BURLINGTON BOARD OF FINANCE
BUSHOR CONF. ROOM, FIRST FLOOR, CITY HALL *OR*
REMOTE MEETING WITH CALL-IN NUMBER
BURLINGTON, VERMONT
MINUTES OF MEETING
DRAFT
February 10, 2025

MEMBERS PRESENT:
Ben Traverse
Mark Barlow
Joe Kane
Emma Mulvaney-Stanak

OTHERS PRESENT:
Katherine Schad
Jessica Brown
Brad Kukenberger
Cindi Wight
Charles Dillard
Lynn Reagan
Christian Berry
Chapin Spencer
Kim Bleakley
Sarah Bermingham

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

VOTING: unanimous; motion carries.

2.0 PUBLIC FORUM

2.1 Verbal Comments
Jeff Nick spoke as a resident of Church Street about public safety on Church Street, noting that retail theft is rampant, that retail stores continue to experience significant amounts of theft even with private security arrangements, and that businesses are leaving Church Street because of it. He said that they need more public safety resources downtown. He said that the City needs to include more funding in its budget for police officers.

Mark Sherman spoke as the owner of Outdoor Gear Exchange, reiterating many of Mr. Nick's points above. He noted that his business sees between 3-8 retail thefts per week. He said that the people who are trying to steal need to be confronted. He expressed concern for what this does to the downtown area's reputation and that it continues to drive business elsewhere. He said that if the City can't hire the number of police officers it has budgeted for, it should hire private police to fill gaps.

Jed Davis spoke as the owner of the Farmhouse Group of restaurants, said that the illegal activity downtown has affected the employee experience he is able to offer and the guest experience the City can offer. He said the Church Street Marketplace is not clean, safe, and fun (its motto). He said that low level drug deals, theft, defecating, and harassment are being tolerated and permitted, and it's creating a terrible atmosphere downtown.

Sharon Bushor spoke about the agenda item related to the planning department, noting that under Mayor Weinberger, the Planning Office was divided and part of it went to the Permitting & Inspection Department. She asked whether the reclassification to Senior Planner is being created due to additional responsibility, or to create a mini career ladder within the Planning Office. She also asked what the City would want the Planning Office to look like if it had the funding and it were fully staffed.

3.0 CONSENT AGENDA

3.1 Motion to adopt the consent agenda and take the actions indicated.
3.2 January 27, 2025 Board of Finance Meeting Minutes, Draft – approve the minutes.
3.3 2025 VTRANS Certificate of Highway Mileage – DPW – approve and recommend that the City Council accept the recorded mileage for the City of Burlington with the Vermont Agency of Transportation in the 2025 Highway Mileage Certificate, and authorize Chapin Spencer, Director of Public Works, to execute the certificate on behalf of City Council.
3.4 Authorization to Sponsor The Flynn Center for Performing Arts' Co-Production & Management of the Black Experience 2025 Event – REIB – approve and recommend to the City Council that the Director of Racial Equity, Inclusion, and Belonging executes a grant agreement with the Flynn Center for Performing Arts for the production and management of the Black Experience 2025 event in an amount not to exceed $10,000.00, subject to review by the City Attorney's Office.
3.5 Grant Approval for Electric Bucket Truck – BED – recommend that the City Council authorize the General Manager of the Burlington Electric Department to enter into a grant agreement with the Vermont Agency of Natural Resources, as described above, to accept up to $564,000 in grant funds to support the purchase of an all-electric bucket truck for Burlington Electric's fleet, subject to final review and approval from 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 3.1-3.5.

VOTING: unanimous; motion carries.

4.0 DELIBERATIVE AGENDA

4.1 Burlington Police Department Interior Flooring Replacement – BPRW
Central Facilities Manager Bleakley said that this relates to the need to replace the epoxy flooring of the interior of the Burlington Police Department building, given that the current flooring is in very bad shape and poses safety hazards. She said they are proposing to replace the floor with more durable vinyl plank flooring. Mayor Mulvaney-Stanak noted that there are multiple critical investment needs for this facility and that they are trying to make those as funding is available.

Councilor Kane asked how this work would fit into a new facility, given that the City needs to be mindful of its investments. Central Facilities Manager Bleakley replied that there is a real immediate need to replace the current flooring, which is past the end of its useful life. Mayor Mulvaney-Stanak added that the City is in the beginning stages of scoping out a new public safety building and that they are still several years away from bringing that facility online.

City Council President Traverse acknowledged the need for this new flooring in the Police Department, but said that $320,000 for 6,000 square feet of flooring seems high, and asked for more details about the sole source approval process and whether other vendors or bids were considered. Central Facilities Manager Bleakley replied that they received sole source approval from the Chief Administrative Officer for Farrington because that vendor had been in the building previously, conducting repair work for the arson that had taken place, so they were able to conduct the testing needed as a first step for the floor work. She said that the cost is based not just on the flooring, but grinding down and removing the existing epoxy and concrete, creating a moisture seal, leveling the floor, and then installing the new flooring. She said that while the cost seems high, it is reasonable for this scope of work. City Council President Traverse asked if this uses up the remaining HVAC funds, and Central Facilities Manager Bleakley replied that there is additionally still money to do the HVAC work.

MOTION by City Council President Traverse, SECOND by Councilor Barlow, to approve and authorize the execution of a contract with Farrington Construction, Inc., for a price not to exceed $290,192.95 for the Burlington Police Department flooring project, plus a project contingency of $29,000, for a total approved project expenditure including contingency not to exceed $319,182.95, and to authorize Cindi Wight, Director of Parks, Recreation and

Waterfront, to execute the contract and any related documents needed to carry out the project, subject to the review of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.2 Reclassification and Retitling an Assistant City Attorney to Assistant City Attorney – Director of General Government & Transactional Services – City Attorney's Office
City Attorney Brown noted that the Deputy City Attorney position has been vacant since 2023 and that they attempted to recruit for the position but were unsuccessful. She said that her office is proposing eliminating this position and creating a Director of General Government & Transactional Services to be intentional about the division of labor in the office based on attorneys' areas of expertise. She noted that this change does not require changes to the Office's current budget.

Councilor Barlow asked what challenges were encountered when trying to recruit for the Deputy City Attorney position, and City Attorney Brown replied that there was not a large pool of applicants with the specific types of expertise the City is looking for in a Deputy City Attorney. Councilor Barlow asked if salary is one of the areas of constraint, and City Attorney Brown replied that public sector salaries are challenging if trying to compete with the private sector.

City Council President Traverse said that reclassifying this position has his support, but that he has concerns about eliminating the Deputy City Attorney position, and said he would like to explore reclassifying without eliminating the Deputy position (to the extent possible within current budgetary constraints). Mayor Mulvaney-Stanak suggested approving the reclassification and retitling and postponing action on eliminating the Deputy City Attorney position until staff can conduct further research on the feasibility of keeping the position. City Council President Traverse agreed.

MOTION by City Council President Traverse, SECOND by Councilor Kane, to recommend that the City Council approve the reclassification and retitling to Assistant City Attorney – Director of General Government & Transactional Services, Regular, Full-time, Exempt, Non-Union, Grade 26.

VOTING: unanimous; motion carries.

4.3 Reclassification of Operations Director to Financial and Budget Manager and Elimination of Budget Manager – C/T
Chief Administrative Officer Schad began by noting that the City was not successful in hiring a budget manager for its vacant position, and that they are proposing to eliminate it. She said that they are also proposing to reclassify an Operations Director role, which already focuses on budget oversight, to be the Financial and Budget Manager. She noted that there will be a net savings to the City of around $1,500 as a result of this change.

Councilor Barlow noted that the Operations Director also had responsibilities related to elections, and asked where those duties will be performed now. Chief Administrative Officer Schad replied that the current staff have more experience with elections than they did previously and that she feels comfortable removing this middle management position.

MOTION by Councilor Barlow, SECOND by Councilor Kane, to 1. Approve and recommend that the City Council approve the elimination of the vacant Budget Manager position, a Regular, Non-union, Full-Time, Exempt, Grade 22, role in the Clerk/Treasurer's Office; and 2. Approve and recommend that the City Council approve the reclassification of the Operations Director, a Regular, Non-union, Full-time, Exempt, Grade 24 position to Financial and Budget Manager, a Regular, Non-union, Full-time, Exempt, Grade 22 position in the Clerk/Treasurer's Office.

VOTING: unanimous; motion carries.

4.4 Reclassification of existing Planner position to Senior Planner – Planning
Director Dillard spoke about this proposed reclassification of Planner to Senior Planner. He said that given the breadth and pace of the Planning Office's work, reclassifying the Planner to a Senior Planner

would allow for more project management, more community engagement with City leadership, better distribution responsibilities for staffing the Planning Commission, acknowledgement of the heavy workload, and would encourage staff retention. He noted that because the Principal Planner position is vacant and they have vacancy savings, the budget would be able to support this proposed reclassification.

Councilor Barlow asked if they intend to fill the Principal Planner position, and Director Dillard replied that they have conducted first round interviews and the goal is to fill the position.

MOTION by Councilor Barlow, SECOND by Councilor Kane, to approve and recommend that the City Council approve and authorize the reclassification of the Planner, a regular, exempt Grade 18 position to a regular, exempt Grade 19 position within the Office of City Planning.

VOTING: unanimous; motion carries.

4.5 Municipal Resolution For Downtown Transportation Fund – C/T & DPW
Director Spencer said this relates to a grant for Great Streets Main Street work on fixtures and street furnishings. He noted that the local match has been secured through previously-approved TIF funds, and that this grant would allow the City to add back in some surface elements to the construction that had to be removed due to cost constraints and inflationary pressures. Grants Associate Bermingham said that the grant is administered through the State's Agency of Transportation and the Agency of Commerce and Community Development. She said that through this grant they are hoping to purchase 21 benches, 19 bike racks, a bus shelter, granite elevation indicators, staff time, and 10% contingency.

City Council President Traverse asked for an update on the Main Street intersection's closure in February as a result of the Great Streets Main Street construction project. Director Spencer replied that he will work to get an up-to-date estimate of the reopening date for the intersection, and will aim to provide that offline or at the City Council's February 18, 2025 meeting.

MOTION by City Council President Traverse, SECOND by Councilor Barlow, to approve and recommend that the City Council authorize the Director of Public Works and the Grants Team to apply for the Downtown Transportation Fund grant administered by VACCD for the Main Street amenities in the amount of $200,000, obligating the City to commit to a local match of $50,000 of the total project budget of $250,000, subject to approval by the City Attorney's Office.

VOTING: unanimous; motion carries.

5.0 ADJOURNMENT
5.1 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 5:59 PM.

RScty: AACoonradt