



**BURLINGTON BOARD OF FINANCE
BUSHOR CONFERENCE ROOM, 149 CHURCH STREET, 1ST FLOOR
MINUTES OF MEETING
February 9, 2026**

1. Agenda

1. Agenda

Mayor Mulvaney-Stanak convened the meeting at 5:15 pm.

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

Others present: DOF Kukenberger, City Attorney Brown, Sophie Sauve and Phil Lewis (BPRW)

Subject

1.1. Motion to adopt agenda

Meeting

February 9, 2026 - Board of Finance Meeting - Monday, February 9, 2026, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category

1. Agenda

Department

Council and Board

Type

Action
Procedural

Recommended Action

Motion to adopt agenda as amended as follows: remove from the consent agenda item 3.4. FY2026 Q2 General Fund Budget Performance - DFA and place it on the deliberative agenda as item 4.3. (per Interim COS Kara Alnasrawi)

1.1. Motion to adopt agenda

Motion made by City Council President Traverse, seconded by Councilor Carpenter, to adopt the agenda as amended and presented. Motion passed unanimously.

2. Public Forum

2. Public Forum

Subject

2.1. Verbal Comments

Meeting

February 9, 2026 - Board of Finance Meeting - Monday, February 9, 2026, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category

2. Public Forum

Department

Council and Board

Type Action
Procedural

Recommended Action open Public Forum
close Public Forum

2.1. Verbal Comments

Sharon Bushor: concerned about Parks item - storing item/reclass-on par with private sector - need salary ranges

3. Consent Agenda

3. Consent Agenda

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

Meeting February 9, 2026 - Board of Finance Meeting - Monday, February 9, 2026, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Council and Board

Type Action (Consent)
Procedural

Recommended Action Motion to adopt the consent agenda (as amended) and take the actions indicated

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

Motion made by Councilor Barlow, seconded by Councilor Carpenter, to adopt the consent agenda as amended and take the actions as indicated. Motion passed unanimously.

Subject 3.2. January 26, 2026 Board of Finance Meeting Minutes - DFA

Meeting February 9, 2026 - Board of Finance Meeting - Monday, February 9, 2026, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Department of Finance and Administration

Type Information
Minutes
Action (Consent)

Recommended Action approve the minutes

3.2. January 26, 2026 Board of Finance Meeting Minutes - DFA

Subject 3.3. CVOEO Fair Housing Month Sponsorship 2026 - REIB

Meeting February 9, 2026 - Board of Finance Meeting - Monday, February 9, 2026, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Racial Equity, Inclusion, & Belonging (REIB)

Type Action (Consent)

Recommended Action move to approve and recommend the City Council approve the Director of the Racial Equity Inclusion and Belonging Office and the Chief Administrative Officer to issue a sponsorship grant in the amount of \$1,000 to CVOEO to support Fair Housing Month programming from the Community Celebrations GL

3.3. CVOEO Fair Housing Month Sponsorship 2026 - REIB

Subject 3.4. FY2026 Q2 General Fund Budget Performance - DFA **NOW AGENDA ITEM 4.3.**

Meeting February 9, 2026 - Board of Finance Meeting - Monday, February 9, 2026, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Department of Finance and Administration

Type Action (Consent)
Information
Communication

Recommended Action waive the reading, accept the communication and place it on file

3.4. FY2026 Q2 General Fund Budget Performance - DFA ****NOW AGENDA ITEM 4.3.****

4. Deliberative Agenda

4. Deliberative Agenda

Subject 4.1. Burlington Harbor Marina: Dredging Maintenance Project: Contract Amendment and Budget - BPRW

Meeting February 9, 2026 - Board of Finance Meeting - Monday, February 9, 2026, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Parks, Recreation, & Waterfront

Type Action

Recommended Action

1. To approve and recommend that the City Council authorize the execution of a contract amendment with Engineers Construction, Inc. for an additional contract value of \$33,865, for a new total contract price not to exceed \$611,711, for the Burlington Harbor Dredging Project and to authorize Phil Lewis, Director of Parks, Recreation & Waterfront, to execute the contract amendment and any related documented necessary or convenient to carry out the project, subject to review by the City Attorney's Office.
2. To approve and recommend that the City Council authorize the Chief

Administrative Officer, or their designee, to affect the necessary budget amendments and transfer of \$25,000 in funds from the Stormwater (Fund 245) to the Parks Special Projects Fund (Boathouse Improvements – Dredging) as outlined in the attached Budget Amendment Form.

4.1. Burlington Harbor Marina: Dredging Maintenance Project: Contract Amendment and Budget - BPRW
Motion made by Councilor Barlow, seconded by Councilor Carpenter, to approve the motion as presented. Motion passed unanimously.

Subject **4.2. Request for Job Description Updates and Position Reclassifications Department of Finance and Administration**

Meeting February 9, 2026 - Board of Finance Meeting - Monday, February 9, 2026, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Department of Finance and Administration

Type Action

Recommended Action 1. To approve and recommend that the City Council approve the following position reclassifications: a. Reclassification of one (1) Accounting Assistant I – Accounts Payable, nonexempt, full-time, AFSCME position, grade 14, to grade 15; b. Reclassification of one (1) Lead Accounts Payable Analyst, non-exempt, full-time, AFSCME position, grade 14, to grade 16; c. Reclassification of one (1) Grants & Finance Specialist, non-exempt, full-time, AFSCME position, grade 16, to grade 18; d. Reclassification of one (1) Grants Associate & Philanthropy Advisor, non-exempt, full-time, AFSCME position, grade 15, to grade 16; e. Reclassification of one (1) Billing & Admin Accountant, non-exempt, full-time, AFSCME position, grade 17, to one (1) Sr. Accountant, exempt, full-/part-time, non-union position, grade 18; and f. Reclassification of one (1) NPA Engagement Specialist, part-time, non-exempt, AFSCME position, grade 14, to a full-time position, grade 14.
2. To approve and recommend that the City Council authorize the Chief Administrative Officer to make such amendments to the FY26 Budget as may be necessary or convenient to effectuate the foregoing staff reorganization, in substantial conformance with the information outlined in the staff report, for a total FY 26 impact of \$26,795.70.

4.2. Request for Job Description Updates and Position Reclassifications Department of Finance and Administration
Motion made by Councilor Carpenter, seconded by Councilor Barlow, to approve the motion as presented. Motion passed unanimously.

Subject **4.3. FY2026 Q2 General Fund Budget Performance - DFA **WAS CONSENT AGENDA ITEM 3.4.****

Meeting February 9, 2026 - Board of Finance Meeting - Monday, February 9, 2026, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Department of Finance and Administration

Type Action
Communication

Information

Recommended Action waive the reading, accept the communication and place it on file

4.3. FY2026 Q2 General Fund Budget Performance - DFA ****WAS CONSENT AGENDA ITEM 3.4.****
DOF Kukenberger spoke to this agenda item.

5. Adjournment

5. Adjournment

Subject

5.1. Motion to adjourn

Meeting

February 9, 2026 - Board of Finance Meeting - Monday, February 9, 2026, 5:15 PM,
Bushor Conference Room, 149 Church Street, 1st Floor

Category

5. Adjournment

Department

Council and Board

Type

Action
Procedural

Recommended Action

Motion to adjourn

5.1. Motion to adjourn

Mayor Mulvaney-Stanak adjourned the meeting at 6:01 pm.