

**BURLINGTON BOARD OF FINANCE
BUSHOR CONF. ROOM, FIRST FLOOR, CITY HALL *OR*
REMOTE MEETING WITH CALL-IN NUMBER
BURLINGTON, VERMONT
MINUTES OF MEETING
DRAFT
November 18, 2024**

MEMBERS PRESENT:

Ben Traverse (at 5:33 PM)
Mark Barlow
Sarah E Carpenter
Joe Kane
Emma Mulvaney-Stanak

OTHERS PRESENT:

Katherine Schad
Sophie Sauve
Cindi Wight
Kara Alnasrawi
Alex Bacheller
Brian Pine
Todd Rawlings

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 5:30 PM

MOTION by Councilor Barlow, SECOND by Councilor Carpenter, to amend and adopt the agenda as follows:

- **Remove from the consent agenda item 3.6 and place it on the deliberative agenda as item 4.1 (per CAO Schad)**

VOTING: unanimous; motion carries (City Council President Traverse absent for vote).

2.0 PUBLIC FORUM

2.1 Verbal Comments

None.

3.0 CONSENT AGENDA

3.1 Motion to adopt the consent agenda (as amended) and take the actions indicated.

3.2 Board of Finance November 4, 2024 Draft Minutes – approve the minutes.

3.3 Contois Auditorium HVAC Rehabilitation Work – BPRW - approve and authorize the execution of a contract with Vermont Mechanical Inc., for a price not to exceed \$69,977.88, to provide services related to the replacement of boilers in City Hall, plus a project contingency of \$3,500.00 (for a total approved project expenditure including contingency not to exceed \$73,477.88), and to authorize Cindi Wight, Director of Parks, Recreation & Waterfront, to execute the contract, any related documents needed to carry out the project, and any contract amendment necessary to utilize the project contingency, subject to review by the City Attorney's Office.

3.4 City Hall Boiler Replacement – BPRW - approve and recommend that the City Council approve and authorize the execution of a contract with Vermont Mechanical Inc., for a price not to exceed \$105,998, to provide services related to the replacement of boilers in City Hall, plus a project contingency of \$5,300 (for a total authorized project expenditure including contingency not to exceed \$111,298), and to authorize Cindi Wight, Director of Parks, Recreation & 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 review by the City Attorney's Office.

3.5 Engineering Services for Harbor Dredging Contract – BPRW - approve and authorize the execution of a contract with VHB, Inc. for a price not to exceed \$74,579 for the Waterfront Harbor Dredging project, plus a project contingency of \$9,728, for a total authorized project expenditure not to exceed \$74,579 and to authorize Cindi Wight, Director of Parks and Recreation, to execute the contract and any related documents needed to carry out the project, subject to the review of the City Attorney's Office.

3.6 Authorization to Accept Grant Funds for Oakledge Universally Accessible Playground Project – BPRW **NOW AGENDA ITEM 4.1**

MOTION by Councilor Carpenter, SECOND by Councilor Barlow, to adopt the consent agenda and take the actions indicated for items 3.1-3.5.

VOTING: unanimous; motion carries (City Council President Traverse absent for vote).

4.0 DELIBERATIVE AGENDA

4.1 Authorization to Accept Grant Funds for Oakledge Universally Accessible Playground Project – BPRW **WAS CONSENT AGENDA ITEM 3.6**

Parks Comprehensive Planner Sauve said that this award was originally requested and approved in 2020 but that due to a delay in receiving funds and a subsequent inflation-driven cost increase from the original estimate, the City requested more funding from the State of Vermont to cover the remainder of the project. She said that this item relates to accepting the additional funding that was requested of the State.

MOTION by Councilor Carpenter, SECOND by Councilor Barlow, to retroactively approve and recommend that the City Council authorize the acceptance of grant funds in the amount of \$724,979 from the State of Vermont Land and Water Conservation Fund for the Oakledge Universally Accessible Playground Project and authorize the Director of Parks, Recreation and Waterfront to execute the grant agreement and to take such further actions and execute such further instruments as may be necessary or convenient to effectuate the transactions contemplated hereby, subject to the final review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.2 Burlington's Construction and Weatherization Workforce Training Program under Rebuilding American Infrastructure with Sustainability and Equity (RAISE) – Business and Workforce Development

Director Alnasrawi began by noting that DPW received a RAISE grant to reconnect the street grid and conduct public infrastructure improvements on Bank and Cherry Street in relation to the mall project, and that with this federal funding came a mandated requirement that a portion of it be spent on workforce development. She said that the City posted an RFP to run these workforce development projects and

selected ReSOURCE, which is proposing to run these projects in coordination with Vermont Works for Women and Vermont Adult Learning. She said the goal of the projects is to graduate 54 individuals in Construction 101, 99 individuals in weatherization, HVAC, and heat pump, and 36 individuals in heavy equipment operation. She noted that this would be run in cohorts and that there are stipends for things like childcare, and that it includes on-the-job training.

MOTION by City Council President Traverse, SECOND by Councilor Barlow, to approve and recommend that the City Council authorize the Director of Business & Workforce Development to execute a three-year contract and any other related documents necessary to carry out the agreement with ReSOURCE in an amount up to \$995,704.00 for the workforce development training of Burlington's Construction and Weatherization Training Program, subject to the review and approval of the City Attorney.

VOTING: unanimous; motion carries.

4.3 Resolution: Authorization to Accept U.S. Department of Housing And Urban Development Lead Hazard Control And Healthy Homes Grant – CEDO

Director Pine began by speaking about the origins of the lead/healthy homes grant work and who these programs serve. He said that this item is related to accepting a lead hazard control and healthy homes grant from the federal government in the amount of \$4,830,890, and that the City will have 4 years to spend down the full amount of the grant. Assistant Director Rawlings also noted that the local match rate for this funding is extremely low and this is a grant for a very high-value program.

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

VOTING: unanimous; motion carries.

4.4 Position Updates – BED/HR

BED General Manager Springer began by noting that this item relates to updates for 9 positions within the Burlington Electric Department. He said that 8 of them are in the generation portion of the business and one is within the innovation center, and would convert a vacant position into a different category for recruiting. He noted that the changes result in a net decrease of over \$70,000 because BED is holding some positions vacant for savings purposes. Mayor Mulvaney-Stanak noted that most of these positions are part of a larger multi-year process around a tiered staffing structure, which allows for more career ladders and career development within the City.

MOTION by Councilor Barlow, SECOND by Councilor Carpenter, to approve and recommend approval to the City Council for the following: • Update the minimum of the pay range for the Director of Generation Operations, a Regular, Full-time, Exempt, Non-Union, Grade M30 position, from (\$122,335.62-\$189,728.45) to (\$138,501.77-\$189,728.45); • Update the minimum of the pay range for the Director of Generation Engineering & Maintenance, a Regular, Full-time, Exempt, Non-Union, Grade M30 position, from (\$122,335.62-\$189,728.45) to (\$138,501.77- \$189,728.45); • Convert the existing Supervisor of Plant Maintenance, a Regular, Full-time, Exempt, Non-Union, Grade NS7 (\$73,082.26 -\$119,805.30) position, to a Working Crew Leader Generation Maintenance position, a Regular, Full-time, Non-Exempt, Union, Grade F22 (\$68,681.97-\$112,593.55) position. The Working Crew Leader Generation Maintenance position will report to the Director of Generation Engineering & Maintenance; •Update the tiering levels, titles, classifications, and job descriptions for the Electrician Production , a Regular, Full-time, Non-Exempt, Union position, to: Electrician Lead Worker Generation, Grade F20 (\$64,916.80-\$106,421.12); Electrician I – Generation, Grade 13 (\$61,280.34-\$100,459.4240); Electrician II – Generation, Grade 11 (\$55,282.66-

\$90,627.26); and Electrician III – Generation, Grade 9 (\$52,440.54-\$85,499.23); • Update the tiering levels, titles, classifications, and job descriptions for the Engineering Production Technician, a Regular, Full-time, Non-Exempt, Union position, to: Generation Technician I, Grade F20 (\$64,916.80-\$106,421.12); Generation Technician II, Grade 13 (\$61,280.34-\$100,459.42); and Generation Technician III, Grade 10 (\$53,423.34-\$87,579.23); • Update the tiering levels, titles, classifications, and job descriptions for the Power Production Technician, a Regular, Full-time, Non-Exempt, Union position, to: Hydro Generation Technician I, Grade F20 (\$64,916.80-\$106,421.12); Hydro Generation Technician II, Grade 13 (\$61,280.34-\$100,459.42); and Hydro Generation Technician III, Grade 10 (\$53,423.34-\$87,579.23); • Update the tiering levels, titles, classifications, and job descriptions for the Mechanic 1st Class, a Regular, Full-time, Non-Exempt, Union position, to: Mechanic I, Grade 12 (\$58,719.65-\$96,261.78); Mechanic II, Grade 11 (\$55,282.66-\$90,627.26); and Mechanic III, Grade 9 (\$52,440.54-\$85,499.23); • Create tiered job descriptions for the Generation Generalist, a Regular, Full-time, Non-Exempt, Union position, to allow employees to progress from Generation Generalist II, Grade 5 (\$46,196.59-\$75,732.18) to Generation Generalist I, Grade 7 (\$48,546.58-\$79,584.54); • Convert the existing Sr. Innovation Project Specialist/Customer Care Representative, a Regular, Full-Time, Non-Exempt, Union, Grade 9 or 11 (depending on tiered level) position, to a Resource Planner position, a Regular, Full-time, Non-Exempt or Exempt (depending on tiered level), Union, Grade 8, A4, or A6 (depending on tiered level) position reporting to the Director of Policy & Planning.

VOTING: unanimous; motion carries.

4.5 Authorizing Expanded Downtown Security Services

City Council President Traverse began by noting that Councilors and others continue to hear downtown businesses, shoppers, and local residents express concern for community safety, and that the business community continues to complain of suffering from rampant retail theft and concerns around public safety resources being available to respond to those issues. He said they also know that the upcoming holiday season is vital to the success of the downtown business community, and the City has an obligation to support its business community and local residents and visitors to feel safe and secure downtown. He said that though they have an expanded market campaign for the winter holiday, they haven't offered expanded security services for this winter season like they have in the past, and he is hoping to explore an arrangement to secure security services. He spoke about offering this to the Burlington Police Department at a premium rate, and said that officers are excited about the prospect of this. He said that with the \$60,000 currently earmarked for this from the police salary line item in the FY25 budget, that would buy about 40 days worth of coverage at \$80-87 per hour if every shift were staffed over the course of the holiday season. He suggested that instead of looking directly at the salaries line item in the Police Department budget, they should authorize the Chief Administrative Officer to look at the entirety of BPD's budget to fund this initiative.

Mayor Mulvaney-Stanak said that while she supports the spirit of this, she isn't confident that the funding can come just from the City alone, given where certain parts of the Police Department budget (such as overtime) are trending. Chief Administrative Officer Schad noted that the City is 37% of the way through the year and the Police Department is coming in at 34% of expenses, and are very close to on-budget. She said that if the City looks to some of the other lines, they may be able to find funds in the administrative or community support lines. She said the police budget doesn't currently have a large surplus and has large attrition assumptions baked into it. Mayor Mulvaney-Stanak said that given that in the past, where the City has partnered with philanthropists and donors to share in the security costs, she would be more willing to support a motion that includes more cost-sharing between private entities and the City.

Councilor Kane said he is supportive of having more officers downtown, but said he would need to see more data around overtime pickup rates, and said a better approach may be to work this into the next police union contract. He also noted that there is an interest in utilizing funds through the Church Street Marketplace to write grants for private security services. He said he is open to a broader conversation about

overtime in the Police Department, but said the City doesn't have enough data or context to make an informed decision on this at this juncture.

Councilor Barlow noted that he and City Council President Traverse met with several retailers downtown and said they expressed concern about their ability to survive with the rampant retail theft occurring in their businesses. He said many of them talked about the lack of a uniformed officer presence downtown. He said that he considers this a crisis and an emergency, and said he would very much support spending \$60,000 on it.

City Council President Traverse said that whatever action the Council takes does not force the Administration's hand, but authorizes the Administration to take action should they elect to do so. He said the language also authorizes the Administration to spend up to \$60,000, but could spend less if they secure funding elsewhere.

Councilor Kane asked why the City can't use other officers than its own for this work, given that the uptake in overtime shifts for BPD isn't high and this could further depress them. City Council President Traverse replied that he isn't sure there are other outside officers available to do this work, given that other communities are also clamoring for police resources right now, too. He said that offering a rate higher than overtime is also an incentive for officers in BPD to engage in this work.

Councilor Carpenter said that this same situation occurred last year and that the City should be more proactive in anticipating these types of security needs for the holiday season, given that Thanksgiving is next week. Mayor Mulvaney-Stanak agreed, saying that it would be prudent to be more proactive about this in future years. She said she would also like to see this security support effort be a joint activity between the City and private sector, in terms of cost-sharing.

MOTION by City Councilor President Traverse, SECOND by Councilor Barlow to recommend that the City Council approve and authorize the Chief Administrative Officer to make a FY25 budget adjustment that transfers up to \$60,000 to the CSM from the BPD FY25 budget, and to authorize the Director of Business & Workforce Development to enter into a contract between the CSM and BPOA for security services to be provided under the terms and conditions set forth in this memorandum.

DISCUSSION:

- **Councilor Kane said he would be supportive of language amending the motion that doesn't assume that an agreement would be entered into between the Church Street Marketplace and BPOA, given that private security services or other public law enforcement entities could also fill some gaps. Mayor Mulvaney-Stanak echoed this support.**
- **Councilor Barlow pointed out that Chief Murad noted that there needs to be a law enforcement agency present in order to have jurisdiction on the Marketplace, even though private security could provide services within private businesses (but would ultimately need to connect with the Police Department to enforce any penalties).**

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

5.0 ADJOURNMENT

5.1 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 6:23 PM.

RScty: AACoonrad