-term parking).

Councilor Kane said he will be bringing a discussion to the Transportation, Energy, and Utilities Commission (TEUC) regarding the City's arrangement for the Courthouse Plaza contract and its future. He also asked when DPW anticipates increasing parking fees and by how much. Director Spencer replied that they are evaluating different approaches, such as charging for parking on Sundays, rate changes Monday-Saturdays, and changing duration limits on particular meters. He said he anticipates a proposal being brought forward for approval in October. Councilor Kane asked for more detail on the rates being paid for City employees versus private-sector employees in the parking garages, which Director Spencer provided.

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

VOTING: unanimous; motion carries.

4.5 Reclassification of three (3) Parking Maintenance Workers – DPW/HR

Director Spencer noted that this item relates to reclassification of 3 parking maintenance workers, which was a management-initiated effort to strengthen certain tasks related to customer service and custodial duties (such as needle and biohazard pickup). He noted that they have struggled to fill these positions as they are currently classified. He noted that in terms of fiscal impact, it would be an increase of about \$8,000 per position and that this has been budgeted for in DPW's FY25 budget.

City Council President Traverse expressed support for this proposal and asked about the City's current stance about proceeding with encampments if they arise in parking garages. Director Spencer replied that they will likely follow the sheltering on public lands policy unless there is an emergency situation or a safety situation that requires immediate removal. He noted an instance last week of an encampment encroaching on the corner of a parking garage, but that it was voluntarily removed when staff began a dialogue with the individuals in the encampment.

MOTION by Councilor Barlow, SECOND by Councilor Carpenter, to approve and recommend that the City Council approve the reclassification of three (3) Parking Maintenance Workers, a Regular, Full-Time, Non-Exempt, AFCSME, Grade 11 role in the Parking and Traffic Division to three (3) Parking Maintenance Workers, a Regular, Full-Time, Non-Exempt, AFCSME, Grade 14 role.

VOTING: unanimous; motion carries.

4.6 Authorization to Accept Pollution Control Grant Funding and Execute the Grant for Wastewater Treatment Facility SCADA/PLC Improvements and Disinfection Improvements – DPW – Water Resources

Engineering Manager Lee noted that this item relates to two construction projects. He said the first relates to SCADA PLC, which is the computer system that helps to run the wastewater plant, and the second relates to the disinfection system, which is one of the more critical components of the wastewater plant systems. He said that the City is receiving retroactive grant funding from the State's Revolving Loan Fund in the sum of approximately \$1 million. Division Director Moir noted that not all projects receive pollution control grant funding, but that

it can appear multiple years later if other eligible projects don't use it and it's available. They noted that this does increase the City's borrowing capacity for the water division, which can be put toward the latest suite of projects that it's trying to fund with the original 2018 bond.

MOTION by City Council President Traverse, SECOND by Councilor Barlow, to approve and recommend to the City Council that the Director of the Department of Public Works be authorized to 1. Execute a grant agreement with Vermont DEC for up to \$113,136.00 for the WWTF SCADA and PLC Improvements Project, subject to final review and approval of the City Attorney's Office; and 2. Execute a grant agreement with Vermont DEC for up to \$901,499.00 for the WWTF Disinfection Improvements Project, subject to final review and approval by the City Attorney's Office.

VOTING: unanimous; motion carries.

4.7 Fire Station 2 Bay Floor Renovation – BPRW

Central Facilities Manager Bleakly said that this project will replace the bay floor at Fire Station #2 on North Avenue. She noted that the concrete floor in the bay is failing due to salt and increased weight of the fire trucks over the years. She noted that two contractors responded to the RFP that was put out for this work, and that Farrington was the lower bid.

MOTION by City Council President Traverse, SECOND by Councilor Carpenter, to approve and recommend that the City Council approve and authorize the execution of a contract with Farrington Construction Inc., for a price not to exceed \$629,583, for the FS 2 Bay Floor Renovation Project, plus a project contingency of \$62,000 (total project authorization including contingency not to exceed \$691,582), and to authorize Cindi Wight, Director of Parks, Recreation, and Waterfront, to execute the contract, any related documents needed to carry out the project, and any contract amendments necessary to utilize the project contingency, subject to the review of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.8 Reorganization of the Assessor's Office including the reclassification of the City Assessor – Assessor/HR

Mayor Mulvaney-Stanak began by noting that the Assessor's Office is one of the smaller offices in the City and that the office has been looking at cost savings but also acknowledging the work that existing staff have been doing to provide more efficiencies and effectiveness in that office. She also noted that the deputy assessor position in the office has been vacant and there is a freeze on it during the FY26 budget development process. She said that this reclassification is an attempt to recognize the shifting of duties, reworking of the job description, and elevating the classification of the assessor position from a 22 to a 28 grade to reflect that work. She noted that HR conducted a compensation assessment with an independent consultant of the Assessor position. She said the cost impact of this would be a range of between \$23,000-\$27,000 (for the reclassification of this position and other positions within the City Assessor's Office), and that it is budget-neutral (and actually realizes some cost savings). She noted that there is retroactive pay associated with these reclassifications, given that the positions have been working at this level since April.

Councilor Kane said he does not support freezing the vacancy in the deputy assessor position, saying that the department likely needs a fifth position and is struggling with current capacity and workload. Mayor Mulvaney-Stanak noted the current budget gap and measures required to make the City function for this particular fiscal year, and said that this proposal recognizes the hard work of the Assessor's Office staff and helps ensure that current staff is retained. She said that holding the deputy position vacant allows the City a chance to rethink how budgets are built and to build out more capacity as revenue sources are diversified and the budget becomes more sustainable.

Councilor Carpenter expressed support for this proposal, and also noted the ad hoc task force that was formed several years ago to put forth recommendations about the City's last reappraisal. She further noted that some of those recommendations could help provide relief for the Assessor's Office, such as more materials on the website for residents and more ways to help taxpayers understand the system. She said she hopes more of those recommendations are reviewed and implemented. She also suggested looking at more data within the City's own assessments to find different ways to approach revenue-raising, which could potentially be a role for a consultant.

Councilor Barlow agreed that the deputy assessor position is important and expressed hope that it can be filled in future, but expressed support for this proposal. He asked whether the Assessor feels that he is also currently doing the job of the deputy assessor. City Assessor Turner replied that on one hand yes, but on the other, there are numerous efficiencies that the department can realize that would handle much of the manual work that was done by the deputy assessor.

MOTION by Councilor Barlow, SECOND by Councilor Carpenter, to recommend that the City Council approve the reclassification of the City Assessor, a Regular, Full-Time, Exempt, Non-Union, Grade 22 role to City Assessor, a Regular, Full-Time, Exempt, Non-Union, Grade 28 role in the Assessor's Office and authorize retroactive pay to April 15th, in an amount not to exceed \$8,600.

VOTING: 4-1 (Councilor Kane dissenting); motion carries.

4.9 Reorganization of the Assessor's Office including the reclassification of two (2) positions – Assessor/HR

City Assessor Turner said that the goal of this item is to reclassify these positions to create some redundancies in the department and create geographic efficiencies in their workloads.

City Council President Traverse agreed with previous comments from Councilors Kane and Barlow, expressing hope that once the budget is further under control, this department can be staffed up to the capacity needed. Councilor Kane added that perhaps work can be done to redesign the fourth position in the department to do some of the work that has not been done for a long time. rrr

MOTION by City Council President Traverse, SECOND by Councilor Carpenter, to recommend that the City Council approve the 1. Reclassification and retitling of the Associate Assessor, a Regular, Full-Time, Non-Exempt, AFCSME, Grade 16 role to Assessment Specialist, a Regular, Full-Time, Non-Exempt, AFCSME, Grade 18 role in the Assessor's Office and authorize retroactive pay from 04/15/2024 to 09/06/2024 not to exceed \$2,000; and 2. Reclassification and retitling of the Assistant Residential Appraiser, a Regular, Full-Time, Non-Exempt, AFCSME, Grade 16 role to Assessment Analyst, a Regular, Full-Time, Non-Exempt, AFCSME, Grade 17 role in the Assessor's Office and authorize retroactive pay from 04/15/2024 to 09/06/2024 not to exceed \$1,900.

VOTING: unanimous; motion carries.

4.10 Moody's Review Update

Chief Administrative Officer Schad noted that the City held its annual meeting with the credit rating agency Moody's last week, in preparation for upcoming \$7 million in annual bonding, the remainder of the school bond, and the remainder of the capital bond. She noted that the City received good feedback from Moody's, which will likely keep the City's credit score at its current level.

5.0 ADJOURNMENT

5.1 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 6:29 PM.

RScty: AACoonrad

**BURLINGTON BOARD OF FINANCE
SPECIAL MEETING
BUSHOR CONF. ROOM, FIRST FLOOR, CITY HALL *OR*
REMOTE MEETING WITH CALL-IN NUMBER
BURLINGTON, VERMONT
MINUTES OF MEETING
DRAFT
September 23, 2024**

MEMBERS PRESENT:

Mark Barlow
Ben Traverse
Joe Kane
Emma Mulvaney-Stanak

OTHERS PRESENT:

Katherine Schad
Jessica Brown
Erik Ramakrishnan
Chapin Spencer
Lee Perry
Cindi Wight
Brad Kukenberger
Erin Moreau
Joe Magee

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 5:31 PM

MOTION by Councilor Barlow, SECOND by City Council President Traverse, to adopt the agenda.

VOTING: unanimous; motion carries.

2.0 PUBLIC FORUM

2.1 Verbal Comments

None.

3.0 CONSENT AGENDA

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

3.2 Renewal of Tax Increment Financing (TIF) District consulting services contract with White+Burke – CEDO – approve and recommend that the City Council approve and authorize the Director of the Community & Economic Development Office to execute the proposed contract with White+Burke Real Estate Advisors for TIF consulting services regarding the Waterfront and Downtown TIF districts with a maximum limiting amount of \$65,000, to be paid out of TIF-related costs, pursuant to the final review of the City Attorney's Office.

MOTION by City Council President Traverse, SECOND by Councilor Barlow, to adopt the consent agenda and take the actions indicated for items 3.1-3.12.

VOTING: unanimous; motion carries.

4.0 DELIBERATIVE AGENDA

4.1 201 Flynn Avenue Purchase and Sales Agreement, Between the City of Burlington and Chittenden Solid Waste District – DPW
Director Spencer noted that this relates to the purchase of 201 Flynn Avenue by the City for purposes of soil management and improving and unifying the City's management of soils. He said that the purchase price is \$375,000, and it would allow the City to use the \$101,000 of options payments to be applied toward this purchase. He said that they are proposing financing this through a lease, two-thirds of which would be covered by the General Fund through the Solid Waste Generation tax, and one-third being covered by Water Resources. He noted that there is enough funding in the FY25 budget to cover any payments for this fiscal year.

City Council President Traverse asked for more detail about why the City chose to pursue purchasing just 201 Flynn Avenue, rather than both 195 and 201 Flynn Avenue. Director Spencer replied that interests have shifted over the last several years for both parties. He said that CSWD was interested in retaining the back parcel for a potential drop-off center (but this remains an open question). City Council President Pine asked if CSWD will be expanding their operations at 339 Pine Street, as there is a desire in the community for that to happen. Director Spencer noted that it is a potential option, as the needs of the Railyard Enterprise project may shift, but CSWD's expansion is an option.

MOTION by Councilor Barlow, SECOND by Councilor Kane, to 1. Approve and recommend that the City Council authorize the Mayor to execute a purchase and sale agreement between the City of Burlington and Chittenden Solid Waste District for the property located at 201 Flynn Avenue in the amount not to exceed \$375,000.00, substantially in the form included in the agenda packet and subject to minor modifications approved by the City Attorney or designee; and 2. Recommend that the City Council authorize the Mayor and Director of Public Works to take such further actions and execute such further instruments approved as to form by the City Attorney or designee as may be necessary or convenient to effectuate the transactions contemplated hereby.

VOTING: unanimous; motion carries.

4.2 Creation of Chief Accountant in the Clerk/Treasurer's Office – C/T
Finance Director Kukenberger noted that this item relates to the creation of a new chief accountant position in the Clerk/Treasurer's Office, given the City's growing and complex budgetary and accounting needs. He noted that previously, there was a senior accountant reporting to the capital programs director, which remain intact, but they are proposing to consolidate that with the other senior accountant position, which would be under a chief accountant. He noted that there is budget available through vacancy savings to cover the cost of creating this position. He noted that in future fiscal years, he would anticipate a decreased reliance on outside accounting firms than is currently being experienced, which would offset the cost of this position.

MOTION by City Council President Traverse, SECOND by Councilor Barlow, to approve and recommend that the City Council approve the creation of a Chief Accountant, a Regular, Full-Time, Exempt, Non-Union, Grade 23 position.

VOTING: unanimous; motion carries.

4.3 Approval of Marina Slip and Mooring Fees – BPRW

Waterfront Superintendent and Harbormaster Moreau noted that this relates to a fee increase for the marina, including both residential and non-residential rate increases, as well as a new special overnight rate for certain prime slips during the summer concert series and a special day rate slip fee for boat shows. They said that the increased rates go to support labor costs, including increased costs for overnight security, as well as reinvestment in the waterfront.

Councilor Barlow spoke about the comparison between the resident rate, non-resident rate, and rate of increase for each. He noted that the increase for the resident rate is higher and asked why the increase wasn't the same for the non-resident rates. He also asked how the rates compare to private marinas next to the public marina. Superintendent Moreau said that they were reluctant to go to a higher rate for the non-resident rate because it had been going up year-over-year for the last number of years and they have less room for growth potential to remain competitive year over year.

MOTION by Councilor Barlow, SECOND by City Council President Traverse, to approve and recommend that the City Council approve the 2025 Marina fees as recommended by the Parks and Recreation Commission, acting as the Harbor Commission, during its September 19, 2024 meeting, as detailed in the rate table herein.

VOTING: unanimous; motion carries.

4.4 Contingent Settlement Agreement – City Attorney's Office

City Attorney Brown said that this is the settlement agreement for Mabior Jok for \$215,000, \$140,000 of which is being issued by the insurance carrier and \$75,000 of which is being contributed by the City.

MOTION by City Council President Traverse, SECOND by Councilor Kane, to approve, ratify, and authorize the Mayor or her designee to enter into the Contingent Settlement Agreement in the litigation matter captioned Mabior Jok v. City of Burlington, Brandon del Pozo, and Joseph Carrow, Docket No. 2:19-cv-00070.

VOTING: unanimous; motion carries.

5.0 ADJOURNMENT

5.1 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 6:01 PM.

RScty: AACoonradt



COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

149 CHURCH STREET • ROOM 32 • CITY HALL • BURLINGTON, VT 05401
(802) 865-7144 • (802) 865-7024 (FAX)
www.burlingtonvt.gov/cedo

October 7, 2024

TO: Board of Finance

FROM: Gillian Nanton, Assistant Director for Community Engagement, Neighborhoods and Workforce Development, CEDO

CC: Brian Pine, Director, CEDO
Katherine Schad, CAO
Jessica Brown, City Attorney
Mayor's Office

RE: **National League of Cities (NLC) Grant Acceptance for Training Underserved Arabic-speaking Burlington residents to become Personal Care Assistants (PCAs)**

Summary:

On July 24, 2024, the National League of Cities (NLC), through a competitive process, awarded the City of Burlington's Community & Economic Development Office (CEDO), an "Advancing Economic Mobility Rapid Grant" in the amount of \$20,000, for the purpose of training underrepresented Arabic-speaking Burlington residents to become Personal Care Assistants (PCAs). Utilizing AI powered software, this innovative (pilot) project builds on CEDO's just-concluded PCA Plus Workforce training program and its successful precursor, the Licensed Nursing Assistant (LNA) Workforce Development training program which ended in December 2022.

We are respectfully requesting the Board of Finance approval to accept and disburse (via sub-contracts) this NLC grant.

Background

Over the past seven years, the City's Community and Economic Development Office (CEDO) has spearheaded several successful workforce development/job training programs, particularly in the construction and health care sectors that have targeted Burlington's low-income and Black, Indigenous and persons of color (BIPOC), including immigrants and refugees. While the official unemployment rate in Burlington – South Burlington, like the rest of Vermont, continues to remain low and stood at 1.9 percent in July 2024, the dearth of workers across all sectors, including health care, remains. According to the Vermont Department of Labor (VDoL), total annual openings for home health and personal care aides in Vermont are around 1,466, and projected to grow by 2.6% annually over the 2022-2032 period.

Immigrants and refugees contribute to Burlington in a variety of ways, including creating new jobs by forming new businesses, spending their incomes on goods and services and paying taxes and raising productivity of Burlington businesses. Burlington is committed to better integrating immigrants and

refugees in to the life and fabric of the Queen City, through the provision of opportunities for skills building, with the aim of greater equity and access. With this NLC grant funding, CEDO will expand the current Personal Care Assistant (PCA) Plus Workforce Training Program by offering training in Arabic, spoken by the relatively large and growing Arabic-speaking and Muslim community in Burlington.

CEDO applied for funding through the NLC's competitive Advancing Economic Mobility Rapid Grant program and was one of 12 cities nationwide, to receive grant funding to train underserved Arabic-speaking Burlington residents to become Personal Care Assistants (PCAs). On July 24, the City of Burlington/CEDO was awarded a \$20,000 grant (no matching funds are required).

The overarching goals of the proposed project are two-fold: (i) train eight (8) persons from Burlington's relatively large Arabic-speaking community to become Personal Care Assistants (PCAs) to help fill the scores of open positions that exist in the healthcare sector and (ii) improve the lives of those participants and their families who successfully complete the training, following their entry in to the labor market. Research finds that nationwide, substantial discrimination against Muslim and Arab individuals exists across a variety of life domains and context, including access to good jobs.

The proposed project (initially a pilot) will utilize the AI-powered "Wordly" translation platform which provides real-time translation and captioning in Arabic. This proposed innovative project will address restrictive language-based training with the goal of expanding opportunity for workers – in this case Arabic speakers and Muslims – who do not speak English as their primary language. It aims to demonstrate proof of concept and will be used to leverage new resources. Additionally, it builds on the recently-concluded PCA Plus Workforce training program delivered in English, which drew on lessons learned in CEDO's prior successful Licensed Nursing Assistant (LNA) Workforce Development Training which ended in December 2022.

The AI-powered Wordly translation platform, besides its utilization in the delivery of this PCA Plus Workforce training program, can also be used for real-time translation and captioning of City Council meetings, other trainings and in-person and virtual meetings and events.

The PCA Plus training program to be delivered in Arabic will offer approximately 60 hours of combined theory and lab skills training, delivered over a period of six weeks. Other components of the training program are: 3 hours each of personal and professional development (PPD) and Diversity, Equity and Inclusion (DE&I) training. The training program also makes provision for wrap around supports, such as funding to support reasonable childcare and transportation costs.

CEDO will continue to work with its partners in the health care field to promote the PCA Plus Workforce training program for underserved Arabic-speaking Burlington residents. These include: TLC Home Care, Cathedral Square and University of Vermont Medical Center (UVMMC).

Motion

Board of Finance: Request that the Board of Finance approve the acceptance of the National League of Cities (NLC) Grant for \$20,000 and authorize Brian Pine, CEDO Director, to execute all pertinent documents necessary to carry out the requirements of the grant funding.

Thank you for your consideration of this request.

Please contact Gillian Nanton at 407-233-5296 or gnanton@burlingtonvt.gov, if you have any questions.

ATTACHMENTS:

1. National League of Cities (NLC) Grant Award Letter
2. Memorandum of Understanding between NLC and City of Burlington

Advancing Economic Mobility Rapid Grant Program MOU
Between
National League of Cities Institute and
City of Burlington

PURPOSE

This Memorandum of Understanding (MOU) sets forth the terms of participation and understanding between the National League of Cities Institute (NLCI) and the City of Burlington (City) as part of NLCI's *Advancing Economic Mobility Grant program* between July 24, 2024, and January 31, 2025.

BACKGROUND

With support from the Bill and Melinda Gates Foundation, NLCI's Advancing Economic Mobility Grant program provides cities with coaching and grant funding to help them test innovative ideas that will boost the economic mobility of residents. Participating cities, towns, or villages will learn from peers and NLCI staff through their participation. This MOU defines the terms for the full project period.

EFFECTIVE DATE AND TERMINATION RIGHTS

This MOU will take effect upon the last party's signature and shall remain in effect until January 31, 2025. Either party may terminate this MOU upon delivery of written notice to the other party. Upon termination, the City must promptly refund any unused grant funds to NLCI within 30 days of termination.

GRANT AWARD AND USE OF FUNDS

NLCI will provide the City a grant in the amount of \$20,000 to support costs associated with testing ideas, planning projects, and supporting existing strategies that respond to community needs and advance economic mobility as outlined in the City's application as accepted by NLCI. Funds shall be used solely for the purpose and goals stated herein and in accordance with the budget submitted by the City and approved by NLCI for activities for the term of this MOU. Allowable uses of funds include but are not limited to expenses associated with core personnel costs; consultants, stakeholder engagement with community organizations, residents, and other partners; supports or incentives for resident engagement such as payments, gift cards or food; subgranting to target population; technology integration; and other uses as approved by NLCI.

DISTRIBUTION OF AWARD

NLCI shall distribute the total rapid grant award to the City upon the receipt of a completed W-9 form, completed ACH form, and a signed copy of this MOU.

SUMMARY OF ROLES AND RESPONSIBILITIES

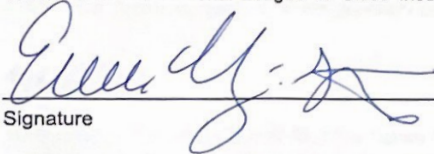
By accepting this grant, the City agrees to:

- Select a team lead from within City government to act as a primary contact for NLCI;
- In collaboration with NLCI, identify a date and times for at least three coaching calls with core team;
- Participate fully in the Economic Mobility Peer Network (EMPN) calls or chats on September 4, October 2, and December 4;
- Fully engage with the NLCI-secured evaluators who are working to better understand the impact of the Advancing Economic Mobility Rapid Grant program;
- When discussing the City's participation in or impacts of the program in public settings or communications and media materials, note the National League of Cities' involvement;
- When possible, share information about programs funded and results achieved through this grant with council or other formal city leadership at meetings and events;
- Keep NLCI staff apprised of progress, and notify NLCI within 3 business days of any major setbacks, unexpected challenges, staff transitions on the funded project team, or proposed budget changes exceeding 10 percent throughout the grant period;
- With NLC staff approval, host or participate in a site visit that may include other municipal representatives from the 2024 Advancing Economic Mobility Rapid Grant program;
- Up to two members of the city team must attend and share information about project progress at the Economic Mobility Convening in early 2025, with expenses paid by NLCI; and
- Submit a **final grant report to NLCI by February 17, 2025**, which includes a narrative description of all work conducted under the grant, outcomes achieved, lessons learned, and a financial report that shows how the awarded funds were used or are obligated toward project objectives. NLCI will provide the final report template materials.

Advancing Economic Mobility Rapid Grant program

Grant Receipt Statement

By signing this document, I acknowledge that I have read and agree to the grant provisions set forth in this MOU for the National League of Cities Institute's *Advancing Economic Mobility Rapid Grant* program.


Signature

8/27/24
Date

Emma Mulvaney - Stanak
Name -Authorized Signature

Mayor
Title

Burlington, Vermont
City

National League of Cities Institute


Signature

9/20/2024
Date

Clarence E. Anthony
President/Treasurer
National League of Cities Institute

Please email this completed page to Justin Chu at eofo@nlc.org.

July 24, 2024

The Honorable Emma Mulvaney-Stanak
Mayor, Burlington
149 Church St
Burlington, VT 05401

Dear Mayor Mulvaney-Stanak:

On behalf of the National League of Cities (NLC), I am pleased to inform you that the City of Burlington has been selected as one of 12 municipalities to receive a grant as part of the Advancing Economic Mobility Rapid Grant program.

As part of this five-month program, NLC will provide your city with coaching and grant funding to support your efforts to increase economic mobility for families. The program is supported with funding from the Bill and Melinda Gates Foundation and will run from July 24, 2024, through January 31, 2025.

Other municipalities selected to participate include Aurora, IL; Chester, AR; Durango, CO; El Paso, TX; Frederick, MD; Grand Island, NE; Gustavus, AK; Lansing, MI; Linden, AL; South San Francisco, CA; and St. Petersburg, FL.

After NLC receives your signed MOU, your City will receive a grant of \$20,000. Along with the grant funding, NLC will provide your City with strategic guidance and coaching, and peer learning opportunities through the Economic Mobility Peer Network. In addition, your city team will be expected to participate in an Economic Mobility Convening in early 2025 with teams from all of the selected municipalities. At the convening, your team will be asked to showcase their work, including results achieved to date and efforts to sustain or grow the work beyond the grant period.

To confirm your City's participation in the program, please complete and return the attached Memorandum of Understanding via email to eofe@nlc.org by 3 pm Eastern Daylight Time (EDT) on August 28, 2024. A full description of the program, including the roles and responsibilities of participating municipalities, is provided in the agreement. To receive the grant payment, please complete a W9 and follow the instructions in the ACH form (attached).

We ask that you refrain from publicly announcing your city's participation in the program until August 7. NLC has included a communications package in your acceptance correspondence to help coordinate a public announcement about the program on July 31.

NLC will formally launch the program with a one-hour orientation call on **August 13 at 2 pm EDT**. Your city's team lead is expected to participate in this call. NLC will send instructions to your team lead on how to join.

Congratulations on your selection in the Advancing Economic Mobility Rapid Grant program and thank you for your commitment to improving the equity and economic mobility of your residents. We look forward to assisting you and your team over the next six months. If you have any questions or would like more information, please contact me or Justin Chu via email at eofo@nlc.org.

Sincerely,

A handwritten signature in black ink that reads "Heidi Goldberg". The signature is written in a cursive, flowing style.

Heidi Goldberg
Director, Economic Opportunity and Financial Empowerment
Center for Municipal Practice
National League of Cities

Cc: Gillian Nanton, Assistant Director, Community Engagement, Neighborhoods & Workforce Development

Board of Finance and City Council Submission Checklist

Department: CEDO Submitter: Gillian Nanton

Title/Subject: National League of Cities (NLC) Grant Acceptance (\$20,000.00)

	Approval:	Meeting Date:
☒	Board of Finance	10/7/2024
☐	City Council	Click or tap to enter a date.
☐	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	9/19/2024	Brian Pine
Mayor's Office informed and approved memo	Yes	10/3/2024	Erin Jacobsen
Board/Commission, if required	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A		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	9/20/2024	Erik Ramakrishnan
CAO has reviewed budget, financing, and memo	Yes	9/24/2024	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	N/A	Click or tap here to enter text.
Additional Materials, if necessary	Yes	NLC Notification Letter & MoU
Draft Resolution or Motion?	Yes	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.



To: Board of Finance, City Council
From: Mary Danko, Director, Fletcher Free Library
CC: Tony Berry, Human Resources Manager
Date: 10/7/24
Re: Creation of two (2) new positions

Executive Summary

The Fletcher Free Library is requesting:

- Creation of Library Patron Specialist Lead, a Regular, Full-time (40 hours), non-exempt, AFSCME, Grade 15, position in the Fletcher Free Library.
- Creation of Library Patron Specialist, a Regular, Part-time (28 hours), non-exempt, AFSCME, Grade 14, position in the Fletcher Free Library.

Background

The establishment of a Library Patron Specialist program would provide meaningful, important, sustainable and economical staffing in our Libraries that would ensure library safety through a consistent security presence, patron relationship building, and positive enforcement of our Library's rules, policies and ordinance.

Instead of hiring outside contractors to provide Library security, the City would hire 2 Library Patron Specialists. One position would be a full-time position and be the program lead. The other position would be part-time. These two positions would cover all open hours, allow for some overlap, and allow for some extra time before opening & before closing. This program would need some startup funds for equipment and supplies.

In conjunction with Human Resources, we have looked at the Urban Park Ranger Program and the BPD CSO Program in helping to model a quality program. It is our desire that these positions will work closely with all City departments and the appropriate staff to maintain a welcoming and safe environment at the Library for everyone in our community.

The Library has its own ordinance for behaviors and its own trespass system that is effective. Maintaining this system is important in order to be effective and regular staffing will help to ensure this.

We have had wonderful support from AFSCME for the support of this program and the addition of these positions.

Why bring Library Safety & Security in-house?

- Build lasting and meaningful relationships with our Library patrons that encourage positive patron behavior and help to keep that behavior sustainable so that all patrons enjoy the free resources of the Library in harmony.
- Ensure the Library is welcoming to all patrons.
- Increase education and adherence of the rules, regulations, and ordinances related to the Library which will improve the experience of all patrons in our Library.
- Provide basic assistance and information to all library patrons and library visitors from the Security Desk. The Library often sees visitors from out of town that want to view our beautiful building or use some our tech center or free Wi-Fi.
- Conduct routine inspections of our building and grounds which benefits our inside patrons as well as being a security presence for our outside grounds.
- Encourage and monitor adherence to ordinances, rules, and regulations.
- Provide a reliable security program to the Library that is not dependent on outside vendors.
- Provide a security program that works with Burlington Police Department in alignment with the City's values of equity.
- Ensure budgetary financial stability with having City employees instead of a contracted vendor.
- Have an in-house, reliable program at almost the same cost and providing a small savings.

Financial Impact

The projected financial impact of the two positions is listed below based on FY25 and one year of service for simplicity. The two positions are included:

Costs	YEARLY-52 weeks					
Current Contracted Security						
Rate	Hours per week				Weeks per year	Total
\$50.00	58				52	\$150,800.00

47.5	14				52	\$34,580.00
	72				TOTAL	\$185,380.00
Projected Staffing Costs						
Lead- Grade 15						
Rate	Fica (7.5%)	Benefits	Total hourly rate	hrs. per week		Total
\$27.0059	\$2.03	\$29.03	\$58.06	40	52	\$120,767.59
Part-Time- Grade 14						
\$25.4533	\$1.91	\$17.72	\$45.08	28	52	\$65,639.83
			sub totals	68		\$186,407.42
SUBS - as needed						\$2,750.00

					TOTALS	\$196,657.42
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					Difference	(\$11,277.42)
Supplies, Equipment, Misc. (One time costs)						\$7,500.00
					TOTAL	\$204,157.42

We have already budgeted \$185,000 for Library Security in the FY25 budget and we have additional funds added to our Security budget line by direction of the Mayor for a variety of Library security and safety improvements. This combination of funds shall enable us to hire for these positions in January or February allowing for some overlap in staffing as we begin this new program.

Motions

Board of Finance Motion:

To recommend that City Council approve the:

- Creation of Library Patron Specialist Lead, a Regular, Full-time (40 hours), non-exempt, AFSCME, Grade 15, position in the Fletcher Free Library.
- Creation of Library Patron Specialist, a Regular, Part-time (28 hours), non-exempt, AFSCME, Grade 14, position in the Fletcher Free Library.

City Council Motion:

To approve the:

- Creation of Library Patron Specialist Lead, a Regular, Full-time (40 hours), non-exempt, AFSCME, Grade 15, position in the Fletcher Free Library.
- Creation of Library Patron Specialist, a Regular, Part-time (28 hours), non-exempt, AFSCME, Grade 14, position in the Fletcher Free Library.

City of Burlington

Job Description



Position Title: Library Patron Specialist Lead

Department: Library

Reports to: Assistant Director

Pay Grade: 15

Job Code:

Exempt/Non-Exempt: Non-Exempt, Full Time

Union: AFSCME

Remote Work Rating Tier: 1

General Purpose:

This position is responsible for providing a variety of patron behavior supports including the management of patron behavior and general safety in Library buildings and our Library grounds. This position is the Lead for the Library Patron Specialists and includes providing on-site leadership, direction and professional expertise for the Fletcher Free Library's Patron Specialist Program. They will build meaningful relationships with our patrons at our Libraries through active engagement, visibility and education. This position will help ensure our Libraries are welcoming and user friendly to all Burlington residents and visitors through the education and enforcement of our Library Ordinance. This includes writing trespasses and managing the trespass system. This position will also assist patrons in need of social services in coordination with the various social service agencies in Burlington, as well as the Burlington Police Department. This position will provide Safety & Security training and processes for the staff, and will partner with the Burlington Human Resources Department and with the Burlington Police Department when appropriate.

This position includes one weekend day and one evening shift per week.

Essential Job Functions:

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

- Develop relationships with Library patrons, as well as relevant community service providers to ensure all patrons are welcome and have a pleasant experience in our Libraries.
- Provide basic assistance and basic information to our patrons. Refer higher level inquiries to librarians and library staff.
- Develop and lead Safety and Security Trainings and processes for the staff. Partner with the Burlington Human Resources Department, the City's Safety Manager, and with the Burlington Police Department when appropriate. Training may include, but is not limited to: de-escalation, mental health first aid, active shooter, stop-the-bleed, and basic first aid.
- Conduct routine inspections of the Library's buildings and grounds. Enforces rules, policies and ordinances

- Completes required paper work, including but not limited to: trespasses, trespass reports, non-incident reports, first report of accident reports, log of activities, patron specialist schedules, etc.
- Encourage and monitor adherence to Library ordinance.
- Work in-conjunction with other City Departments, as well as Burlington social service organizations to assist those in need of social services.
- Participates in the hiring process including but not limited to screening, rating interviewing and recommending applicants for Patron Specialists, both regular and temporary staff.
- Assist Assistant Director in Implementing training
- Assist with appeal and restorative justice processes as needed.
- Responsible for documenting, monitoring and enforcing ordinances as needed. Use de-escalation practices to achieve compliance as much as possible.
- Responsible for documenting, monitoring all incidents, including those with a trespass issuance and those without.
- Use de-escalation practices to achieve compliance as much as possible.
- Manage and utilize the Library's camera system.
- Manage the research, purchase and maintenance of first aid and safety equipment for the Library. Includes, but not limited to First Aid kits, Walkie-Talkies, etc.
- Assist with employee and public safety at all times during emergencies by implementing crowd control measures and training staff on applicable emergency procedures in accordance with facility compliance and City policies.
- Maintain working records related to Federal, State and local laws, regulations, guidelines and OSHA/VOSHA safety standards. Train seasonal staff on all requirements.
- Respond to inquiries regarding Library use, resolve conflicts that arise between users with competing agendas or needs, convey and enforce facility rules, etc.
- Successfully mitigate user issues that may arise through direct communication, de-escalation techniques and effective customer service methods.
- Develop schedules in coordination with staff to maximize coverage.
- Maintain a preventative maintenance program on assigned equipment.
- Participate and assist in coordinating City initiatives or events as required.
- Position may require the operation of City vehicles and/or personal vehicles in order to conduct City business.
- Assist with programming set-ups and break-downs as needed. Includes moving tables, chairs and miscellaneous library furniture.
- Assist with opening and closing of Libraries to ensure operability.
- Regularly meet with other City Departments and External Organizations to mutually work towards the goal of safe Library for our patrons.
- All other duties as assigned.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- At least two years of experience in a role requiring similar skills such as Social Work, Criminal Justice, Security, or Customer Service. Additional experience may be substituted for a degree requirement on a two-for-one per year basis.
- Experience in conflict resolution, de-escalation, and public service is preferred.
- Ability to obtain a valid driver's license within 45 days of hire and the continued maintenance of a valid driver's license. Operation of a City vehicle or personal vehicle to conduct City business without

providing proof of a valid driver's license to Human Resources will not be permitted. A valid driver's license shall be defined as a current state of residence-issued license to operate a motor vehicle on public roadways. Position also requires the ability to be covered under the City's vehicle insurance policy prior to operation of any City vehicles or non-City vehicles for City business.

- Ability to work flexible hours when the position requires to meet the changing demands of activity in the parks.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies. Ability to work varied shift times, including some late nights and holidays and weekends. Ability to act as an ambassador of Burlington to ensure the safety and enjoyment of all users in line with the Department's goals and objectives.
- Ability to communicate effectively and professionally both orally and in writing. Ability to provide professional and courteous customer service.
- Ability to manage ever-changing situations quickly and reasonably required.
- Must be first aid certified or have the ability to become so within a reasonable amount of time after being hired.
- Must be able to work outside in all types of weather.
- 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.
- Proof of COVID-19 vaccination required, reasonable accommodations will be considered.

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.

X	seeing
X	color perception (red, green, amber)
X	hearing/listening
X	clear speech
X	touching
X	dexterity x hand x finger
X	reading – basic
	reading – complex
X	math skills – basic
	math skills – complex
X	writing – basic
	writing – complex
X	analysis/comprehension
X	judgment/decision making
X	clerical
X	inside
X	outside
X	works alone

X	works with others
X	face-to-face contact
X	verbal contact w/others
X	ability to move distances within warehouses and offices
X	lifting (specify pounds: 30)
X	carrying (specify pounds: 30)
	climbing
X	driving
	ability to mount and dismount forklift
X	pushing/pulling
X	shift work
X	moving objects
	pressurized equipment
X	extreme heat
X	extreme cold
	high places
X	noise
X	fumes/odors
X	dirt/dust
	hazardous materials
	electrical equipment
	mechanical equipment

Supervision:

Directly Supervises: 0

Indirectly Supervises: 1

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.

Revision Dates: Created April 2023

City of Burlington

Job Description



Position Title: Library Patron Specialist

Department: Library

Reports to: Assistant Director

Pay Grade: 14

Job Code:

Exempt/Non-Exempt: Non-Exempt, Part-Time (28 hours/week)

Union: AFSCME

Remote Work Rating Tier: 1

General Purpose:

This position is responsible for providing a variety of patron behavior supports including the management of patron behavior and general safety in Library buildings and our Library grounds. They will build meaningful relationships with our patrons at our Libraries through active engagement, visibility and education. This position will help ensure our Libraries are welcoming and user friendly to all Burlington residents and visitors through the education and enforcement of our Library Ordinance. This includes writing trespasses and managing the trespass system. This position will also assist patrons in need of social services in coordination with the various social service agencies in Burlington, as well as the Burlington Police Department. This position will provide support for Safety & Security training and processes for the staff, and will partner with the Burlington Human Resources Department and with the Burlington Police Department when appropriate.

This position is 15 hours a week and includes one weekend day and one evening shift per week.

Essential Job Functions:

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

- Develop relationships with Library patrons, as well as relevant community service providers to ensure all patrons are welcome and have a pleasant experience in our Libraries.
- Provide basic assistance and basic information to our patrons. Refer higher level inquiries to librarians and library staff.
- Assist with Safety and Security Trainings and processes for the staff. Training may include, but is not limited to: de-escalation, mental health first aid, active shooter, and basic first aid.
- Conduct routine inspections of the Library's buildings and grounds. Enforces rules, policies and ordinances.
- Completes required paper work, including but not limited to: trespasses, trespass reports, non-incident reports, first report of accident reports, log of activities, patron specialist schedules, etc.
- Encourage and monitor adherence to Library ordinance.
- Work in-conjunction with other City Departments, as well as Burlington social service organizations to

assist those in need of social services.

- Assist with appeal and restorative justice processes as needed.
- Responsible for documenting, monitoring and enforcing ordinances as needed. Use de-escalation practices to achieve compliance as much as possible.
- Responsible for documenting, monitoring all incidents, including those with a trespass issuance and those without.
- Use de-escalation practices to achieve compliance as much as possible.
- Operate Library's Camera system as required.
- Assist with employee and public safety at all times during emergencies by implementing crowd control measures.
- Respond to inquiries regarding Library use, resolve conflicts that arise between users with competing agendas or needs, convey and enforce facility rules, etc.
- Successfully mitigate user issues that may arise through direct communication, de-escalation techniques and effective customer service methods.
- Participate and assist in coordinating City initiatives or events as required.
- Position may require the operation of City vehicles and/or personal vehicles in order to conduct City business.
- Assist with programming set-ups and break-downs as needed. Includes moving tables, chairs and miscellaneous library furniture.
- Assist with opening and closing of Libraries to ensure operability.
- Regularly meet with other City Departments and External Organizations to mutually work towards the goal of safe Library for our patrons.
- All other duties as assigned.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- At least two years of experience in a role requiring similar skills such as Social Work, Criminal Justice, Security, or Customer Service. Additional experience may be substituted for a degree requirement on a two-for-one per year basis.
- Ability to obtain a valid driver's license within 45 days of hire and the continued maintenance of a valid driver's license. Operation of a City vehicle or personal vehicle to conduct City business without providing proof of a valid driver's license to Human Resources will not be permitted. A valid driver's license shall be defined as a current state of residence-issued license to operate a motor vehicle on public roadways. Position also requires the ability to be covered under the City's vehicle insurance policy prior to operation of any City vehicles or non-City vehicles for City business.
- Ability to work flexible hours when the position requires to meet the changing demands of activity in the parks.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies. Ability to work varied shift times, including some late nights and holidays and weekends. Ability to act as an ambassador of Burlington to ensure the safety and enjoyment of all users in line with the Department's goals and objectives.
- Ability to communicate effectively and professionally both orally and in writing. Ability to provide professional and courteous customer service.
- Ability to manage ever-changing situations quickly and reasonably required.

- Must be first aid certified or have the ability to become so within a reasonable amount of time after being hired.
- Must be able to work outside in all types of weather.
- 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.
- Proof of COVID-19 vaccination required, reasonable accommodations will be considered.

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.

X	seeing
X	color perception (red, green, amber)
X	hearing/listening
X	clear speech
X	touching
X	dexterity x hand x finger
X	reading – basic
	reading – complex
X	math skills – basic
	math skills – complex
X	writing – basic
	writing – complex
X	analysis/comprehension
X	judgment/decision making
X	clerical
X	inside
X	outside
X	works alone
X	works with others
X	face-to-face contact
X	verbal contact w/others
X	ability to move distances within warehouses and offices
X	lifting (specify pounds: 30)
X	carrying (specify pounds: 30)
	climbing
X	driving
	ability to mount and dismount forklift
X	pushing/pulling
X	shift work
X	moving objects
	pressurized equipment
X	extreme heat
X	extreme cold

	high places
X	noise
X	fumes/odors
X	dirt/dust
	hazardous materials
	electrical equipment
	mechanical equipment

Supervision:

Directly Supervises: 0

Indirectly Supervises: 0

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.

Revision Dates: Created April 2023

Board of Finance and City Council Submission Checklist

Department: Fletcher Free Library Submitter: Mary Danko

Title/Subject: Library Patron Service Specialists

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	Click or tap to enter a date.
☒	Concurrent	10/7/2024

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

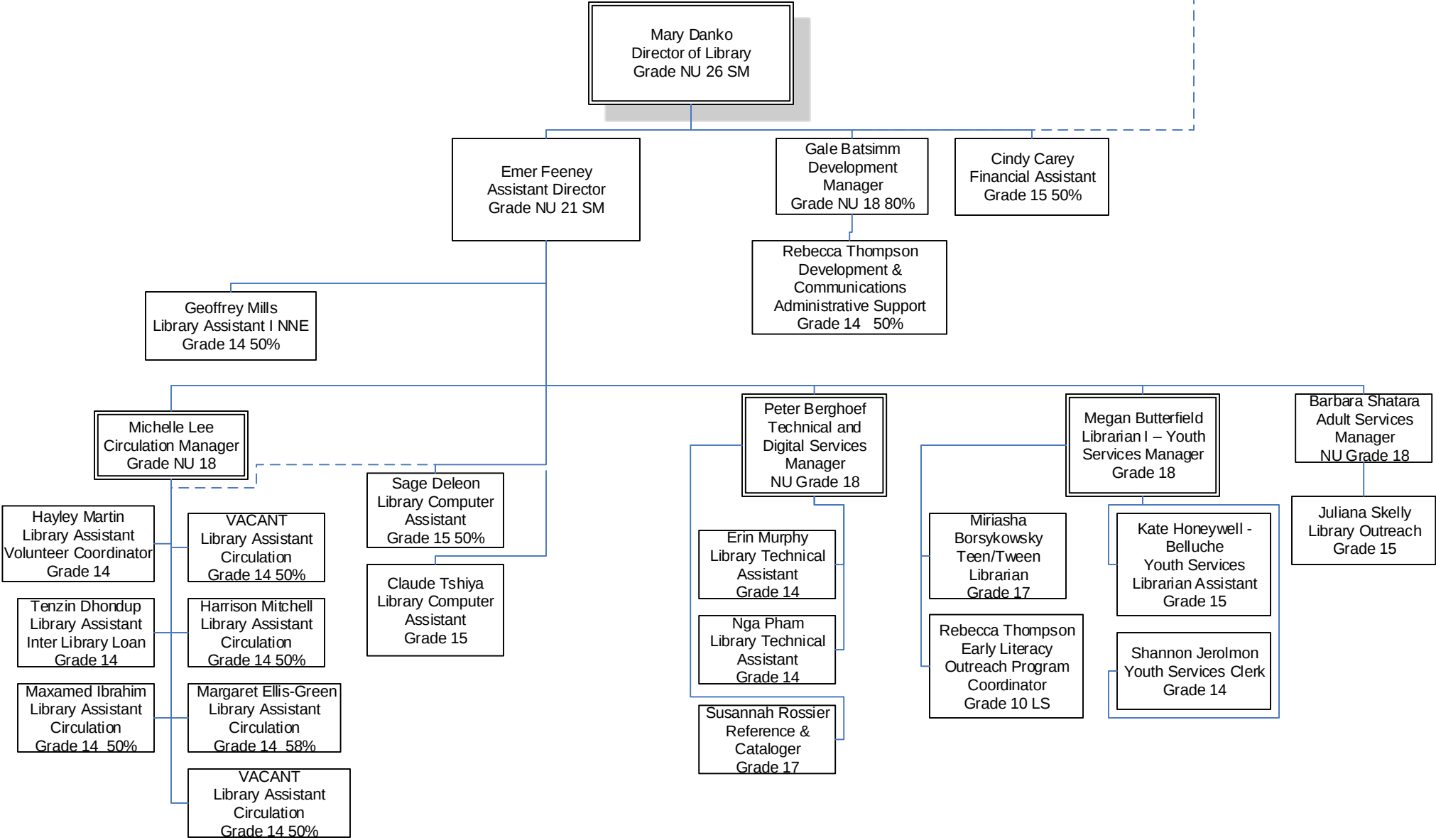
Signoff Needed	Received	Date Received	Note
Department Head	Yes	9/10/2024	Mary Danko
Mayor's Office informed and approved memo	Yes	9/26/2024	Erin Jacobson
Board/Commission, if required	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A	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	10/3/2024	Kimberlee Sturtevant
CAO has reviewed budget, financing, and memo	Yes	9/26/2024	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	Yes	Click or tap to enter a date.	Tony Berry
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

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

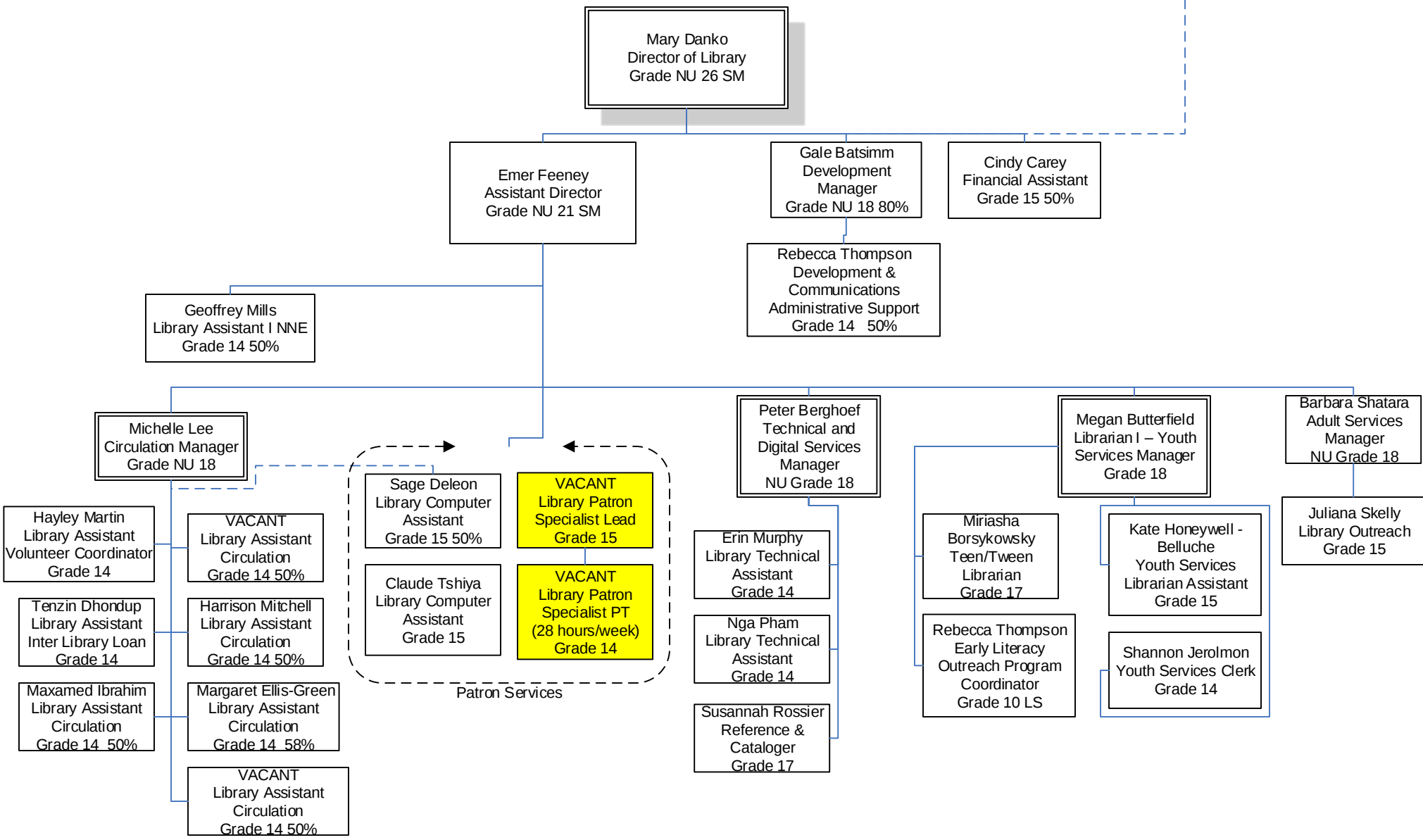
Fletcher Free Library
City of Burlington
October 2024

Library Board of
Commissioners



Fletcher Free Library
City of Burlington
Proposed October 2024

Library Board of
Commissioners





To: Board of Finance, City Council

From: Mary Danko, Director, Fletcher Free Library

Date: BOF/CC - 10/7/24

Re: Library Outreach Specialist Services provided by Howard Center, Inc.

SUMMARY

The Fletcher Free Library is requesting permission to enter into a contract with Howard Center, Inc. to provide Library Outreach Specialist Services by providing a Library Outreach Specialist position at 37.5 hours per week and the necessary supervision for a total of \$ 103,210.08 for a year of service.

BACKGROUND

We are excited to present an important new initiative that will significantly enhance the services we offer to our community—the Library Outreach Specialist position. This role is not just a service addition but a critical step toward fostering a safer, more supportive environment at the Fletcher Free Library. By offering low-barrier access to social and human services, this specialist will address the needs of our most vulnerable patrons, promoting wellness, safety, and community connection.

The Outreach Specialist will focus on providing immediate support to individuals facing mental health challenges, substance use issues, or unmet social service needs. Through crisis intervention, referrals, and relationship-building, the specialist will help reduce escalated behaviors and crises within the library. Importantly, this role will help us adopt a preventive approach, limiting the need for emergency services and creating a more inclusive space where all patrons feel valued and safe.

The benefits of this position are clear:

- **Low-barrier access:** Patrons will receive social services without the typical obstacles, ensuring that those in need can connect to critical resources.
- **Prevention and intervention:** By managing mental health incidents, the specialist will work to de-escalate situations and prevent crises before they occur.
- **Support for vulnerable populations:** Individuals experiencing distress will have access to immediate assistance, reducing the likelihood of emergency responses.

This position will be full-time at 37.5 hours per week, with weekly supervision from the Howard Center, ensuring a high level of professional guidance and care. The library will provide a designated workspace to support the specialist's duties, ensuring confidentiality for private consultations. A contract is being developed with the City Attorney's office.

FINANCIAL INFORMATION

The funding for this position comes from a one-time allocation of an additional \$150,000 from the city's general fund into the library's FY25 budget, which will cover both the Outreach Specialist and enhanced library security.

The cost for the contract with the Howard Center is \$ 103,210.08. The Friends of the Fletcher Free Library have generously committed an additional \$25,000 to support this project, leaving a balance of \$78,210.08 to be provided by the City. We also anticipate some initial funds needed for office set-up costs to be no greater than \$1,500. This brings the total responsibility to the City to \$79,710.08.

This funding will cover the first year of operations, and if it produces positive outcomes, we anticipate finding the funding to continue this vital partnership with the Howard Center in the future.

Attached is the job description, which outlines the essential functions and requirements for the position.

We believe this initiative will play a pivotal role in creating a safer, more compassionate environment at the library, and we look forward to discussing how it can benefit our community.

DEPARTMENT RECOMMENDATIONS & MOTIONS

Board of Finance:

"To approve and recommend that the City Council approve the execution of a contract and any related documents needed to carry out said contract with Howard Center, Inc, for a 12 month contract of Library Outreach Specialist services for the Fletcher Free Library for \$103,210.08 for which the City will be responsible for \$78,210.08 and with \$25,000 being supplied by the Friends of the Fletcher Free Library and to execute the contract and any related documents needed to carry out said contract, upon final review and approval of the City Attorney's Office and to authorize Mary Danko, Director of the Fletcher Free Library, to affect all necessary

budget amendments and transfers of funds to and from the above-referenced funding sources as needed to support the proposed Fletcher Free Library's project budget for FY25."

City Council:

"To approve and authorize Mary Danko, Director of the Fletcher Free Library, to execute a contract and any related documents needed to carry out said contract with Howard Center, Inc, for a 12 month contract of Library Outreach Specialist services for the Fletcher Free Library for \$103,210.08 for which the City will be responsible for \$78,210.08 and with \$25,000 being supplied by the Friends of the Fletcher Free Library upon final review and approval of the City Attorney's Office and to affect all necessary budget amendments and transfers of funds to and from the above-referenced funding sources as needed to support the proposed Fletcher Free Library's project budget for FY25."

Board of Finance and City Council Submission ChecklistDepartment: Fletcher Free Library Submitter: Mary DankoTitle/Subject: Library Outreach Specialist

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	Click or tap to enter a date.
☒	Concurrent	10/7/2024

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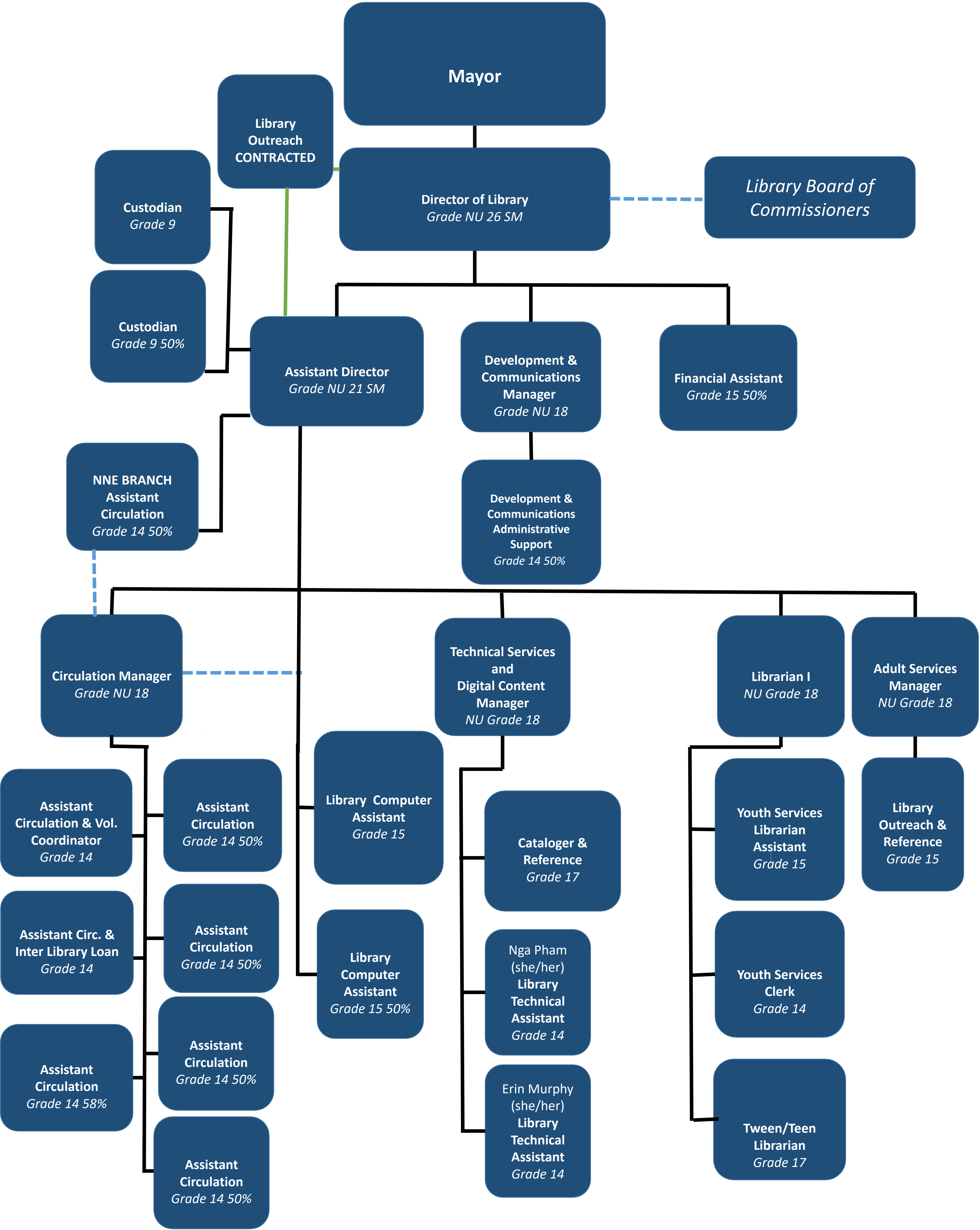
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Contract Attached, if applicable?	N/A	Click or tap here to enter text.
Additional Materials, if necessary	N/A	Click or tap here to enter text.
Draft Resolution or Motion?	N/A	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	N/A	Click or tap here to enter text.

Fletcher Free Library City of Burlington 2024



Gene Bergman
Ward Two City Councilor
gbergman@burlingtonvt.gov

To: Board of Finance
From: Gene Bergman
Re: ONE Graffiti-to-Mural Project Proposal (building at the Elmwood-Intervale intersection)
Date: September 26, 2024

This memo requests \$5,500 in Council Initiative Funds to pay for 50% of the “cash” costs of an owner-community graffiti-to-mural project on 1 Intervale Ave.. This project was initiated by a community member’s request and had my early and active involvement as well as the inclusion of City staff from the City’s Business and Workforce Development staff. It has had since the onset the participation of the building owner, building tenants, residents of the nearby neighborhood, local businesses, the Nepalese community and members of the visual arts community.

The building is at the Elmwood and Intervale intersection. It is owned by a New American from Nepal and houses several New American small businesses and residential rental apartments.

The property is in the heart of the ONE. It is in the North St. Neighborhood Mixed Use District and at the entryway to the densely populated residential community adjacent to it. The city created this district to “preserve and enhance historically commercial areas while reinforcing the compact scale and development patterns within the city’s older neighborhoods. Uses are intended to provide neighborhood oriented goods and services and employment opportunities within walking or biking distance of residential neighborhoods,” according to sec. 4.4.2 of the zoning ordinance.

Graffiti defaces the storefronts of all of these BIPOC owned businesses and the residences. At times, it includes hateful language that is anti-gay or xenophobic. The graffiti extends from building to nearby waste disposal receptacle and large business-owned box truck on Elmwood Ave. This graffiti is a blight that undermines the goals of the district. It undermines the economic health of the building’s businesses, nearby businesses, and the economic health of the New American small business community.

The building has been tagged persistently for years.. The owner painted over the graffiti two times only to have it be re-tagged shortly thereafter. The City deployed its anti-graffiti team only to have the building graffitied again.

The building is also located at a major intersection for people traveling through the city on the way to and from downtown. Having it graffitied creates a very negative impression of the ONE specifically and the city generally. The building is close to two neighborhood magnet schools and the ONE Community Center, which includes a majority child care center. The adjacent sidewalks see a lot of foot traffic by families, young children and students. This graffiti negatively affects them as well.

This summer a mother living on Spring St. whose young child was upset by this graffiti contacted me and asked what the City could do to clean up the building. I responded and copied

Gene Bergman
Ward Two City Councilor
gbergman@burlingtonvt.gov

the small business development staff of the City and other city leaders, requesting feedback and thoughts on issue. City staff reached out to the building owner to understand his perspective and needs. The owner, Chandra Pokhrel, along with his commercial tenants expressed a desire to address the graffiti problem and agreed to a meeting to discuss it further.

A meeting was held at the building to discuss the issue, potential solutions, and to better understand the project scope. Johanna Scheider, Will Clavelle, Helen Reid, Councilor Bergman, Chandra Pokhrel, Jill Krowinski, Josh Piascik from Vermont Paint Company attended.

Mr. Pokhrel expressed an interest in cleaning up the graffiti to support local businesses and the neighborhood. He shared that he'd painted the building twice in the past and didn't feel he could continue to carry the expense. The group toured the outside of the building and discussed options for painting over the extensive graffiti. Josh with Vermont Paint offered suggestions for anti-graffiti coatings and paint options. Given the size of the building, it was proposed that we do a combination of a community paint day to cover the building, but also leave spaces available to add 2-3 murals. I suggested that murals serve as a celebration of the long history of the ONE as a safe haven for immigrant and New American families.

Potential muralists were then contacted. Cost data for supplies project oversight, and organizing neighborhood volunteers was collected. Potential funding sources were identified. Based on prior communications I suggested that GBIC executive director Frank Cioffi might be interested in supporting a project of this type. Will Clavelle of the Business and Workforce Development Office agreed to reach out him. This was successful as Frank Cioffi has expressed an interest in supporting the project and potentially matching contributions offered by the city or fundraised by the community; Clark Derbes, a Burlington muralist, also agreed to lead a community paint day for this project if it moves ahead. Muralists Sarah Rutherford and Hom Phadham were contacted about the project. Both are interested.

Muralist Clark Derbes has agreed to lead a community paint day on Saturday, October 19th. This will include bright, block colors around the entire building with spaces designated at a later time for murals to be installed. Helen Reid of Spring Street has agreed to recruit 15-20 neighbors in the ONE to assist with the paint day. She is currently recruiting volunteers for the community paint day. Josh Piascik with Vermont Paint is finalizing costs related to paint and supplies.

This request is for \$5,500 from the City Council's Initiative Fund to cover the cost of the Clark Derbes's leadership of the community paint day and Muralist Hom Phadham mural. Frank Cioffi has stated he would match Councilor Initiative funds and these funds, \$5,500, will be used to support the purchase of paint supplies, paint and cover the cost of Muralist Sarah Rutherford. The labor for the community paint day will be covered by neighborhood volunteers.