Monday, January 8, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM

5:30 pm, Bushor Conference Room, 1st Floor City Hall OR Remotely via ZOOM:

Please click the link below to join the webinar:
https://zoom.us/j/94927355687
Or Telephone: +1 305 224 1968 US
Webinar ID: 949 2735 5687

****CCTV link: https://www.youtube.com/playlist?list=PLljLFn4BZd2PwCge7lNoKug676jIf_iUA ****

1. Agenda

Subject	**1.1. Motion to amend/adopt agenda**
Meeting	January 8, 2024 - Board of Finance Meeting - Monday, January 8, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to amend/adopt agenda

2. Public Forum

Subject	**2.1. Verbal Comments**
Meeting	January 8, 2024 - Board of Finance Meeting - Monday, January 8, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	2. Public Forum
Department	Council and Board
Type	Action Procedural

3. Consent Agenda

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

Meeting	January 8, 2024 - Board of Finance Meeting - Monday, January 8, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Procedural
Recommended Action	Motion to adopt the consent agenda and take the actions indicated
Subject	**3.2. December 18, 2023 Board of Finance Meeting Minutes, Draft**
Meeting	January 8, 2024 - Board of Finance Meeting - Monday, January 8, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Minutes Information
Recommended Action	approve the minutes
Subject	**3.3. Contract for Juneteenth 2024 production and management - REIB**
Meeting	January 8, 2024 - Board of Finance Meeting - Monday, January 8, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	3. Consent Agenda
Department	Racial Equity, Inclusion, & Belonging (REIB)
Type	Action (Consent)
Recommended Action	to approve and authorize the Director of Racial Equity, Inclusion & Belonging to execute a contract with OKAY!!OKAY!! Marketing and Creative for production and management services in connection with Juneteenth 2024 in an amount not to exceed $65,000, subject to review by the City Attorney’s Office
Subject	**3.4. Authorization for Contract with MGT Consulting for City of Burlington User Fee Study - C/T**
Meeting	January 8, 2024 - Board of Finance Meeting - Monday, January 8, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent)
Recommended Action	to approve and authorize the Chief Administrative Officer to execute a contract with MTG Consulting for a User Fee Study for the City of Burlington, with a maximum limiting

amount of $79,500, subject to the final review and approval by the City Attorney's Office

Subject	**3.5. FY23 Recycling Trash & Plow Truck Purchase Cost Increase - DPW**
Meeting	January 8, 2024 - Board of Finance Meeting - Monday, January 8, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	3. Consent Agenda
Department	Public Works Department
Type	Action (Consent)
Recommended Action	to approve and recommend the City Council authorize the Department of Public Works to spend an additional $16,189.00.00, for a total of $222,722.00, for the FY23 plow truck, and additional $21,242.00, for a total of $285,242.00 for the FY23 recycling truck purchase; and to further authorize the Director of the Department of Public Works to execute a purchase agreement and other associated documents necessary to effect such purchase with Allegiance Trucks for a total purchase price not to exceed $222,722.00 for the FY23 plow truck, and $285,242.00 for the FY23 recycling truck, subject to the review of the City Attorney's Office

4. For Approval and Recommendation to the City Council

Subject	**4.1. Position Elimination and Creation - BED/HR**
Meeting	January 8, 2024 - Board of Finance Meeting - Monday, January 8, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. For Approval and Recommendation to the City Council
Department	Burlington Electric Department
Type	Action
Recommended Action	to approve and recommend that the City Council eliminate an Enterprise Data & Integration Specialist, a Regular, Full-time, Exempt, Union, Grade A2, A4, and A6 (depending on tiered level) position and create a Cybersecurity Engineer, a Regular, Full-time, Exempt, Union, Grade A4, and A6 (depending on tiered level) position within the Burlington Electric Department
Subject	**4.2. BED Advanced Distribution Management System Project - BED**
Meeting	January 8, 2024 - Board of Finance Meeting - Monday, January 8, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. For Approval and Recommendation to the City Council
Department	Burlington Electric Department
Type	Action
Recommended Action	to approve and recommend that the City Council approve and authorize the General Manager of BED to execute with Survalent a Software License Agreement, an Implementation Services Agreement, and a Support & Maintenance Agreement to purchase and receive associated implementation, support, and maintenance services for an Advanced Distribution Management System at fixed, not-to-exceed prices, subject to review and approval of the City Attorney's Office and subject to appropriations for each relevant fiscal year

Subject	**4.3. Conversion of BED Energy Assistance Program from a Pilot to a Permanent Rate - BED**
Meeting	January 8, 2024 - Board of Finance Meeting - Monday, January 8, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	4. For Approval and Recommendation to the City Council
Department	Burlington Electric Department
Type	Action
Recommended Action	to approve and recommend that the City Council approve BED seeking approval from the Vermont Public Utility Commission of the Energy Assistance Program tariff provided with this memo as a permanent BED tariff offering to its customers

5. Discussion of State Audit of Downtown TIF District **expected executive session**

Subject	**5.1. Discussion of State Audit of Downtown TIF District **expected executive session****
Meeting	January 8, 2024 - Board of Finance Meeting - Monday, January 8, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	5. Discussion of State Audit of Downtown TIF District **expected executive session**
Department	Clerk/Treasurer's Office
Type	Action Procedural
Recommended Action	Move to find that premature general public knowledge of the City Attorney’s analysis and advice pertaining to preliminary state audit findings related to the City’s Downtown Tax Increment Financing District, would clearly place the City at a substantial disadvantage because the City risks disclosing confidential attorney-client communications in public. Based on the finding of substantial disadvantage, the Board of Finance moves to enter into executive session to communicate with legal counsel under the provisions of 1 V.S.A. Section 313(a)(1)(F) to include, Jared Pellerin, Mayor Weinberger, Joe Turner, Ashley Parker, Jordan Redell and Katherine Schad.

6. Presentation from Urban3: The Economics of Community Design in Burlington

Subject	**6.1. Presentation from Urban3: The Economics of Community Design in Burlington**
Meeting	January 8, 2024 - Board of Finance Meeting - Monday, January 8, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	6. Presentation from Urban3: The Economics of Community Design in Burlington
Department	Planning

Type	Information Presentation

7. Adjournment

Subject	**7.1. Motion to adjourn**
Meeting	January 8, 2024 - Board of Finance Meeting - Monday, January 8, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	7. 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
December 18, 2023

MEMBERS PRESENT:	Karen Paul Ali Dieng Joe Magee Mark Barlow Miro Weinberger
OTHERS PRESENT:	Katherine Schad Jared Pellerin Jordan Redell Chapin Spencer Megan Moir Nic Longo Larry Lackey Doreen Kraft Brian Pine Sarah E Carpenter

---

1.0 CALL TO ORDER and AGENDA

1.1 Motion to amend/adopt the agenda
Mayor Weinberger called the Board of Finance meeting to order at 5:04 PM.

MOTION by Councilor Magee, SECOND by Councilor Barlow, to adopt the agenda.

VOTING: unanimous; motion carries.

2.0 PUBLIC FORUM

2.1 Verbal Comments
Sharon Bushor spoke about the two items on the consent agenda regarding retiring the loans for those properties (the Chittenden Emergency Food Shelf building and the Vermont Legal Aid building on North Winooski Avenue), noting that Director Pine had explained to her that there are covenants in place that would allow the buildings to continue to be used for public good. She said that for these two properties, this seems like the best approach.

3.0 CONSENT AGENDA

3.1 Motion to adopt the consent agenda and take the actions indicated
3.2 December 4, 2023 Board of Finance Meeting Minutes, Draft – approve the minutes.
3.3 Non-Tax Related Budget Solution Initiatives Update – Board of Finance – December 18, 2023 – waive the reading, accept the communication, and place it on file.
3.4 Old North End Greenway VTrans Grant Acceptance #CA0825 – DPW – approve and recommend that the City Council authorize the Director of Public Works to execute the Vermont Agency of Transportation Grant Agreement #CA0825 for the Old North End Greenway construction in the amount of $75,000, obligating the City to commit a local match of $166,000 of the total project budget of $241,000, subject to approval by the City Attorney's Office.
3.5 Accept Speed Radar Feedback Sign from Old East End Neighborhood Coalition – DPW – authorize the Director of Public Works to accept a speed radar feedback sign from the Old East End Neighborhood Coalition ("OEENC") with an approximate value in the amount of $5,290; and, to execute a Memorandum of Understanding (MOU) between DPW and OEENC outlining the terms and conditions of such acceptance, subject to the prior review of the City Attorney's Office.
3.6 Resolution: Terminate Option And Reject Offer Of Dedication: Chittenden Emergency Food Shelf Building At 228 North Winooski Avenue (CEDO) – recommend that the City Council approve the attached resolution.
3.7 Resolution: Terminate Option And Reject Offer Of Dedication: Vermont Legal Aid Building At 264 North Winooski Avenue (CEDO) – recommend that the City Council approve the attached resolution.
3.8 Request to execute a Reinstatement of the First Amendment to the Cellular Antenna License Agreement with SprintCom, Inc. – Airport - approve and authorize Mayor Weinberger to execute the reinstatement of and First Amendment to the original Cellular Antenna License Agreement with SprintCom, Inc., subject to review and approval from the City's Attorney.
3.9 Request for Authorization of a Budget Neutral Amendment to the FY2024 Patrick Leahy Burlington International Airport AIP-142 Project Budget in the Amount of $3,453,000 – Airport – approve and recommend that the City Council authorize a budget neutral amendment to the FY24 Patrick Leahy Burlington International Airport budget to increase Federal Grant Revenue by $3,107,700, State Grant Revenue by $207,180 and Interfund Transfer proceeds by $138,120, and to increase Capital Expenditures by $3,453,000, for a total increase of overall expenditures and revenues by $3,453,000.
3.10 Schifilliti Park Shared-Use Path Construction Contract with Engineers Construction, Inc. – BPRW – 1. Approve and recommend that the City Council authorize Sophie Sauvé, Parks Comprehensive Planner, to execute an amendment to the existing design Contract with Hoyle Tanner & Associates, Inc. and any related documents needed to carry out the Schifilliti Park Pathway Construction project, in the additional amount of $18,724.00 for a revised maximum limiting amount not to exceed $69,660.00, subject to the review of the City Attorney's Office; and 2. Approve and recommend that the City Council authorize Parks Comprehensive Planner, Sophie Sauvé to execute a construction contract and any related documents needed to carry out the Schifilliti Park Pathway Construction project, with Engineers Construction, Inc., for a price not to exceed $194,497.00, plus a contingency of $30,000.00, for a total authorized expenditure in the amount of $224,497.00, subject to the review of the City Attorney's Office.

MOTION by Councilor Dieng, SECOND by City Council President Paul, to adopt the consent agenda and take the actions indicated for items 3.1-3.10.

VOTING: unanimous; motion carries.

4.0 FOR APPROVAL AND RECOMMENDATION TO THE CITY COUNCIL

4.1 Resolution: Authorization For Up To $345,000 Step II Loan From Vermont Drinking Water State Revolving Fund For Final Design Of Reservoir Improvements Project DPW – Water Resources

Division Director Moir noted that item 4.1 is for a loan to move to final design for the reservoir improvement project related to the water tank on the UVM campus, and the final design will allow for a better estimate of how much this investment will cost. They noted that item 4.2 is for a drinking water service line system inventory and mapping activity, as updates are needed to ensure that the City has a good sense of its total service lines for future maintenance.

MOTION by Councilor Magee, SECOND by Councilor Barlow, to recommend that the City Council approve the attached resolutions for items 4.1-4.2.

VOTING: unanimous; motion carries.

4.2 Resolution: Authorization For Up To $352,127 Step I Loan From Vermont Drinking Water State Revolving Fund For Service Line Inventory Project – DPW – Water Resources
See item 4.1 above.

4.3 Resolution: Authorization For Up To $1,132,767 Step II Loan From Vermont Clean Water State Revolving Fund For Final Design Of Upgrades For Crescent Beach, Proctor Place, And Water Plant (Penny Lane) Pump Stations – DPW – Water Resources –
Division Director Moir said that this item is for the sewer pump stations, noting that there are around 25 of them and that some of them are in need of upgrading. They noted that they are able to handle two of them in-house, but that at least three of them require final design and more accurate cost estimates so that they can be rolled into costs for construction funding.

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

- **Councilor Dieng asked about the difference between Step 1 and Step 2 loans. Division Director Moir replied that Step 1 loans are typically for the planning or preliminary engineering of a project (which are zero-interest loans), whereas Step 2 and Step 3 loans are for final design and construction. They noted that the interest rate doesn't kick in until actual construction has begun, and that the interest rate once construction commences is 2%.**

VOTING: unanimous; motion carries.

4.4 Airport Equipment purchase over $100,000; Toro Groundsmaster 5910-D rotary – Airport
Aviation Director Longo said that the Airport has a 17-year-old lawnmower that they would like to replace with a newer, better lawnmower with lower emissions, better engines, and newer equipment. He noted that the Airport is required to keep the grass at the airfield at a certain length and that this lawnmower is used almost every day.

MOTION by City Council President Paul, SECOND by Councilor Dieng, to approve and recommend that the City Council approve and authorize a purchase from Grassland Equipment & Irrigation Corp. in the amount of $159,945.82.

VOTING: unanimous; motion carries.

4.5 Request to purchase Two Ford F150 Lightnings and a Mach-E vehicle, and a budget neutral amendment – Airport

Aviation Director Longo said that these three vehicles are replacing older, gasoline-powered vehicles. He noted that these vehicles are electric. He noted that there is a sustainability initiative line item in the Airport's budget, which will be used to fund these. He noted that the items are in stock and can be delivered quickly.

MOTION by City Council President Paul, SECOND by Councilor Dieng, to 1. Approve and recommend that the City Council approve and authorize a purchase from Lamoille Valley Ford for three vehicles in the total amount of $183,862; and 2. Approve and recommend that the City Council approve a budget neutral amendment in the amount of $54,284 to the Fiscal Year 2024 Airport budget by increasing the amounts as described in the affiliated memorandum.
DISCUSSION:

- **City Council President Paul noted that this went out to bid and that there were three bid responses. She noted that there are more than three dealers of these vehicles in the area and asked why they only received three bids. Aviation Director Longo replied that one of the limiting factors in the RFP was the delivery timeframe, which some dealers could not meet.**
- **Councilor Dieng asked about plans for transitioning fleet vehicles to the new airport logo, and Director Longo replied tha these new vehicles will have the new logos.**

VOTING: unanimous; motion carries.

4.6 Request to Execute a 2023 ARPA Clean Water Fund - MS4 grant agreement (Grant #06140-ARPA-CWF-MS4-01) – Airport Planning Director Lackey noted that this is for ARPA funding to improve the Airport's stormwater system. He said that they are also looking to recycle water rather than remove it, and this funding would go toward studying that as well. He noted that the ARPA funding would require 20% matching.

MOTION by City Council President Paul, SECOND by Councilor Magee, to approve and recommend that the City Council approve and authorize the Director of Aviation to execute a 2023 ARPA Clean Water Fund – MS4 grant agreement (Grant # 06140-ARPA-CWF-MS4-01) not to exceed the amount of $459,698, with a 20% matching requirement, after review and approval by the City Attorney's Office.

VOTING: unanimous; motion carries.

4.7 Creation of Water Resources Utility Inspector position 2. Creation of Stormwater Field Specialist position - DPW - Water Resources/HR Division Director Moir noted that this is part of the larger reorganizational effort in the Water Division that was brought forth during initial FY25 budget discussions, which would address gaps within the division. They said that this would create two positions. They noted that one position is for a specialist on the other utilities surrounding the water utilities during times of excavation and other work, and that this position would also be responsible for mapping and duties related to updating maps. They noted that with the desire for additional housing growth, there will be an increased demand for ensuring that people are connecting to infrastructure in a way that has been reviewed thoroughly, and this would build that capacity. They spoke about the second position, which would support the stormwater division and ensure compliance to stormwater rules.

MOTION by Councilor Magee, SECOND by Councilor Barlow, to recommend that the City Council approve the: 1. Creation of Water Resources Utility Inspector, Regular, Full-time, Non-Exempt, AFSCME, Grade 19, role in the Department of Public Works;

and 2. Creation of Stormwater Field Specialist, Regular, Full-time, Non-Exempt, AFSCME, Grade 18, role in the Department of Public Works.

VOTING: unanimous; motion carries.

4.8 Reclassification of one (1) Clerk/Treasurer position – C/T/HR
Chief Administrative Officer Schad said that the administration is working to reduce the number of reclassifications and new positions being brought to this board due to budgetary pressures for FY25. She noted that she is bringing this reclassification to the board due to internal equity issues, as there were two Senior Accountant positions and one position that had similar duties that was reporting to a different supervisor. She noted that this position's job description was reviewed and it was determined that the job duties were very in line with the Senior Accountant position's duties, and that they are requesting this reclassification for that reason. She noted that there will not be retroactive pay.

MOTION by City Council President Paul, SECOND by Councilor Magee, to approve and recommend that the City Council approve the approve the reclassification and Retitling of Cash & Banking Accounting, a Regular, Full-time, Nonexempt, AFSCME, Grade 16, position to Senior Accountant, a regular, Full-time, Exempt, Non-union, Grade 18, position in the Clerk/Treasurer's Office.

VOTING: unanimous; motion carries.

4.9 Reclassification of Two BCA Positions – BCA/HR
Director Kraft spoke about reorganizing Burlington City Arts, noting reclassification efforts over the next year to deal with additional duties and equity issues within the Department.

MOTION by Councilor Magee, SECOND by City Council President Paul, to recommend that the City Council approve the 1. Reclassification of the Assistant Director position, a Regular, Full-Time, Exempt, Grade 19 position to a Regular, Full-Time, Exempt, Grade 22 position in Burlington City Arts retroactive to July 1, 2023, and to further authorize retro pay in an amount to not exceed $1,929.97; and 2. Reclassification of the Festival and Event Director position, a Regular, Full-Time, Exempt, Grade 18 position to a Regular, Full-Time, Exempt, Grade 20 position in Burlington City Arts retroactive to July 1, 2023, and to further authorize retro pay in an amount to not exceed $1,792.25.
DISCUSSION:

- **Councilor Dieng expressed concern about the retroactive pay associated with these two reclassifications. He suggested that the Department obtain committee sign-off before bringing the reclassification to the Board of Finance. Mayor Weinberger noted that this would be a significant departure from current processes around reclassifications.**
- **Councilor Barlow also expressed concern about retroactive pay for actions like this, especially given budgetary pressures, though he is supportive of this reclassification.**

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

5.0 FY25 GENERAL FUND BUDGET UPDATE

5.1 FY25 General Fund Budget Update
Mayor Weinberger noted the challenging budgetary environment for Fiscal Year 2025, noting that the City has not had a tax rate increase since FY20, though costs have risen (largely driven by inflation).

Chief Administrative Officer Schad provided context for the current status of the FY25 budget. She noted that the FY24 budget used $4.5 million of one-time money and that replacing this funding in the FY25 budget with property tax revenue would increase taxes by around 10%. She also noted that given projected increased expenses and revenues for FY25, the gap was an estimated $7 million out of $101 million, but that this was an initial ballpark. She noted that $4 million out of the $4.5 million in one-time funding will need to be replaced to ensure that essential services can continue. She then noted that there are additional projected FY25 personnel costs of approximately $3.4 million, based on COLAs and projected increases for benefits. She further noted a projected increase in public safety costs for FY25 of abut $1.6 million. She noted that this all leads to an updated projected gap of $9.0 million.

Chief Administrative Officer Schad then presented a proposal to fill the $9 million gap in the FY25 budget. She said that this includes an assumed increase in property tax revenue via grand list growth of $0.3 million, a $0.6 million increase in gross receipts, local option tax, and franchise fees based on historical performance, a $1.3 million, or 10% increase in user fees (based on an analysis that will determine the appropriate fees to cover costs), a $2.0 million decrease in general fund expenses, a $2.8 million increase through increasing the public safety tax by $0.05, a $1 million increase by potentially increasing taxes, and a remaining $1 million that still needs to be found. She spoke in more detail about the $0.05 increase in the public safety tax, noting that the current public safety tax only pays for around 13% of the public safety budget.

Councilor Barlow asked how the City will handle the $1 million that still needs to be found to close the funding gap. Mayor Weinberger replied that it is not unusual at this point in the budget process to have moving budget targets and not have all the details yet, given that revenues come in right up until the end of the budget year. He noted that they will ask department heads to propose level funded budgets as an option, as well as cut budgets, to see what may be needed to address the continued gap.

Councilor Magee spoke positively about the mental health services tailored to first responders, and noted these expenses were included as new for firefighters. He asked whether these were already included in the police budget. Mayor Weinberger replied that the police have had access to mental health services for a number of years.

Councilor Dieng said that a $9 million budget gap is significant. He asked whether the $1.6 million for public safety is what was agreed-to through the collective bargaining process or whether it is above and beyond that. Chief Administrative Officer Schad replied that the $1.6 million estimate for public safety is beyond what was arranged through collective bargaining, but that it is necessary for public safety and includes things like equipment and realistically budgeting for overtime. Councilor Dieng also asked whether it would be a good idea to explore a hiring and reclassification freeze.

6.0 ADJOURNMENT

6.1 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 6:04 PM.

RScty: AACoonradt

MEMORANDUM

Date: January 08, 2024
To: Board of Finance

From: Kim Carson, Director of Racial Equity, Inclusion, and Belonging
CC: Katherine Schad, Chief Administrative Officer

Re: **Contract for Juneteenth 2024 production and management**

Request

The Office of Racial Equity, Inclusion, and Belonging (REIB) is seeking approval and authorization to execute a contract of $65,000.00 with OKAY!!OKAY!! Marketing and Creative to produce and manage the Juneteenth 2024 Event.

Background

REIB has selected OKAY!!OKAY!! Marketing and Creative to produce and manage the Juneteenth 2024 celebration. As the only BIPOC-owned agency based in Burlington, they are uniquely positioned to execute the planning, production, and community engagement required to curate an event center in the African American experiences and commemoration of the federal, state, and municipal observance of Juneteenth. The organization has extensive experience producing and managing the Juneteenth event in 2021, 2022, and 2023. They have provided creative direction, event production and management, talent procurement, sponsorship support, marketing communications, and development of day-of execution and post-event recaps in all three previous city celebrations. They have submitted a proposal for a comparable scope of work for Juneteenth 2024. OKAY!!OKAY!! Marketing and Creative's prior experience managing and partnering with REIB to produce all of the City of Burlington's successful Juneteenth events, coupled with the firm representing the only BIPOC/Black lead Marketing and Creative firm based in Burlington. A primary objective of target funding opportunities is to support economic stability for underrepresented and historically marginalized business communities.

Further, the accelerated time frame to execute a successful event due to limited staffing in the REIB office due to the office's extensive ongoing hiring process uniquely qualifies the firm for this contract. Using a non-bipoc agency as an option would create significant cultural and community trust barriers. The community engagement time, the current agencies' community contacts and relationships with vendors and sponsors, and the efforts needed to build trust and

cultural competency to execute an event of this scale and historical impact within time constraints and budgetary requirements are not possible. As such, the CAO approved a sole source exception for this contract.

Funding for the Project

- OKAY!!OKAY!! Marketing and Creative's contract with the Office of Racial Equity, Inclusion, and Belonging is $65,000 and is included in REIB's FY24 Professional and Consultant Services Line.

Contractor/Bid Selection

This purchase was approved as a sole source exception, as detailed above. Therefore, bid selection was not necessary.

Board of Finance Motions:

1. To approve and authorize the Director of Racial Equity, Inclusion & Belonging to execute a contract with OKAY!!OKAY!! Marketing and Creative for production and management services in connection with Juneteenth 2024 in an amount not to exceed $65,000, subject to review by the City Attorney's Office.

MEMORANDUM

Date: January 08, 2024
To: Board of Finance

From: Kim Carson, Director of Racial Equity, Inclusion, and Belonging
CC: Katherine Schad, Chief Administrative Officer

Re: **Contract for Juneteenth 2024 production and management**

Request

The Office of Racial Equity, Inclusion, and Belonging (REIB) is seeking approval and authorization to execute a contract of $65,000.00 with OKAY!!OKAY!! Marketing and Creative to produce and manage the Juneteenth 2024 Event.

Background

REIB has selected OKAY!!OKAY!! Marketing and Creative to produce and manage the Juneteenth 2024 celebration. As the only BIPOC-owned agency based in Burlington, they are uniquely positioned to execute the planning, production, and community engagement required to curate an event center in the African American experiences and commemoration of the federal, state, and municipal observance of Juneteenth. The organization has extensive experience producing and managing the Juneteenth event in 2021, 2022, and 2023. They have provided creative direction, event production and management, talent procurement, sponsorship support, marketing communications, and development of day-of execution and post-event recaps in all three previous city celebrations. They have submitted a proposal for a comparable scope of work for Juneteenth 2024. OKAY!!OKAY!! Marketing and Creative's prior experience managing and partnering with REIB to produce all of the City of Burlington's successful Juneteenth events, coupled with the firm representing the only BIPOC/Black lead Marketing and Creative firm based in Burlington. A primary objective of target funding opportunities is to support economic stability for underrepresented and historically marginalized business communities.

Further, the accelerated time frame to execute a successful event due to limited staffing in the REIB office due to the office's extensive ongoing hiring process uniquely qualifies the firm for this contract. Using a non-bipoc agency as an option would create significant cultural and community trust barriers. The community engagement time, the current agencies' community contacts and relationships with vendors and sponsors, and the efforts needed to build trust and

cultural competency to execute an event of this scale and historical impact within time constraints and budgetary requirements are not possible. As such, the CAO approved a sole source exception for this contract.

Funding for the Project

- OKAY!!OKAY!! Marketing and Creative's contract with the Office of Racial Equity, Inclusion, and Belonging is $65,000 and is included in REIB's FY24 Professional and Consultant Services Line.

Contractor/Bid Selection

This purchase was approved as a sole source exception, as detailed above. Therefore, bid selection was not necessary.

Board of Finance Motions:

1. To approve and authorize the Director of Racial Equity, Inclusion & Belonging to execute a contract with OKAY!!OKAY!! Marketing and Creative for production and management services in connection with Juneteenth 2023 in an amount not to exceed $65,000, subject to review by the City Attorney's Office.

Department:	Racial Equity, Inclusion and Belonging Office	Submitter:	Kimberly Carson, Director REIB

Title/Subject: Juneteenth Celebration 2024

	Approval:	Meeting Date:
☐	Board of Finance	January 8, 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	01/02/2024	Department Head initiated
Mayor's Office informed and approved memo	Yes	01/03/24	Jordan Redell
Board/Commission, if required	N/A		
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A		
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	01/03/24	Hayley McClenahan
CAO has reviewed budget, financing, and memo	Yes	01/03/2024	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	NA		
CIO, if an IT-related investment/purchase	NA		

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Yes
Contract Attached, if applicable?		
Additional Materials, if necessary		
Draft Resolution or Motion?		
If for submission to Council, are sponsors identified?		

OFFICE OF THE CLERK TREASURER

City of Burlington

City Hall, Room 20, 149 Church Street, Burlington, VT 05401 **Voice (802) 865-7000**
Fax (802) 865-7014
TTY (802) 865-7142

MEMORANDUM

TO: Board of Finance

FROM: Katherine Schad, Chief Administrative Officer

DATE: January 8, 2024

RE: Authorization for Contract with MGT Consulting for City of Burlington User Fee Study

---

Executive Summary

The Mayor and Chief Administrative Officer are seeking Board of Finance approval to execute a contract, not to exceed $79,500, with MGT Consulting for a User Fee Study.

Fee for services represent approximately 13% or about $13M of General Fund revenue annually. The City has never conducted a comprehensive study of all of its user fees and has found it time to do so and consider establishing a Citywide policy relating to establishing such fees as well as when and how to raise them.

The objective of this study is to identify the full cost of providing a service and then help the City to set a cost recovery and subsidy level that is appropriate to the market, service, department, and goals of the City for that service. The scope of work includes providing the City with an Excel-based model, and training on said model, so that the City will be able to continue updating the cost of user fees as conditions change moving forward.

Scope of Work

This user fee study includes the following goals and objectives:

- Define what it costs the City to provide various fee-related services
- Determine whether there are any opportunities to implement new fees
- Identify service areas where the City might adjust fees based on the full cost of services and other economic or policy considerations
- Develop revenue projections based on potential increases (or decreases) to fees
- Perform internal analyses of staffing levels, workload statistics, and performance measures
- Conduct user fee training sessions and comprehensive review of the user fee reports for project stakeholders.
- Provide a spreadsheet user fee model in Excel to the City that is easy to use, yet powerful enough to handle even the most complex of fees.

The Contractor will include a comparative survey of fees with five (5) cities of comparable size and with comparable services, which will be selected in consultation with the City.

The Contractor will design an analytical calculation that is defensible, yet flexible enough to complete the analysis within a reasonable timeframe and without unduly impacting the other work requirements of City staff. The Contractor will be required to use the Standard Cost method.

The project is expected to take three months to complete.

Vendor Selection

A Request for Proposals for an Operational Efficiency Study for the City of Burlington was released on November 7, 2023. Three proposals were received by the December 1, 2023 deadline.

A review team, consisting of the CAO, and representatives from departments with user fees to be studied including BPRW and BCA, evaluated each of the submitted proposals based on the following criteria:

- Project Understanding
- Relevant Experience & Past Performance
- Project Methodology
- Cost Proposal

The review team determined that MGT Consulting would provide the best value and do the best job in conducting the City's User Fee Study.

MGT brings more experience than any other consulting firm in conducting user fee studies with a specialty in municipalities and government entities. They proposed an excellent, experienced staff who brings qualifications in both local government and finance. Importantly, the review team found MGT's work samples – both reports as well as work tools - to be the most useful of those reviewed.

Note that MGT was not the lowest cost bidder, but upon further review by the review team, this was because the lowest cost bidder was proposing less than half the consulting hours of MGT. Given that Burlington has not performed a Citywide User Fee Study of this type before; wants to ensure that it is thorough; and that City employees receive the support needed to keep up the system, additional hours for this assignment are warranted and MGT was selected.

Funding

The contract for this project is fixed at a not-to-exceed price of $79,500. This project will be funded using first the balance left in the Assigned Fund labeled "Opportunities to Increase Revenues or Efficiencies," which is approximately $30,000. The rest to be funded by reassigning money from a Professional Consulting budget line which will not be expended by end of fiscal year.

Board of Finance Motion

1. To approve and authorize the Chief Administrative Officer to execute a contract with MTG Consulting for a User Fee Study for the City of Burlington, with a maximum limiting amount of $79,500, subject to the final review and approval by the City Attorney's Office.

Thank you for your consideration of this request.

CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS

645 Pine St. Suite A
Burlington, VT 05401
802.865.7200 VOX
802.863.0466 FAX
802.863.0450 TTY

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

Date: January 8, 2024

To: Board of Finance / City Council

From: Chapin Spencer, Director Public Works

Lee Perry, Division Director – Maintenance Division

Ashley Parker, Capital Program Director

Subject: FY23 Recycling Truck & Plow Truck Purchase Cost Increase

---

REQUEST:
The Department of Public Works (DPW) requests Board of Finance approval, and recommendation to City Council, to increase the purchase price for the FY23 Recycling truck from $264,000.00 to $285,242.00 and to increase the purchase price for the FY23 Snow Plow Truck from $206,533.00 to $222,722.00.

SUMMARY:
On June 18, 2022, the Department of Public Works (DPW), Fleet Committee came to the Board of Finance and City Council, seeking approval and recommendation that the City Council approve the proposed FY23 Fleet Purchasing List, and authorize the purchase of the vehicles listed therein. Included among the list of vehicles and equipment to be replaced were a new plow truck and recycling truck, both of which are near or at their end of service life.

The total authorized expenditure for the FY23 General Fund Fleet purchases was $500,000.00, and was one-time money allocated specifically for FY23 General Fund Fleet purchases. Funds for the FY23 recycling truck came from within the recycling budget which is funded through the City's Solid Waste Generation Tax.
Both Board of Finance and City Council subsequently approved the replacement list. Please see attachment A

On November 29, 2023, representatives from Allegiance Trucks reached out to inform Fleet Manager Dave Hammond that the order for the FY23 plow truck and recycling truck would become model year 2024, as manufacturers are no longer making 2023-year model truck chassis. The 2024 models carry additional costs beyond what was

originally bid for the FY23 models in the amount of $16,189.00 (an 8% increase over the original quote) for the plow truck, and $21,242.00 (a 9% increase over the original quote) for the recycling truck. This increase is due to the long waiting periods vendors are enduring to secure orders to build the chassis, as well as supply chain issues. This delay in ordering along with inflation causes an increase in the cost of materials (mainly steel) thus increasing the overall cost to the vehicle that the vendors are not able to absorb in the original bid estimate.

The Fleet Team has worked with the CT Office to secure sources for these additional funds needed to purchase the two FY23 vehicles. The funds will be allocated from the following sources:

- Plow Truck $16,189.00 – As stated above, there was one time cash money allocated in FY23 for general fund fleet purchases in the amount not to exceed $500K. To-date, $495,633.13 of that one time money has been spent, leaving only $4,366.87 remaining. Capital Program Director Ashley Parker has identified $11,822.13 in Capital Contingency funds allocated in FY23 (Series 2022A General Obligation Bonds). This allocation was approved by the Capital Committee at their December 14, 2023 meeting (see attached) and will be used to fill the gap on this cash purchase. This vehicle will not be leased, therefore this money will not be going towards future or current lease payments.

- Recycling Truck $21,242.00 – This cost increase will be covered via a budget neutral budget amendment within the existing Recycling budget. There are sufficient funds in our FY24 recycling cart purchase line to cover the additional cost. Using these funds will not require an increase in the Solid Waste Generation Tax for this purchase.

SUGGESTED MOTION:

Board of Finance
To approve and recommend the City Council authorize the Department of Public Works to spend an additional $16,189.00.00, for a total of $222,722.00, for the FY23 plow truck, and additional $21,242.00, for a total of $285,242.00 for the FY23 recycling truck purchase; and to further authorize the Director of the Department of Public Works to execute a purchase agreement and other associated documents necessary to effect such purchase with Allegiance Trucks for a total purchase price not to exceed $222,722.00 for the FY23 plow truck, and $285,242.00 for the FY23 recycling truck, subject to the review of the City Attorney's Office.

City Council
To approve and authorize the Department of Public Works to spend an additional $16,189.00.00, for a total of $222,722.00, for the FY23 plow truck, and additional $21,242.00, for a total of $285,242.00 for the FY23 recycling truck purchase; and to further authorize the Director of the Department of Public Works to execute a purchase agreement and other associated documents necessary to effect such purchase with Allegiance Trucks for a total purchase price not to exceed $222,722.00 for the FY23 plow truck, and $285,242.00 for the FY23 recycling truck, subject to the review of the City Attorney's Office.

Attachment A:

Approved Fleet memo sent as attachment

Attachment B:

Capital Committee approval sent as attachment.

Capital Project Request Form

(For New Projects & Existing Projects Requiring Budget Adjustments)

Form Completed By:	Dave Hammond, Fleet Manager		
Today's Date:	12/8/2023		
Funds Requested	$11,822.13 from Capital Contingency		
Date Funds Needed:	12/18/2023		
Project Title:	FY23 Plow Truck		
Department/ Staff Involved:	DPW, Street Maintenance		
Total Project Cost:	$222,722.00	**Level of Urgency:**	High

Brief Project Description.

Due to financial constraints facing the City's municipal fleet in FY23, the CT Office was able to identify ~$500K for use towards General Fund Fleet purchases. One of these vehicles was a plow truck that had its build date pushed back to FY24 due to factors beyond Fleet's control. As a result,there was a cost increase of $16,189.00 for the plow truck. There are not sufficient funds left from the $500K to cover this additional need, requiring Fleet to request $11,822.13 of Capital funds.

500 characters max

Is there a requirement to complete this project (i.e.: legal mandate or local, state, or federal agreement)? (Provide a reference (link, etc.) and explain how the project meets the requirement.)

The new plow truck will be replacing one that is 3 years beyond its recommended service life. If this plow truck is not replaced, DPW will incur increased downtime, and service/repair costs. The lack of replacement and anticipated downtime, will also impact the department's ability to meet service level expectations in maintaining safe, passable streets during snow plowing operations. This could impact the public's use of roads during snow events, as well as emergency services, and public transportation.

1000 characters max

Does the project address a gap in outcomes/services based on race, religion, gender, sexual orientation, accessibility, age, or income? (Consider how well the project closes gaps in outcomes, and how residents affected were engaged.)

This Project addresses scheduled fleet replacement. If the replacement schedule for this plow truck is not followed, it would impact the department's ability to meet service level expectations in maintaining safe, passable streets during snow plowing operations.

2000 characters max

Does the project create an immediate or long-term health or safety benefit?

The new truck will produce less emissions than the truck it is replacing, as well as public safety by providing safe, passable streets for the public, emergency services, and public transportation.

1000 characters max

What is the condition of the asset? (Consider where it is at in its lifespan, and determine if funding this now minimizes long-term costs.)

The current asset is 3 years beyond it's reccomended service life.

1000 characters max

Will investment in the project increase tax revenue, reduce costs to the City, or leverage other funds? (Provide dollar amounts.)

No it will not. It will decrease potential repair costs as the vehicle is beyond it's reccomended service life. Also, this request builds upon the general fund dollars that were allocated by the CT Office in FY23 for this purchase.

1000 characters max

Will the project improve air or water quality, or reduce greenhouse gas emissions?

The new plow truck will reduce green house gasses. The new engine abides by all the current emmsion standards.

1000 characters max

Is this project the most cost-effective solution? Is it coordinated with other projects to increase impact? Is the problem clearly defined and does the project successfully solve it? Are there other solutions that might solve the problem in a more creative/cost-effective way?

This project was approved by the Board of Finance, and City Council July 18, 2022. It serves as the most cost effective solution for replacement to meet service level expectations for the City of Burlington and it's residents.

2000 characters max

Reviews & Recommendations/Approvals

	Review Date:	Recommendation/Approval:
Capital Committee:	12/14/2023	Cindi moved to approve request as amended (urgency from low to high); Scot seconded. Committee approved amended request, with Ashley and Chapin abstaining.
Mayor's Office:		

City of Burlington

Department of Public Works

645 Pine Street

Burlington, VT 05402

802.863.9094 P

802.863.0466 F

Chapin Spencer

DIRECTOR OF PUBLIC WORKS

Ashley Parker

Capital Program Director

Lee Perry

DPW Division Director Maintenance Division

COMMITTEE
DATE 7/18/22
AGENDA ITEM # 5.15

At their meeting of 7/18/22 the Burlington City Council voted to approve the motion as written
Attest Joi Allen

Date: July 18, 2022

To: City Council

From: Chapin Spencer, Director Public Works

Lee Perry, Assistant Director – Fleet Maintenance Division

Ashley Parker, Capital Program Director

Subject: FY23 Vehicle Purchase Recommendation

BACKGROUND:

The City's interdepartmental Fleet Committee, staffed by the Department of Public Works (DPW) Fleet Maintenance Manager Dave Hammond, coordinates fleet purchases for the General Fund and several enterprise/special revenue funds in order to realize cost savings and provide management oversight. The Fleet Committee has identified nineteen (19) vehicles/equipment to be replaced in Fiscal Year 2023 (FY23) (Attachment A), including twelve (12) General Fund pieces of equipment and seven (7) enterprise/special revenue vehicles.

FY23 Fleet Replacement Summary. (For complete details see Attachment A)

Department	Vehicle	Recommendation
Fire	Pumper Truck	Fossil Fuel
Fire	Ladder Truck	Fossil Fuel
Fire	Pumper Truck	Fossil Fuel
Parks	Walk Behind Mower	Fossil Fuel
Parks	Flail Mower	N/A
Parks	EV Low speed Vehicle	Electric
Parks	UTV	Electric
Parks	Bucket Truck	Fossil Fuel
DPW	Sidewalk Tractor	Fossil Fuel
DPW	Plow Truck	Fossil Fuel
DPW	Recycling Truck	Fossil Fuel
Traffic	F350 One Ton	Fossil Fuel
Traffic	Bucket Truck	Fossil Fuel
Water	Van	Fossil Fuel
Water	One Ton W/ Vac Unit	Fossil Fuel
Water	Service Truck	Fossil Fuel
Water	Pick Up Truck	Hybrid
Water	Low Speed EV	EV

				Value	Number of Leases
Fire Department Bond (Previously Appoved By Council)				$2,179,250	
General Fund Cash Purchase				**$475,525.00**	
Total For Vehicles Leased Annually				**$962,500**	
Traffic	$68,940.00	7 year		$459,600	2
Water Resources	$35,835.00	7 year		$238,900	5
Recycling	$39,600.00	7 year		$264,000	1
Total	**$144,375**			**$1,438,025**	**8**

The Fleet Committee had to significantly reduce the amount of vehicles/equipment to be replaced in FY23 due to the limited funding available. Contributing financial factors include the proposed FY23 General Fund tax increase not passing, the original $40M fall 2021 bond proposal not passing, and continued debt payments from fleet purchases in prior years. The $23.8M bond approved on Town Meeting Day in March 2022 included replacement of three fire trucks, but no other municipal vehicles.

Per the City of Burlington Fleet Policy, the Fleet Maintenance Manager and the Maintenance Division Director met with each Department Head to review the recommended FY23 replacements and receive input on upcoming vehicle/equipment needs. With that information, the Fleet Maintenance Manager researched electric and hybrid options for each item, calculated the carbon pricing on fossil fuel options, and made his recommendations to the Fleet Committee. Department representatives and BED subsequently reviewed these recommendations. BED provided further recommendations and available incentives resulting in further refinement of the recommendations before you. The proposed equipment list (Attachment A) was reviewed by the Fleet Committee, relevant departments, BED, and the Administration. The Fleet Manager and the Fleet Committee worked hard to balance two key policy goals – the City's 2030 Net Zero energy goal and the City's operations and safety goal to replace as much of the fleet that is at end-of-life as possible. We are now seeking Board of Finance and City Council approval for the FY'23 vehicle purchase recommendation coming from the Fleet Committee and the Councils' Transportation, Energy and Utilities Committee (TEUC).

History of Burlington's Fleet Purchasing Strategy:

Below is a brief timeline of how the purchasing strategies for the City's fleet have changed over time. It provides the framework for understanding how the past has shaped the present and may provide guidance for helping us determine a new strategy focused on long-term sustainability.

- FY12 – FY15: There was a moratorium on the purchase of new vehicles due to the City's financial challenges.
- FY16: The City began to purchase new vehicles again – this time utilizing a master lease. At this time, an informal fleet team started creating a list of vehicles needed each year to help the City forecast needs over time.
- FY17: A Sustainable Infrastructure bond replaced three fire trucks for $3.3 million.
- FY17 – FY18: The fleet team began creating a spreadsheet to track sustainable investment in fleet. The strategy of using master leases was working, but projections were showing financial challenges for fleet funding in out years due to increased debt payments.
- FY18: The City contracted with a fleet consultant to review how fleet was structured and recommend improvements. This resulted in a new Fleet Policy, the Fleet Committee, and a spreadsheet of needs from the consultant.
- October 24, 2019: The Fleet Policy was approved by the City Council.
- FY20: The Fleet team estimated that the sustainable fleet replacement need was approximately $2,700,000/year. Up to this point, fleet funding had been by department. As part of the Fleet Committee and Fleet Policy development, all fleet related resources were pooled across departments into one location in order to create efficiencies in purchasing and revenues.

Over the last several fiscal years, through effective coordination and purchasing vehicles through master leases, the City was able to make significant reinvestments in its municipal fleet. Now the City is entering a very challenging multi-year fiscal year period for multiple reasons:

- As discussed above, vehicle replacement funding was pooled from Police, Public Works and Parks starting in FY20. However, not all revenues from pooling vehicle replacement funding from Police, Fire, Public Works and Parks were able to be kept each fiscal year for fleet needs due to shortfalls in General Fund operating budgets.
- Several recent revenue ballot items were not successful at the ballot box (FY'23 proposed municipal tax increase and the Fall 2021 $40M capital bond proposal).
- After multiple years of financing to purchase new vehicles, the City is now carrying significant debt service payments for vehicles previously received.
- Vehicle industry constraints described below.

Current Industry Constraints:

As Councilors likely know, there are many current challenges and constraints within the industry for ordering/purchasing Fleet vehicles and equipment. Until just recently, the ability for governments or municipalities to order fleet vehicles from vendors was frequently not possible. The only vehicles available to purchase were "on the lot" at manufacturers' suggested retail pricing, and vehicles were not often specific to our current needs. This changed in the early part of June. We are now able to order vehicles through our Fleet rate with vendors that support this program. This will make it possible to order vehicles that remain from our FY22 approved replacement list that were previously canceled due to supply issues.

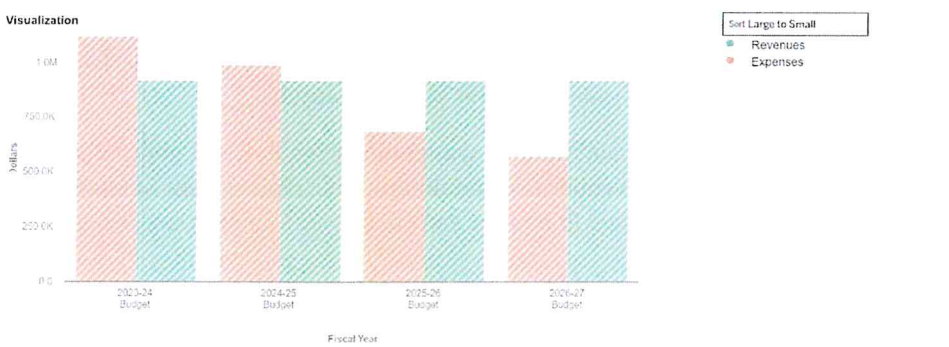
Another issue is the ability to have vehicles built in a reasonable amount of time. Delivery periods of two years or more is not uncommon – especially for Electric Vehicles (EVs). For example, Burlington Electric ordered an EV bucket truck in August of 2021 and delivery is not expected until sometime in 2023. DPW has experienced similar issues with some of the vehicles ordered for FY22 replacement. After ordering a Recycling Truck and Plow Truck in July 2021, DPW has just received notice of an expected build date of October 2022 with a delivery date sometime in 2023. Ford is indicating a waiting period for the EV Lightning pickup truck of 2-3 years due to supply chain issues. DPW cannot wait this long on a replacement for vehicles that are failing now. The two vehicles that were originally intended to be replaced with the Ford Lightning EV will be replaced by a vehicle that will be smaller in size and more fuel efficient than the vehicle it is replacing.

Current Financial Constraints:

As a result of the current Fleet Strategy, revenues from other General Fund Departments that were not received, additional vehicle purchases, and paying a premium for EV vehicles over conventional fossil fuel models, there are no funds going forward after FY23 to purchase Fleet vehicles for General Fund Departments. The capital forecast for fleet over the next four years also shows that, with no additional leases, there will be a shortfall in FY24 and FY25, with money to spend on a lease again in FY26.

Fleet Forecast

Visualization



Collapse All	2023-24 Budget	2024-25 Budget	2025-26 Budget	2026-27 Budget
Revenues	$ 921,000	$ 921,000	$ 921,000	$ 921,000
Interfund Transfer Proceeds	871,000	871,000	856,917	574,919
Interfund Transfer Proceeds General Fund	871,000	871,000	856,917	574,919
Use of Fund Balance	0	0	14,083	296,081
Gain/Loss On Asset	50,000	50,000	50,000	50,000
Expenses	1,118,824	994,352	691,925	574,920
Capital Leases	1,000,859	888,155	595,511	485,561
Interfund Transfer	76,360	76,360	76,360	76,360
Capital Lease Interest	41,605	29,837	20,054	12,999
Revenues Less Expenses	$ -197,824	$ -73,352	$ 229,075	$ 346,080

Data Filtered by Type: Fleet, NO 200-FRSP/PRM and exported on June 10, 2022. Created with OpenGov

The average amount of funds needed on an annual basis for a sustainable fleet, is ~$2.7M. The projected forecast is concerning as it will defer General Fund vehicles that will be beyond their replacement dates adding to the already growing deferred vehicle list seen below. Currently vehicles that were deferred in FY22, and FY23 make up 15% of the General Fund Fleet. Forecasting out through FY26, the total percent of vehicles in the General Fund Fleet past their replacement date, would be 47%. This is based on a total of 203 wheeled, powered vehicles/equipment.

As referenced above, the electric, and hybrid vehicles/equipment, purchased as replacements bore an additional cost on the General Fund compared to the purchase price of conventional vehicles/equipment. From FY20 through FY22, the total cost paid for EV/Hybrid over conventional was $202,900, with some of the more expensive equipment being the electric mowers, a Zamboni, and a forklift.

Given the significant financial constraints facing the City's municipal fleet, the Clerk Treasurers Office was able to identify ~$500,000 that may be used for General Fund Departments that have vehicles/equipment in urgent need of replacement. The list of the replacement vehicles can be found in Attachment A. Wherever possible, and feasible, the Fleet Committee will replace gas and diesel vehicles/equipment with hybrid or electric power. This additional funding for vehicle and equipment purchases will come from the Vehicle Reserve Unassigned Fund Balance. While this additional funding is helpful, utilizing this funding source to support FY23 needs will nearly deplete the fund balance and create an even more challenging financing scenario in the subsequent fiscal years.

There may be some additional funding opportunities through a State grant program to assist in the costs associated with EV charging stations – but likely not vehicles. At this time, the State has not developed this program further to describe who could apply for funding or how this funding could be used. It is possible that there may be some funding available to municipalities looking to upgrade their fleets in ways that could also assist the surrounding community. Fleet will continue to work with other staff to identify additional funding opportunities that could help offset some of the pending fleet costs, acknowledging that grant funding often requires a local match and tends not to cover the full amount.

Fleet Strategies for the Future:

DPW Fleet is also looking forward in our Fleet replacement schedule to see what vehicles/equipment are candidates to be replaced by an EV. DPW Fleet is exploring the option of placing an order now, anticipating the timing of manufacturing of the EV to coincide with the replacement schedule of the vehicle to be replaced, but as of this time we are not able to place an order. If the situation arises where the manufacturing date is earlier than the replacement date, DPW Fleet will look into selling the vehicle to replace with the EV. If this strategy does not prove to be financially viable due to constraints, then vehicles that need replacing will be replaced with the type of vehicle that makes the most sense economically.

FY23 Deferred Equipment					
Department	**Equip. #**	**Description**	**Year**	**Vehicle**	**Cost To Replace**
Fire	FB1	Shift Command	2018	Suburban	$38,000.00
Police	P135	Range Trailer	2001	Trailer	$9,000.00
Police	P1507	Detective	2015	Taurus	$39,772.00
Police	P1701	Line Cruiser	2017	Explorer	$80,000.00
Police	P1702	Line Cruiser	2017	Explorer	$80,000.00
Police	P1703	Line Cruiser	2017	Explorer	$80,000.00
Police	P1704	Line Cruiser	2017	Explorer	$80,000.00
Police	P1804	Line Cruiser	2018	Explorer	$64,714.00
Police	P1805	Line Cruiser	2018	Explorer	$64,714.00
Parks	PR1459	Tractor	2000	John Deere 1450	$40,000.00
Parks	PR53	Trailer	2001	Mid-Atlantic	$9,600.00
Parks	PR670	Tractor	2000	John Deere 670	$27,000.00
Parks	PRCHIP14	Chipper	2014	Brush Bandit	$57,247.00
Streets	S30	Dirt Screen	2009	SCM-40	$50,000.00
Streets	S53	Utility Trailer	1997	Custom	$9,600.00
Streets	S57	Utility Trailer	2008	Sure Trac	$10,184.00
Streets	S70	Dump Truck	2002	International	$66,675.00
Traffic	T01	Pickup	2011	Ford F150	$35,123.00
Traffic	T09	One Ton Dump	2010	Ford F450	$75,000.00
Water	Z05	Excavator	2013	John Deer 75G	$145,145.00
TOTAL	**20**				**$1,061,774.00**

City's NetZero by 2030 Goal – Fleet Update:

DPW Fleet has worked to advance the electrification of the fleet where feasible. This is based on the Departments needs of the vehicle being purchased, and whether the EV technology can support those needs. The progression of the electrification of our fleet can be seen in Attachment B. It is important to note, that if there are no funds allotted for vehicle replacement in the coming fiscal years, there will be no fleet purchases until FY26.

The Fleet Manager has also reached out to various vendors inquiring about the technology available for some of our larger fleet equipment, such as CR Woods, the Volvo heavy equipment dealer. The vendor will be acquiring a small, fully electric bucket loader this coming fall. DPW Fleet will schedule a demo to see if it can fulfill our needs when our current similar size loader is scheduled for replacement. The Fleet Manager has also reached out to Mac Trucks, Peterbuilt, and Lyon electric to see where their technology is at in regard to electric recycling trucks. When available in our area, we look forward to scheduling a demo of the recycling truck as well, to see if it will meet our needs, and demands of our recycling program.

FY23 Replaced Vehicles:

This is a list of vehicles we are proposing to replace and per City Ordinance we need to provide the Council this information prior to disposing of these assets.

FY23 Replaced Vehicles

Year	Make	Model	Auction/Trade	Estimated Value
2002	International	Dump Truck	N/A	$8,000
2013	International	Bucket Truck	N/A	$30,000
1992	International	Bucket Truck	N/A	$8,000
2008	International	Plow Truck	N/A	$12,000
2011	Ford	F250 4X4	Auction	$5,000
2008	Ford	F350 Utility/Plow	Auction	$5,000
2003	Ford	E350 Cube Van	Auction	$5,000
2015	Ford	F550 Service Truck	Auction	$8,000
2011	E-One	Pumper Truck	Auction	$20,000
2011	E-One	Ladder Truck	Auction	$40,000
2003	E-One	Pumper Truck	Auction	$6,000
2012	Autocar	Recycling Truck	Auction	$8,000
2013	Dodge	3500 Service/Vac	Auction	$8,000
2011	Chevy	1500 Pickup	Auction	$5,000
2011	Trackless	Sidewalk Tractor	Auction	$8,000
1980	John Deere	950 Tractor	Auction	$1,000
2000	McConnell	Flail Mower	Auction	$200
N/A	Bobcat	Mower	Auction	$200

Conclusion:

The Fleet team presented this information to the TEUC on June 21, and there was support for developing a more sustainable long-term purchasing strategy for fleet. The TEUC unanimously supported a motion to "Recommend the Board of Finance and City Council approve the proposed FY'23 Fleet Purchasing List and have the City Council, TEUC, DPW and CAO office develop a long-term fleet purchasing strategy that ensures the sustainability of all existing vehicles/equipment in Fleet, as well as one that brings the City closer to reaching its Net Zero 2030 goals". On July 11, 2022 the Fleet team presented this information to the Board of Finance, which they unanimously supported the motions as stated in the memo.

The Fleet team is now looking to gain support from the City Council for this same motion, which will allow Fleet to pursue a new purchasing strategy that will provide structure for reaching the City's NetZero 2030 goals, while also maintaining the Fleet and service levels expected by residents. We have reached a pivotal moment in the long-term planning of the City's fleet, where decisions on how the City funds future fleet purchases will shape its ability to continue providing the level of service required by its residents.

Suggested Motions:

Board of Finance: (7/11/2022)

1. To approve and recommend that the City Council authorize the Director of the Department of Public Works to purchase eight (8) vehicles/equipment for Water Resources, the Traffic Division, and the Recycling Program, for a total value of up to $962,500, with lease financing determined by the Clerk/Treasurers Office and at a rate not to exceed five percent (5%) for terms of up to seven (7) years, subject to the review and approval by the City Attorney's Office.

2. To approve and recommend that the City Council authorize the Director of the Department of Public Works to enter into a one-time cash purchase not to exceed $500,000.00 for General Fund vehicles, and equipment, subject to the review and approval by the City Attorney's Office.

3. Recommend that the City Council, the Transportation, Energy, and Utilities Committee, the Department of Public Works, and the Chief Administrative Officer develop a long-term Fleet purchasing strategy that both ensures the operational sustainability of all existing City vehicles/equipment and brings the City closer to reaching its Net Zero 2030 goals.

City Council: (7/18/2022)

1. To approve and recommend that the City Council authorize the Director of the Department of Public Works to purchase eight (8) vehicles/equipment for Water Resources, the Traffic Division, and the Recycling Program, for a total value of up to $962,500 with lease financing determined by the Clerk/Treasurers Office and at a rate not to exceed five percent (5%) for terms of up to seven (7) years, subject to the review and approval by the City Attorney's Office.

2. To approve and recommend that the City Council authorize the Director of the Department of Public Works to enter into a one-time cash purchase not to exceed $500,000.00 for General Fund vehicles, and equipment, subject to the review and approval by the City Attorney's Office.

3. Recommend that the City Council, the Transportation, Energy, and Utilities Committee, the Department of Public Works, and the Chief Administrative Officer develop a long-term Fleet purchasing strategy that both ensures the operational sustainability of all existing City vehicles/equipment and brings the City closer to reaching its Net Zero 2030 goals.

ATTACHMENT A: - FY 23 FLEET CAPITAL SUMMARY

Please see attached PDF provided in the packet.

Board of Finance and City Council Submission Checklist

Department: Public Works Submitter: Lee Perry

Title/Subject: FY23 Recycling Truck & Plow Truck Purchase Price Increase

	Approval:	Meeting Date:
☒	Board of Finance	1/8/2024
☒	City Council	1/16/2024
☒	Concurrent	

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	12/21/2023	Approved by Chapin Spencer
Mayor's Office informed and approved memo	Yes	1/3/2024	Approved by Jordan Redell
Board/Commission, if required	Choose an item.	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			
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	1/3/2024	Approved by Hayley McClenahan
CAO has reviewed budget, financing, and memo	Yes	1/2/2024	Approved by Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	Choose an item.	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?	Choose an item.	Click or tap here to enter text.
Additional Materials, if necessary	Yes	Click or tap here to enter text.
Draft Resolution or Motion?	Choose an item.	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	Choose an item.	

MEMORANDUM

To: Burlington Board of Finance
Burlington City Council

From: Darren Springer, General Manager
Emily Stebbins-Wheelock, CFO and Manager of Strategy & Innovation
Erica Ferland, IT Director
Timothy Clancy, Human Resources Manager

Date: January 8, 2024

Subject: Position Elimination and Creation

Through this memorandum, Burlington Electric Department (BED) respectfully requests that the Board of Finance and City Council approve the elimination of an Enterprise Data & Integration Specialist, a Regular, Full-time, Exempt, Union, Grade A2, A4, and A6 (depending on tiered level) position, and create a Cybersecurity Engineer, a Regular, Full-time, Exempt, Union, Grade A4 and A6 (depending on tiered level) position. This position was vacated on November 6, 2023, with the previous incumbent having served as a Senior Programmer/Analyst, having not elected to move into the new tiered Enterprise Data & Integration Specialist position.

As we do with all vacant positions, we examine critically whether and how to backfill the position in a way that is consistent with our Strategic Direction and competitive in this limited market to attract and retain technical staff. Upon the separation/retirement of the previous incumbent, this legacy Senior Programmer/Analyst position was planned to be converted to a tiered Enterprise & Data Integration Specialist (EDIS) position, which provides database management and application integration services for enterprise business systems.

Since the EDIS position was created, however, BED's IT resource needs have changed. As BED continues to implement its IT Forward initiative, replacing its legacy enterprise systems with more modern IT solutions, reporting and integration capabilities are increasingly "built in:" either provided by the vendor or able to be managed by "power users" of the applications through vendor-provided tools. Additionally, most day-to-day database administration tasks (e.g., backups, integration jobs) are now automated and redundant, and can be overseen by BED's current Systems & Network Engineer staff programmatically outside of our SQL and Oracle environments. Finally, BED has low appetite and need for in-house developed custom code and applications, which can be met by the generalized scripting skills required for the System & Network Engineer positions.

Cybersecurity, however, long a major risk to any organization, has become increasingly important to BED for several reasons. First, threat actors continue to evolve their capabilities, requiring IT departments to constantly

monitor and adjust their defenses. Second, small, municipal utilities supporting critical infrastructure are often seen as easier targets given their lack of resources relative to larger entities. Finally, grid and distribution management technologies are becoming both more automated and more integrated with traditional "business IT" platforms. This increasing operational technology–information technology convergence enables exciting new capabilities but also introduces new cybersecurity risks.

Therefore, BED proposes converting the EDIS position to a new Cybersecurity Engineer position that would be responsible for design and review of security controls, monitoring of internal/external access controls, and implementing security safeguards to protect the confidentiality, integrity, and availability of information technology and operational technology assets. We are requesting that the Enterprise & Data Integration Specialist position be eliminated, and a Cybersecurity Engineer position be created. As an IBEW position, the Cybersecurity Engineer position will be tiered as required by the City's collective bargaining agreement with IBEW.

We have conferred on this matter with the IBEW Chief Union Steward, who supports the changes without objection. As this position is currently vacant, no employees will be affected.

The financial impact on BED's FY24 budget will be net positive for two reasons: first, vacancy savings will reduce expenditures in FY24 and second, we plan to recruit for the Cybersecurity Engineer at the lower tier with a Grade of A4 compared to the prior incumbent's Grade of A6. Future budget impacts will depend on the starting salary of the new Cybersecurity Engineer and any future performance-based increases they may receive, but we note that the pay Grades of the position proposed for creation are the same as the middle and senior tiers of the position proposed for elimination.

We will be present at the January 8, 2024 Board of Finance meeting and the January 16, 2024 City Council meeting to answer any questions or provide additional information. BED's 2023-2024 Strategic Direction is attached as Appendix A. The current organizational chart and proposed changes thereto are attached as Appendices B and C, respectively. The position descriptions for Enterprise Data & Integration Specialist level 1 and Cybersecurity Engineer level 1 are attached as Appendices D and E, respectively.

Board of Finance Motion:

To approve and recommend that the City Council eliminate an Enterprise Data & Integration Specialist, a Regular, Full-time, Exempt, Union, Grade A2, A4, and A6 (depending on tiered level) position and create a Cybersecurity Engineer, a Regular, Full-time, Exempt, Union, Grade A4, and A6 (depending on tiered level) position within the Burlington Electric Department.

City Council Motion:

To approve the elimination of an Enterprise Data & Integration Specialist, a Regular, Full-time, Exempt, Union, Grade A2, A4, and A6 (depending on tiered level) position and the creation of a Cybersecurity Engineer, a Regular, Full-time, Exempt, Union, Grade A4 and A6 (depending on tiered level) position within the Burlington Electric Department.

BURLINGTON ELECTRIC DEPARTMENT

2023–2024 STRATEGIC DIRECTION

MISSION

To serve the energy needs of our customers in a safe, reliable, affordable, sustainable, and socially responsible manner.

VALUES

Safety, Reliability, Community, Innovation

VISION

Make Burlington a Net Zero Energy city by eliminating fossil fuel usage across the electric, thermal, and ground transportation sectors by strategically electrifying, managing demand, realizing efficiency gains, and expanding local renewable generation while increasing system resilience.

STRATEGIC OBJECTIVES

Engage Customers and Community

Focus on customer first-call resolution to provide exceptional customer care

Increase education and engagement with customers on our Net Zero Energy vision through all communications channels, with a focus on web and social media and video

Ensure all programs are equitable and accessible to all, including people whose primary language is not English, low-to-moderate income, rental, Black, Indigenous, and People of Color (BIPOC), immigrant, and refugee populations

Evolve traditional energy efficiency programs to complement strategic electrification efforts, to drive deeper greenhouse gas emissions reductions, help manage peak demand, and improve community resilience and environmental health

Provide website and other educational tools so that customers can evaluate both cost and greenhouse gas emission reduction outcomes from heat pumps, electric vehicles, and other electrification technologies relative to current fuel sources

Strengthen Reliability

Maintain five-year Distribution System and Generation construction plans to accommodate potential load increases due to the Net Zero Energy goals, and design and construct projects to continue to improve safety, reliability, and efficiency

Continue to follow maintenance plans for McNeil Generating Station, Winooski One Hydro, Gas Turbine, and the Distribution System

Take steps to ensure reliable operations through staff succession planning

Ensure consistent fuel supply availability at McNeil based on annual operational strategy and procurement procedures

Implement Outage Management System (OMS) and grid analytics to improve response to system outages, system reliability, and efficiency

Proactively seek customer input, with the help of existing and strategic community partners, and incorporate their input into program design

Invest in Our People, Processes, and Technology

Attract, develop, and retain a diverse workforce with the knowledge, skills, and ability to support BED's Net Zero vision and strategic objectives

Develop a culture of integrity, safety, inclusion, innovation, teamwork, and continuous learning and improvement

Continually improve internal processes to design and deliver innovative programs and services, maximize operational efficiency and effectiveness, and optimize use of data to inform decision-making

Plan and invest in the technology infrastructure necessary to support BED's mission, vision, and strategic priorities, including multi-year replacement of core business systems

Lead by example in reducing vehicle miles traveled through remote work flexibility, support for multi-modal transportation and carsharing partners, and supporting bicycling (both conventional and e-bikes) through employee programs

Innovate to Reach Net Zero Energy

Advance district energy, battery storage projects, and local renewable energy production including customer-owned and community-based projects

Improve and expand automated demand response capability, with focus on EV charging and thermal, and implement appropriate end-use technologies to manage loads

Advance additional dynamic and creative rates to achieve Net Zero Energy goal

Continue to track and report to the community on progress toward the Net Zero Energy Roadmap goal

Provide clean and affordable transportation fuel through renewable electricity, and invest in and encourage use of the necessary infrastructure to serve customers across all modes of transportation, including electric bikes, electric vehicles, and electric transit buses

Actively participate in City policy processes aimed at reducing greenhouse gas emissions in the ground transportation and building sectors

Manage Budget and Risks Responsibly

Create financially responsible and sustainable budgets that balance the need for stable rates, investment in core infrastructure, and strong credit rating factors

Develop and maintain a sustainable debt financing plan for Net Zero Energy to support electrification while mitigating upward rate pressure

Ensure timely and diligent compliance with risk, safety, environmental, and other legal and regulatory standards

Efficiently and effectively manage procurement of goods and services

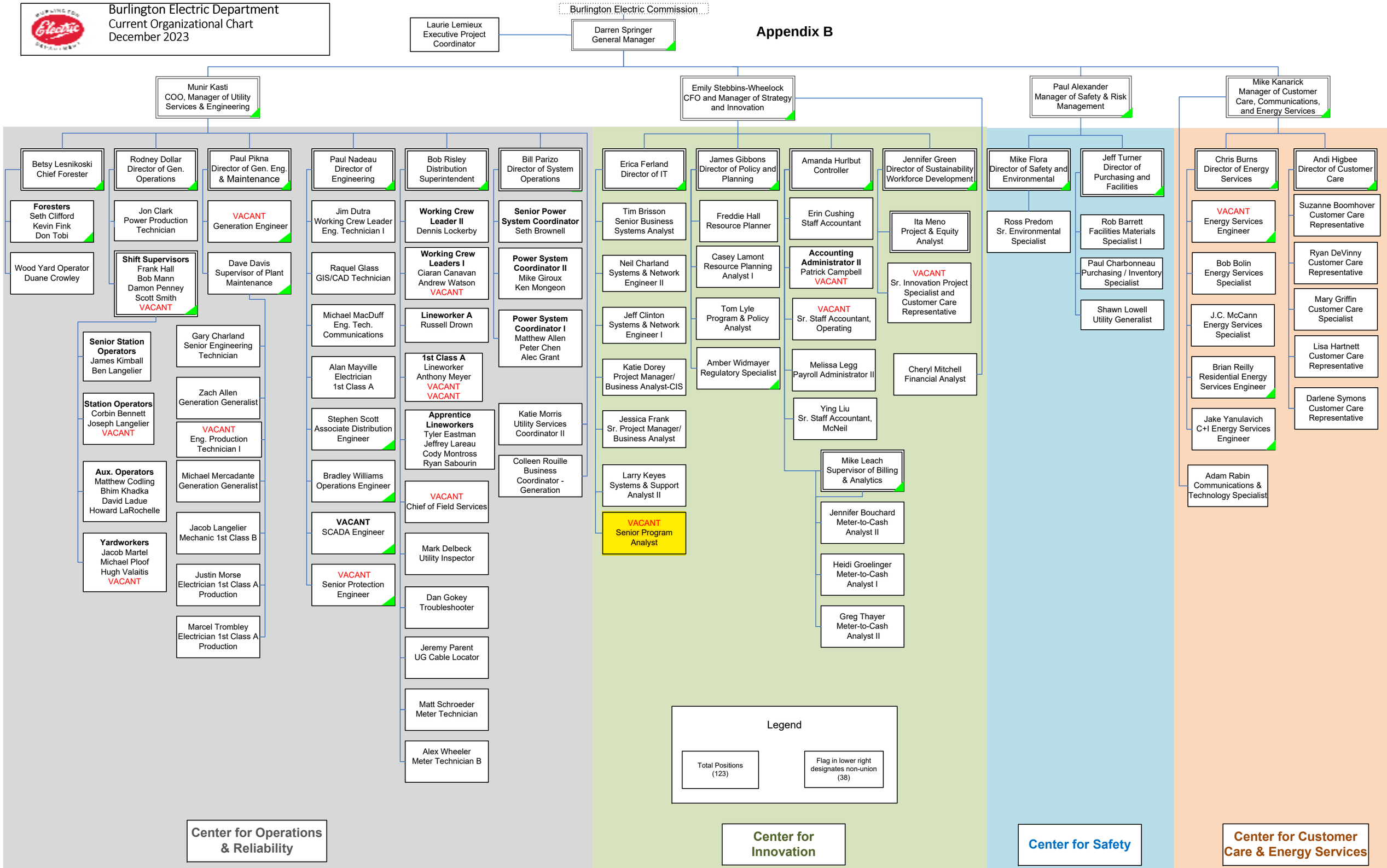
Mitigate cybersecurity risk through awareness, assessment, policy, and best practices

Build and maximize use of partnerships that provide unique value and opportunities to make progress toward Net Zero Energy at a more rapid pace and greater scale

Maintain and invest in quality facilities and use them to pilot and showcase new technologies that advance Net Zero Energy

Burlington Electric Department
Current Organizational Chart
December 2023

Appendix B



Burlington Electric Department
Proposed Organizational Chart

Appendix C

Burlington Electric Commission

Laurie Lemieux
Executive Project Coordinator

Darren Springer
General Manager

Center for Operations & Reliability

Munir Kasti
COO, Manager of Utility Services & Engineering

- Betsy Lesnikoski, Chief Forester
  - Foresters: Seth Clifford, Kevin Fink, Don Tobi
  - Wood Yard Operator: Duane Crowley
- Rodney Dollar, Director of Gen. Operations
  - Jon Clark, Power Production Technician
  - Shift Supervisors: Frank Hall, Bob Mann, Damon Penney, Scott Smith, VACANT
  - Senior Station Operators: James Kimball, Ben Langelier
  - Station Operators: Corbin Bennett, Joseph Langelier, VACANT
  - Aux. Operators: Matthew Codling, Bhim Khadka, David Ladue, Howard LaRochelle
  - Yardworkers: Jacob Martel, Michael Ploof, Hugh Valaitis, VACANT
- Paul Pikna, Director of Gen. Eng. & Maintenance
  - VACANT, Generation Engineer
  - Dave Davis, Supervisor of Plant Maintenance
  - Gary Charland, Senior Engineering Technician
  - Zach Allen, Generation Generalist
  - VACANT, Eng. Production Technician I
  - Michael Mercadante, Generation Generalist
  - Jacob Langelier, Mechanic 1st Class B
  - Justin Morse, Electrician 1st Class A Production
  - Marcel Trombley, Electrician 1st Class A Production
- Paul Nadeau, Director of Engineering
  - Jim Dutra, Working Crew Leader Eng. Technician I
  - Raquel Glass, GIS/CAD Technician
  - Michael MacDuff, Eng. Tech. Communications
  - Alan Mayville, Electrician 1st Class A
  - Stephen Scott, Associate Distribution Engineer
  - Bradley Williams, Operations Engineer
  - VACANT, SCADA Engineer
  - VACANT, Senior Protection Engineer
- Bob Risley, Distribution Superintendent
  - Working Crew Leader II: Dennis Lockerby
  - Working Crew Leaders I: Ciaran Canavan, Andrew Watson, VACANT
  - Lineworker A: Russell Drown
  - 1st Class A Lineworker: Anthony Meyer, VACANT, VACANT
  - Apprentice Lineworkers: Tyler Eastman, Jeffrey Lareau, Cody Montross, Ryan Sabourin
  - VACANT, Chief of Field Services
  - Mark Delbeck, Utility Inspector
  - Dan Gokey, Troubleshooter
  - Jeremy Parent, UG Cable Locator
  - Matt Schroeder, Meter Technician
  - Alex Wheeler, Meter Technician B
- Bill Parizo, Director of System Operations
  - Senior Power System Coordinator: Seth Brownell
  - Power System Coordinator II: Mike Giroux, Ken Mongeon
  - Power System Coordinator I: Matthew Allen, Peter Chen, Alec Grant
  - Katie Morris, Utility Services Coordinator II
  - Colleen Rouille, Business Coordinator - Generation

Center for Innovation

Emily Stebbins-Wheelock
CFO and Manager of Strategy and Innovation

- Erica Ferland, Director of IT
  - Tim Brisson, Senior Business Systems Analyst
  - Neil Charland, Systems & Network Engineer II
  - Jeff Clinton, Systems & Network Engineer I
  - Katie Dorey, Project Manager/ Business Analyst-CIS
  - Jessica Frank, Sr. Project Manager/ Business Analyst
  - Larry Keyes, Systems & Support Analyst II
  - VACANT, Cybersecurity Engineer
- James Gibbons, Director of Policy and Planning
  - Freddie Hall, Resource Planner
  - Casey Lamont, Resource Planning Analyst I
  - Tom Lyle, Program & Policy Analyst
  - Amber Widmayer, Regulatory Specialist
- Amanda Hurlbut, Controller
  - Erin Cushing, Staff Accountant
  - Accounting Administrator II: Patrick Campbell, VACANT
  - VACANT, Sr. Staff Accountant, Operating
  - Melissa Legg, Payroll Administrator II
  - Ying Liu, Sr. Staff Accountant, McNeil
  - Mike Leach, Supervisor of Billing & Analytics
    - Jennifer Bouchard, Meter-to-Cash Analyst II
    - Heidi Grodinger, Meter-to-Cash Analyst I
    - Greg Thayer, Meter-to-Cash Analyst II
- Jennifer Green, Director of Sustainability Workforce Development
  - Ita Meno, Project & Equity Analyst
  - VACANT, Sr. Innovation Project Specialist and Customer Care Representative
  - Cheryl Mitchell, Financial Analyst

Legend
- Total Positions (123)
- Flag in lower right designates non-union (38)

Center for Safety

Paul Alexander
Manager of Safety & Risk Management

- Mike Flora, Director of Safety and Environmental
  - Ross Predom, Sr. Environmental Specialist
- Jeff Turner, Director of Purchasing and Facilities
  - Rob Barrett, Facilities Materials Specialist I
  - Paul Charbonneau, Purchasing / Inventory Specialist
  - Shawn Lowell, Utility Generalist

Center for Customer Care & Energy Services

Mike Kanarick
Manager of Customer Care, Communications, and Energy Services

- Chris Burns, Director of Energy Services
  - VACANT, Energy Services Engineer
  - Bob Bolin, Energy Services Specialist
  - J.C. McCann, Energy Services Specialist
  - Brian Reilly, Residential Energy Services Engineer
  - Jake Yanulavich, C+I Energy Services Engineer
- Andi Higbee, Director of Customer Care
  - Suzanne Boomhover, Customer Care Representative
  - Ryan DeVinny, Customer Care Representative
  - Mary Griffin, Customer Care Specialist
  - Lisa Hartnett, Customer Care Representative
  - Darlene Symons, Customer Care Representative
- Adam Rabin, Communications & Technology Specialist

City of Burlington
Job Description

Position Title: Enterprise Database and Integration Specialist I

Department: Burlington Electric Department

Reports to: Director of Information Technology

Pay Grade: A2 **Job Code:** 806

Exempt/Non-Exempt: Exempt **Union:** IBEW

General Purpose:
This position provides database management and application integration services across a variety of enterprise business systems. The individual will support data-driven business excellence by mastering a deep understanding of the organization's critical business and operational data. Responsibilities will range from standard reporting and data analytics to complex database management and systems integrations using ETL, batch, and real-time tools.

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.)

- Design, implement, and manage reports, database applications and business intelligence/analytics.
- Perform system queries, analyze, and evaluate complex data sets.
- Develop programmatic routines necessary for automation and other purposes.
- Ensure the performance, availability, integrity of all systems and networks in accordance with established policies, standards, and procedures.
- Advance corporate-wide cybersecurity efforts and ensure the security of all technology systems in accordance with established policies, standards, and procedures.
- Work with employees in various departments to facilitate the effective use of information technology, provide timely resolutions to problems, document new information technology needs, compile budgetary proposals, support purchasing and implementation.
- Build knowledge of business processes and workflows to support optimal use of business technology.
- Work with hardware and software vendors to document product roadmaps and ensure alignment with long range business priorities.

- Coordinate and install updates, patches, new releases and/or perform any preventive maintenance necessary to ensure the reliable and secure operation of hardware and software in area of responsibility.
- Create and maintain backup and disaster recovery procedures in area of responsibility.
- Maintain up-to-date knowledge and comply with internal policies and procedures, applicable regulatory standards, and industry best practices.
- Create and maintain complete documentation including where applicable, end user documentation, systems and network diagrams, operational and process flow diagrams, troubleshooting and maintenance reports.
- Collaborate as a member of the IS team sharing information, mentoring, cross-training, and providing coverage as directed by the supervisor.

Non-Essential Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Associates degree in computer science or related field and 2 years of experience in a relevant information technology role.
- Additional experience may be substituted for a degree requirement on a two-for-one-year basis.
- Working knowledge of Unix-based and Windows based operating systems.
- Ability to work with SQL (PL/SQL, T-SQL, SQL PL, PostgreSQL).
- Ability to work with modern tools such as PowerBI or Tableau.
- Ability to work with databases such as DB2, Oracle and MS SQL.
- Ability to work with non-relational databases such as Amazon RDBS, MongoDB, Hadoop.
- Ability to work with various scripting and/or programming languages such as PowerShell, JavaScript, Node. js, Ruby, Python, Java, PHP, C#, C++, .Net, R, Erlang.
- Must possess excellent oral, written and analytical skills.
- Ability to provide technical presentations and training as needed.
- Ability to establish and maintain positive working relationships with co-workers, customers, and other personnel.
- Ability to work effectively in a team-oriented, collaborative environment.
- Ability to multi-task, working under minimal supervision, and adapt quickly to changing priorities and deadlines.
- Ability to travel to and from various sites within the City of Burlington.
- Ability to work beyond the normal forty (40) hours work week as needed consistent with provisions of the BED/IBEW Collective Bargaining Agreement

- 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.
- 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.

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. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

_x_ seeing
_x_ color perception (red, green, amber)
_x_ hearing/listening
_x_ clear speech
_x_ touching
  _x_ dexterity
  _x_ hand
  _x_ finger
__ reading - basic
_x_ reading - complex
__ writing - basic
_x_ writing - complex
__ shift work
_x_ works alone
_x_ works with others
_x_ verbal contact w/others
_x_ face-to-face contact
_x_ inside
_x_ ability to move distances within and between warehouses/offices
_x_ climbing
_x_ ability to mount and dismount forklift/truck
_x_ pushing/pulling
__ math skills – basic
_x_ math skills – complex
_x_ clerical
_x_ outside
_x_ extreme heat
_x_ extreme cold
_x_ noise
_x_ 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.

Approvals:

Department Head: _____ Date: 03/23/2021

Human Resources: Lynn Reagan Date: 03/23/2021

Created for Tiering 02/2021

City of Burlington
Job Description

Position Title: Enterprise Database and Integration Specialist II

Department: Burlington Electric Department

Reports to: Director of Information Technology

Pay Grade: A4 **Job Code:** 806

Exempt/Non-Exempt: Exempt **Union:** IBEW

General Purpose:
This position provides database management and application integration services across a variety of enterprise business systems. The individual will support data-driven business excellence by mastering a deep understanding of the organization's critical business and operational data. Responsibilities will range from standard reporting and data analytics to complex database management and systems integrations using ETL, batch, and real-time tools.

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.)

- Design, implement, and manage reports, database applications and business intelligence/analytics.
- Perform system queries, analyze, and evaluate complex data set
- Develop programmatic automation routines, Extract-Transform-Load (ETL) jobs, real-time and other data integrations to facilitate communication and data transfer between systems.
- Work with data stewards to ensure that logical and physical data models support the reporting and analytic needs of the business.
- Install, configure, and maintain databases and database software on both Linux and Windows systems.
- Coordinate with other IS staff on systems implementations requiring database access or support.
- Support the development and adherence to policies, standards, and procedures to ensure the performance, availability, integrity, and security of enterprise data.

- Support the development and adherence to policies, procedures and standards for the development and implementation of streamlined integration services.
- Support the development and adherence to policies, standards, and procedures for data governance and data management.
- Work with employees in various departments to facilitate the effective use of information technology, provide timely resolutions to problems, document new information technology needs, compile budgetary proposals, support purchasing and implementation.
- Build knowledge of business processes and workflows to support optimal use of business technology.
- Work with hardware and software vendors to document product roadmaps and ensure alignment with long range business priorities.
- Coordinate and install updates, patches, new releases and/or perform any preventive maintenance necessary to ensure the reliable and secure operation of hardware and software in area of responsibility.
- Create and maintain backup and disaster recovery procedures in area of responsibility.
- Maintain up-to-date knowledge and comply with internal policies and procedures, applicable regulatory standards, and industry best practices.
- Create and maintain complete documentation including where applicable, end user documentation, systems and network diagrams, operational and process flow diagrams, troubleshooting and maintenance reports.
- Collaborate as a member of the IS team sharing information, mentoring, cross-training, and providing coverage as directed by the supervisor.

Non-Essential Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor's degree in computer science or related field with 5 years of experience in enterprise database management, application integration architecture, or software engineering.
- Additional experience may be substituted for a degree requirement on a two-for-one-year basis.
- Direct experience with Unix-based and Windows based operating systems.
- Direct experience working with SQL (PL/SQL, T-SQL, SQL PL, PostgreSQL).
- Direct experience with modern tools such as PowerBI or Tableau.
- Direct experience working with databases such as DB2, Oracle and MS SQL.

- Direct experience working with an ETL such as SSIS.
- Direct experience working with non-relational databases such as Amazon RDBS, MongoDB, Hadoop.
- Direct experience working with various scripting and/or programming languages such as PowerShell, JavaScript, Node. js, Ruby, Python, Java, PHP, C#, C++, .Net, R, Erlang.
- Direct experience working with messaging services, including sending and receiving JDBC, XML, JMS, JSON messages.
- Direct experience working with REST, SOAP, and other proprietary APIs, and preferably MultiSpeak.
- Must possess excellent oral, written and analytical skills.
- Ability to provide technical presentations and training as needed.
- Ability to establish and maintain positive working relationships with co-workers, customers, and other personnel.
- Ability to work effectively in a team-oriented, collaborative environment.
- Ability to multi-task, working under minimal supervision, and adapt quickly to changing priorities and deadlines.
- Ability to travel to and from various sites within the City of Burlington.
- Ability to work beyond the normal forty (40) hours work week as needed consistent with provisions of the BED/IBEW Collective Bargaining Agreement
- 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.
- 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.

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. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

			(red, green, amber)
_x_	seeing	_x_	hearing/listening
_x_	color perception	_x_	clear speech

_x_ touching
- _x_ dexterity
- _x_ hand
- _x_ finger

__ reading - basic
_x_ reading - complex
__ writing - basic
_x_ writing - complex
__ shift work
_x_ works alone
_x_ works with others
_x_ verbal contact w/others
_x_ face-to-face contact
_x_ inside

_x_ ability to move distances within and between warehouses/offices
_x_ climbing
_x_ ability to mount and dismount forklift/truck
_x_ pushing/pulling
__ math skills – basic
_x_ math skills – complex
_x_ clerical
_x_ outside
_x_ extreme heat
_x_ extreme cold
_x_ noise
_x_ 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.

Approvals:

Department Head: _____ Date: 03/23/2021

Human Resources: Lynn Reagan Date: 03/23/2021

Created for Tiering 02/2021

City of Burlington
Job Description

Position Title: Enterprise Database and Integration Specialist III

Department: Burlington Electric Department

Reports to: Director of Information Technology

Pay Grade: A6 **Job Code:** 806

Exempt/Non-Exempt: Exempt **Union:** IBEW

General Purpose:
This position provides database management and application integration services across a variety of enterprise business systems. The individual will support data-driven business excellence by mastering a deep understanding of the organization's critical business and operational data. Responsibilities will range from standard reporting and data analytics to complex database management and systems integrations using ETL, batch, and real-time tools.

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.)

- Design, implement, and manage reports, database applications and business intelligence/analytics.
- Perform system queries, analyze, and evaluate complex data sets.
- Develop programmatic automation routines, Extract-Transform-Load (ETL) jobs, real-time and other data integrations to facilitate communication and data transfer between systems.
- Work with data stewards to ensure that logical and physical data models support the reporting and analytic needs of the business.
- Install, configure, and maintain databases and database software on both Linux and Windows systems.
- Coordinate with other IS staff on systems implementations requiring database access or support.
- Develop, implement, and oversee policies, standards, and procedures to ensure the performance, availability, integrity, and security of enterprise data.
- Develop, implement, and oversee policies, procedures and standards for the development and

implementation of streamlined integration services.

- Develop, implement, and oversee policies, standards, and procedures for data governance and data management.
- Design, implement and oversee advanced data analytics and data science environments, including the design and implementation of complex data marts, data warehouses and or data lakes.
- Design and implement in-house programs and applications, including but not limited to gathering software requirements, writing custom program code, testing, documenting, training, and maintaining new and existing internally developed software.
- Work with employees in various departments to facilitate the effective use of information technology, provide timely resolutions to problems, document new information technology needs, compile budgetary proposals, support purchasing and implementation.
- Build knowledge of business processes and workflows to support optimal use of business technology.
- Work with hardware and software vendors to document product roadmaps and ensure alignment with long range business priorities.
- Coordinate and install updates, patches, new releases and/or perform any preventive maintenance necessary to ensure the reliable and secure operation of hardware and software in area of responsibility.
- Create and maintain backup and disaster recovery procedures in area of responsibility.
- Maintain up-to-date knowledge and comply with internal policies and procedures, applicable regulatory standards, and industry best practices.
- Create and maintain complete documentation including where applicable, end user documentation, systems and network diagrams, operational and process flow diagrams, troubleshooting and maintenance reports.
- Collaborate as a member of the IS team sharing information, mentoring, cross-training, and providing coverage as directed by the supervisor.

Non-Essential Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor’s degree in computer science or related field with 10 years of experience in enterprise database management, application integration architecture, or software engineering. Five of the ten years of experience must be in a position equivalent to Burlington Electric Department Enterprise Database and Integration Specialist II position.
- Additional experience may be substituted for a degree requirement on a two-for-one-year

basis.

- One of the following two additional required educational paths:
  - Without Bachelor's Degree or more advanced degree: satisfactory completion of Undergraduate Certificate in field of computer science, IT, computer networking, or related field with approval from supervisor. Additional years of experience will not be substituted for the Undergraduate Certificate.
  - With Bachelor's Degree in Computer Science, IT, or related field: Satisfactory completion of at least two (2) undergraduate or graduate-level in-person or online courses totaling at least six (6) credits in the fields of Computer Sciences, IT, Computer Networking, Cybersecurity, Communications, Project Management, or related field with approval from supervisor.
- Attend a minimum of 16 hours of supervisor approved training every three (3) to five (5) years.
- Direct experience with Unix-based and Windows based operating systems.
- Direct experience working with SQL (PL/SQL, T-SQL, SQL PL, PostgreSQL).
- Direct experience with modern tools such as PowerBI or Tableau.
- Direct experience working with databases such as DB2, Oracle and MS SQL.
- Direct experience working with an ETL such as SSIS.
- Direct experience working with non-relational databases such as Amazon RDBS, MongoDB, Hadoop.
- Direct experience working with various scripting and/or programming languages such as PowerShell, JavaScript, Node. js, Ruby, Python, Java, PHP, C#, C++, .Net, R, Erlang.
- Direct experience working with messaging services, including sending and receiving JDBC, XML, JMS, JSON messages.
- Direct experience working with REST, SOAP, and other proprietary APIs, and preferably MultiSpeak.
- Must possess excellent oral, written and analytical skills.
- Ability to provide technical presentations and training as needed.
- Ability to establish and maintain positive working relationships with co-workers, customers, and other personnel.
- Ability to work effectively in a team-oriented, collaborative environment.
- Ability to multi-task, working under minimal supervision, and adapt quickly to changing priorities and deadlines.
- Ability to travel to and from various sites within the City of Burlington.
- Ability to work beyond the normal forty (40) hours work week as needed consistent with provisions of the BED/IBEW Collective Bargaining Agreement

- 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.
- 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.

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. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

_x_ seeing
_x_ color perception (red, green, amber)
_x_ hearing/listening
_x_ clear speech
_x_ touching
  _x_ dexterity
  _x_ hand
  _x_ finger
__ reading - basic
_x_ reading - complex
__ writing - basic
_x_ writing - complex
__ shift work
_x_ works alone
_x_ works with others
_x_ verbal contact w/others
_x_ face-to-face contact
_x_ inside

_x_ ability to move distances within and between warehouses/offices
_x_ climbing
_x_ ability to mount and dismount forklift/truck
_x_ pushing/pulling
__ math skills – basic
_x_ math skills – complex
_x_ clerical
_x_ outside
_x_ extreme heat
_x_ extreme cold
_x_ noise
_x_ 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.

Approvals:

Department Head: _____ Date: 03/23/2021

Human Resources: Lynn Reagan Date: 03/23/2021

Created for Tiering 02/2021

Appendix E

City of Burlington
Job Description

Position Title:	Cybersecurity Engineer		
Department:	Burlington Electric Department		
Reports to:	Director of Information Technology		
Pay Grade:	A4	**Job Code:**	806
Exempt/Non-Exempt:	Exempt	**Union:**	IBEW

General Purpose:
This position is responsible for implementing, supporting, and managing Burlington Electric Department's cybersecurity initiatives and policies. Responsibilities include design and review of security controls, monitoring of internal/external access controls, and implementing security safeguards to protect the confidentiality, integrity, and availability of information technology (IT) and operational technology (OT) assets. This role will be focused on protecting system boundaries; keeping computer systems, applications and network devices hardened against attacks; as well as monitoring and responding to significant security events ensuring the stability, integrity, and secure operation of critical in-house and cloud-based systems and networks.

Essential Job Functions:

- Plan, implement, manage, monitor, and upgrade security measures for the protection of the organization's data, systems, networks, and security tools (IDS, IPS, Firewall, VPN, IDP, WAF, DLP, SIEM, Web Proxies, and Vulnerability Scanners) for the advanced metering infrastructure (AMI), supervisory control and data acquisition (SCADA)/advanced distribution system (ADMS), DMZ, and business computing environments.
- Work closely and collaborates with the Security Operations Center team to analyze, investigate, and respond to security incidents, sharing expertise and insights to enhance the organization's cyber defense strategy.
- Lead the design and deployment of group policy to harden endpoints and infrastructure.
- Provide consultation to the IT and OT teams in preparation and implementation of patch management and firmware management.
- Support other IT staff in managing backup infrastructure, including testing and preparation of disaster recovery plans and policies.
- Detect, investigate, and perform recovery from security incidents, and assist with incident response plans.
- Conduct threat and vulnerability risk assessments to determine security requirements and proactively fix security flaws and vulnerabilities.
- Conduct analysis of security requirements and controls to identify gaps and provide recommendations of industry best practices, trends, and technology products.

- Support the development of and adherence to policies, standards, and procedures for data governance and data management.
- Assist in the identification, evaluation, deployment, and optimization of security technologies.
- Design and present annual cybersecurity training to BED staff members.
- Lead BED's Cybersecurity Working Group
- Work closely with other BED teams including IT/Systems, Engineering, System Operations, Generation, and Finance to ensure adequate security solutions are in place for all IT and OT systems and platforms to sufficiently mitigate identified risks and meet business objectives.
- Ensure that the organization's data and infrastructure are protected by enabling the appropriate security controls.
- Provide security design, consultancy, and assessment services and introduce improvements in technical security standards and security implementation patterns and designs.
- Maintain awareness of latest security risks, analyze potential impact of new threats and exploits, and communicate risks to relevant business units.
- Create reports on security incidents and overall enterprise security status.
- Develop security-related procedures and related metrics; review and contribute to the improvement and standardization of security systems across all IT and OT.
- Create and implement cybersecurity best practices in accordance with BED's access control, disaster recovery, business continuity, and risk management policies, plans, and procedures.
- Perform daily administrative tasks, reporting, and communication with relevant departments in the organization.
- Collaborate as a member of the IT team sharing information, mentoring, cross-training, and providing coverage as directed by the supervisor.

Non-Essential Functions:

- Perform other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor of Science degree in Computer Science, IT, or related field with 3 years of experience in an information technology role responsible for servers and networks, including 2 years of experience implementing cybersecurity best practices and initiatives, incident detection, incident response.
- Additional experience may be substituted for a degree requirement on a two-for-one-year basis.
- Direct experience with Firewalls (functionality and maintenance), Office 365 Security, VMWare security, and Endpoint Security required.
- Direct experience securing and managing Windows server operating systems and Microsoft Active Directory domains required.
- Direct experience securing and managing Linux server operating systems, i.e., Red Hat Enterprise Linux (RHEL), Debian, or Ubuntu required.
- Experience with setup, configuration, and maintenance of IPV4/IPV6, DHCP, DNS, RADIUS, VPN, 802.11, VoIP, VLANs, SSL, MFA using best security practices required.

- Familiarity with setup, configuration, and maintenance of switches, routers, firewalls, and wireless technology, i.e., Cisco, HP/Aruba, Dell, RuggedCom, FortiGate preferred.
- Direct experience with scripting, i.e., batch files, Python, and PowerShell required.
- Familiarity with security-related aspects of database systems, i.e., Oracle, MS SQL, MySQL, PostgreSQL preferred.
- Familiarity with network, server, storage virtualization, i.e., MDS switching infrastructure, VSAN, VRF, VPN, and VMWare vSphere required.
- Must possess excellent oral, written, and analytical skills.
- Ability to provide technical presentations and training as needed.
- Ability to establish and maintain positive working relationships with co-workers, customers, and other personnel.
- Ability to work effectively in a team-oriented, collaborative environment.
- Ability to multi-task, work under minimal supervision, and adapt quickly to changing priorities and deadlines.
- Ability to travel to and from various sites within the City of Burlington.
- Ability to work beyond the normal forty (40)-hour work week as needed consistent with provisions of the BED/IBEW Collective Bargaining Agreement.
- 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 training and professional development.
- 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.

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. Upon request for reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

_x_ seeing
__ color perception (red, green, amber)
_x_ hearing/listening
_x_ clear speech
_x_ touching
_x_ dexterity
_x_ hand
_x_ finger

_x_ ability to move distances within and between warehouses/offices
__ climbing
__ ability to mount and dismount forklift/truck
__ pushing/pulling

_x_ lifting (specify)
_30_ pounds
_x_ carrying (specify)
_50_ pounds
__ driving (local/over the road)

__ reading - basic
_x_ reading - complex
__ writing - basic

__ math skills - basic
_x_ math skills - complex
_x_ clerical

_x_ analysis/comprehension
_x_ judgment/decision making

_x_ writing - complex

__ shift work	__ outside	__ pressurized equipment
_x_ works alone	__ extreme heat	__ moving objects
_x_ works with others	__ extreme cold	__ high places
_x_ verbal contact w/others	__ noise	__ fumes/odors
_x_ face-to-face contact	__ mechanical equipment	__ hazardous materials
_x_ inside	__ electrical equipment	__ dirt/dust

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.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Position Title:	Senior Cybersecurity Engineer		
Department:	Burlington Electric Department		
Reports to:	Director of Information Technology		
Pay Grade:	A6	**Job Code:**	806
Exempt/Non-Exempt:	Exempt	**Union:**	IBEW

This position is responsible for implementing, supporting, and managing Burlington Electric Department's cybersecurity initiatives and policies. Responsibilities include design and review of security controls, monitoring of internal/external access controls, and implementing security safeguards to protect the confidentiality, integrity and availability, of information technology (IT) and operational technology (OT) assets. This role will be focused on protecting system boundaries; keeping computer systems, applications, and network devices hardened against attacks; as well as monitoring and responding to significant security events ensuring the stability, integrity, and secure operation of critical in-house and cloud-based systems and networks.

Essential Job Functions:

- Architect, implementate, manage, monitor, and upgrade security measures for the protection of the organization's data, systems, networks and security tools (IDS, IPS, Firewall, VPN, IDP, WAF, DLP, SIEM, Web Proxies, and Vulnerability Scanners) for the advanced metering infrastructure (AMI), supervisory control and data acquisition (SCADA)/advanced distribution system (ADMS), DMZ, and business computing environments.
- Works closely and collaborates with the Security Operations Center team to analyze, investigate, and respond to security incidents, sharing expertise and insights to enhance the organization's cyber defense strategy.
- Lead the design and deployment of group policy to harden endpoints and infrastructure.
- Provide consultation to the IT and OT teams in preparation and implementation of patch management and firmware management.
- Support other IT staff in managing backup infrastructure, including testing and preparation of disaster recovery plans and policies.
- Detect, investigate, and perform recovery from security incidents, and develop incident response plans.
- Plan and execute threat and vulnerability risk assessments to determine security requirements and proactively fix security flaws and vulnerabilities.
- Conduct proactive analysis of security requirements and controls to identify gaps and provide recommendations of industry best practices, trends, and technology products.
- Support the development of and adherence to policies, standards, and procedures for data governance and data management.
- Lead the identification, evaluation, deployment, and optimization of security technologies.

- Design and present annual cybersecurity training to BED staff members.
- Lead BED's Cybersecurity Working Group
- Works closely with other BED teams including IT/Systems, Engineering, System Operations, Generation, and Finance to ensure adequate security solutions are in place for all IT and OT systems and platforms to sufficiently mitigate identified risks and meet business objectives.
- Ensure that the organization's data and infrastructure are protected by enabling the appropriate security controls.
- Provide security design, consultancy, and assessment services and introduce improvements in technical security standards and security implementation patterns and designs.
- Maintain awareness of latest security risks, analyze potential impact of new threats and exploits, and communicate risks to relevant business units.
- Create reports on security incidents and overall enterprise security status.
- Develop security related procedures and related metrics; reviews and contributes to the improvement and standardization of security systems across all IT and OT.
- Create and implement cybersecurity best practices in accordance with BED's access control, disaster recovery, business continuity, and risk management policies, plans, and procedures.
- Perform daily administrative tasks, reporting, and communication with the relevant departments in the organization.
- Collaborate as a member of the IT team sharing information, mentoring, cross-training, and providing coverage as directed by the supervisor.
- Represent BED's cybersecurity team at Vermont Department of Public Service or Vermont Public Utility Commission cybersecurity meetings.
- Implement and maintain adherence to selected cybersecurity frameworks.
- Develop and manage a comprehensive cybersecurity risk register, identifying, assessing, and documenting potential threats, vulnerabilities, and associated risks within BED's operational landscape.

Non-Essential Functions:

• Perform other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor of Science degree in Computer Science, IT, or related field with 8 years of experience in an information technology role responsible for servers and networks, including 3 years in a role equivalent to Cybersecurity Engineer.
- Additional experience may be substituted for a degree requirement on a two-for-one-year basis.
- One of the following two additional required educational paths:
  - Without Bachelor's Degree or more advanced degree: satisfactory completion of Undergraduate Certificate in field of computer science, IT, or related field with approval from supervisor. Additional years of experience will not be substituted for the Undergraduate Certificate.

- With Bachelor's or more advanced degree: Certified Information Systems Security Professional (CISSP), Certified Information Security Manager (CISM), or Global Industrial Cyber Security Professional (GICSP) certification or satisfactory completion of at least two (2) college-level in-person or online courses totaling at least six (6) credits in the field of Cybersecurity or related field with approval from supervisor. Additional years of experience will not be substituted for the CISSP/CISM/GICSP certification or college-level courses.

- Attend a minimum of 16 hours of supervisor approved training every three (3) to five (5) years.
- Direct experience with Firewalls (functionality and maintenance), Office 365 Security, VMWare security, and Endpoint Security required.
- Direct experience securing and managing Windows server operating systems and Microsoft Active Directory domains required.
- Direct experience securing and managing Linux server operating systems, i.e., Red Hat Enterprise Linux (RHEL), Debian, or Ubuntu required.
- Experience with setup, configuration, and maintenance of IPV4/IPV6, DHCP, DNS, RADIUS, VPN, 802.11, VoIP, VLANs, SSL, MFA using best security practices required.
- Familiarity with setup, configuration, and maintenance of switches, routers, firewalls, and wireless technology, i.e., Cisco, HP/Aruba, Dell, RuggedCom, FortiGate preferred.
- Direct experience with scripting, i.e., batch files, Python, and PowerShell required.
- Familiarity with security-related aspects of database systems, i.e., Oracle, MS SQL, MySQL, PostgreSQL preferred.
- Familiarity with network, server, storage virtualization, i.e., MDS switching infrastructure, VSAN, VRF, VPN, and VMWare vSphere required.
- Must possess excellent oral, written, and analytical skills.
- Ability to provide technical presentations and training as needed.
- Ability to establish and maintain positive working relationships with co-workers, customers, and other personnel.
- Ability to work effectively in a team-oriented, collaborative environment.
- Ability to multi-task, work under minimal supervision, and adapt quickly to changing priorities and deadlines.
- Ability to travel to and from various sites within the City of Burlington.
- Ability to work beyond the normal forty (40)-hour work week as needed consistent with provisions of the BED/IBEW Collective Bargaining Agreement.
- 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 training and professional development.
- 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.

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. Upon request for reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

_x_ seeing
__ color perception (red, green, amber)
_x_ hearing/listening
_x_ clear speech
_x_ touching
_x_ dexterity
_x_ hand
_x_ finger

_x_ ability to move distances within and between warehouses/offices
__ climbing
__ ability to mount and dismount forklift/truck
__ pushing/pulling

_x_ lifting (specify) _30_ pounds
_x_ carrying (specify) _50_ pounds
__ driving (local/over the road)

__ reading - basic
_x_ reading - complex
__ writing - basic
_x_ writing - complex

__ math skills - basic
_x_ math skills - complex
_x_ clerical

_x_ analysis/comprehension
_x_ judgment/decision making

__ shift work
_x_ works alone
_x_ works with others
_x_ verbal contact w/others
_x_ face-to-face contact
_x_ inside

__ outside
__ extreme heat
__ extreme cold
__ noise
__ mechanical equipment
__ electrical equipment

__ pressurized equipment
__ moving objects
__ high places
__ fumes/odors
__ hazardous materials
__ dirt/dust

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.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Board of Finance and City Council Submission Checklist

Department: BED Submitter: Darren Springer, Emily Stebbins-Wheelock, Erica Ferland, Tim Clancy

Title/Subject: BED IT Position Elimination & Creation

	Approval:	Meeting Date:
☒	Board of Finance	1/8/2024
☒	City Council	1/16/2024
☐	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	12/22/2023	Darren Springer
Mayor's Office informed and approved memo	Yes	1/3/2024	Jordan Redell
Board/Commission, if required	N/A		
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	1/3/2024	Kim Sturtevant
CAO has reviewed budget, financing, and memo	Yes	1/3/2024	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	Yes	12/21/2023	Tim Clancy
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	N/A	Click or tap here to enter text.
Draft Resolution or Motion?	Yes	Motions in Memo
If for submission to Council, are sponsors identified?	Yes	Board of Finance

MEMORANDUM

To: Burlington Board of Finance
Burlington City Council

From: Darren Springer, General Manager
Munir Kasti, Manager of Utility Services & Engineering
Emily Stebbins-Wheelock, Manager of Strategy & Innovation

Date: January 8, 2024

Subject: BED Advanced Distribution Management System Project

Burlington Electric Department (BED) seeks the City Council's authorization to execute a series of agreements with BED's chosen vendor for Advanced Distribution Management System (ADMS) software, Survalent Technology Inc. ("Survalent"), to purchase and implement this system over the next several fiscal years, subject to the inclusion of the planned purchases in BED's approved budget for each relevant fiscal year. In seeking this recommendation, BED culminates a rigorous procurement process for replacement of its supervisory control and data acquisition (SCADA) system.

The Burlington Board of Electric Commissioners voted at its December 13, 2023 meeting to recommend that the Council approve this item.

This memo describes the business need for this purchase, the vendor selection process BED followed, negotiated pricing, and the agreements BED would execute if so authorized by the City Council. As noted below, the expenditures for FY24 were already included in BED's approved FY24 budget, and expenditures in FY25 and FY26 will be subject to annual appropriations.

Background

BED's current SCADA system provides real-time monitoring and control of the electric distribution system for BED System Operators. Many devices on the BED system are SCADA-controlled (e.g., switches). This allows our System Operators to control the electrical distribution system remotely without the need to dispatch line crews. BED's current SCADA system is 10+ years old and is considered past "end of life." Vendor support for the current system is limited and will end March 31, 2024.

The new ADMS will have many of the same SCADA functions as the legacy system along with new enhancements of an Outage Management System (OMS) and a Distribution Management System (DMS). The implementation of the ADMS will improve system reliability and outage communications with BED customers. The ADMS project will greatly increase infrastructure utilization, leveraging the existing 200+ SCADA-controlled distribution system devices and bringing together information from those field devices with data collected from the 21,000+ AMI meters throughout the city, Customer Information System, and Interactive Voice Response system to automatically locate and isolate outages and communicate proactively with customers. BED's customers affected by outages will be notified via e-mail, phone, and/or text-based alerts and a new online outage map will provide customers with outage locations and estimated restoration times. The ADMS project will also represent a significant investment in BED's workforce by providing our power system coordinators with a state-of-the art system that provides new capabilities and new opportunities for learning, training, and professional development.

BED issued a Request for Proposals (RFP) in April 2023. More than 15 BED employees from different organizational areas and disciplines, including Engineering, Grid Services, IT, Operations, Policy & Planning, and Customer Care engaged in the procurement process, which included vendor software demonstrations based on scenarios specific to BED's needs, reference checks with other utilities, and technical reviews.

On October 6, 2023, a cross-departmental team of BED Engineering, Grid Services, Operations, and IT staff recommended Survalent as the preferred vendor for the ADMS project, based on the following criteria:

- 10-year cost of ownership and value to our customers
- Ease of minor and major system upgrades
- Compatibility with BED's IT/OT staff skills
- Technical requirements
- Reference checks

Per the BED team's recommendation, BED notified Survalent of its tentative selection as our preferred vendor on October 12, 2023, subject to satisfactory negotiation on scope and price as well as needed approvals for this multi-year contract by the Electric Commission and City Council. BED began negotiating the Statement of Work (SOW), pricing, and contract language. The contract negotiation process has:

- Involved executive sponsorship, with the Manager of Utility Services & Engineering and Manager of Strategy & Innovation articulating the vision and mission of the project, leading pricing negotiations, and reviewing and editing the SOW and contracts to gain a thorough understanding of the project's objectives, scope, expectations, and requirements.
- Included empowered decision-makers and internal subject matter experts, with business process owners and front-line staff engaged in reviewing the SOWs.
- Involved a dedicated project manager from BED's IT team.
- Resulted in competitive pricing that is reduced overall from the RFP proposal and is in line with or below other bids received.

- Ensured that payments for implementation services will be based on completion of work, per milestones defined in the SOW.

Agreements & Pricing

BED proposes to execute three agreements with Survalent that will govern the purchase, implementation, and support of the ADMS software as shown in the table below:

Agreement	Purpose	Term	Payment Provisions
License	Grants option to purchase and the right to use the software	Perpetual unless terminated	Upon execution of PO and completion of implementation milestones.
Services	Engage Survalent to perform services to install, configure, and train BED end-users on the software, as specified in the SOW	Expires upon completion of services per SOW.	Upon execution of PO and completion of implementation milestones.
Maintenance & Support	Engage Survalent to provide software support and maintenance (updates and upgrades), effective the date of software "go-live"	Auto-renews annually	Support and Maintenance services will be provided from go-live of the Software, and thereafter on an annual basis (unless terminated).

BED's Public Utility Commission counsel, Bill Ellis, will review all the above contracts, and all agreements will also be subject to review and approval by the City Attorney's Office.

Per the terms of the agreements, BED will purchase the software license and implementation services for each phase over the next several fiscal years at the prices shown in this document, subject to annual appropriation of sufficient funds in BED's approved budget for commitment under contract each fiscal year. BED would license and implement each phase by issuing to Survalent a purchase order at the fixed prices negotiated for each phase. All payments for implementation services will be based on completion of work, per milestones defined in the SOW.

License fees (capital expense)

Solution	License Fees
SCADA/ADMS Platform	$127,190
GIS	$16,773
DMS	$144,950
OMS	$102,150
	$391,063

Implementation & integration services fees and travel (capital expense)

Solution	Implementation & Integration
SCADA/ADMS Platform	$108,774
GIS	$53,596
DMS	$182,961
OMS	$102,048
	$447,379

Maintenance & Support, and other annual fees (operating expense)

Solution	Maintenance & Support
SCADA/ADMS Platform	$31,066
GIS	$3,204
DMS	$16,789
OMS	$10,499
	$61,558

Support and Maintenance services will be provided at go-live of each Software, and thereafter on an annual basis with an annual escalation no greater than the actual Consumer Price Index, Northeast Region, Urban Consumers, all-items.

Provisional Timeline

The preliminary schedule (which is subject to change by BED and contingent on Survalent performance acceptable to BED) for implementation start dates of the BED ADMS is as follows:

- FY24-FY25: Phase 1, SCADA
- FY25-FY26: Phases 2 and 3, OMS & DMS

BED has already included the applicable FY24 items above in its approved FY24 budget, and each subsequent fiscal year's implementation would be subject to annual appropriations.

Motions

Board of Finance:

To approve and recommend that the City Council approve and authorize the General Manager of BED to execute with Survalent a Software License Agreement, an Implementation Services Agreement, and a Support & Maintenance Agreement to purchase and receive associated implementation, support, and maintenance services for an Advanced Distribution Management System at fixed, not-to-exceed prices, subject to review and approval of the City Attorney's Office and subject to appropriations for each relevant fiscal year.

City Council:

To approve and authorize the General Manager of Burlington Electric Department to execute with Survalent a Software License Agreement, an Implementation Services Agreement, and a Support & Maintenance Agreement to purchase and receive associated implementation, support, and maintenance services for an Advanced Distribution Management System at fixed, not-to-exceed prices, subject to review and approval of the City Attorney's Office and subject to appropriations for each relevant fiscal year.

Board of Finance and City Council Submission Checklist

Department: Burlington Electric Department Submitter: Darren Springer, Munir Kasti, Emily Stebbins-Wheelock

Title/Subject: BED Advanced Distribution Management System

	Approval:	Meeting Date:
☒	Board of Finance	1/8/2024
☒	City Council	1/16/2024
☐	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	12/21/2023	Darren Springer
Mayor's Office informed and approved memo	Yes	1/3/2024	Jordan Redell
Board/Commission, if required	Yes	12/13/2023	Board of Electric Commissioners
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A	Click or tap to enter a date.	City Attorney's Office to review contracts prior to execution
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	1/3/2024	Kim Sturtevant
CAO has reviewed budget, financing, and memo	Yes	1/3/2024	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?	No	City Attorney's Office to review contracts prior to execution
Additional Materials, if necessary	N/A	Click or tap here to enter text.
Draft Resolution or Motion?	Yes	Motions included in memo
If for submission to Council, are sponsors identified?	Yes	Board of Finance

MEMORANDUM

To: Burlington Board of Finance
Burlington City Council

From: Darren Springer, General Manager
James Gibbons, Director of Policy and Planning
Emily Stebbins-Wheelock, CFO and Manager of Strategy & Innovation

Date: January 8, 2024

Subject: Conversion of BED Energy Assistance Program from a Pilot to a Permanent Rate

Burlington Electric Department ("BED") is seeking Burlington City Council ("Council") approval of converting its current Energy Assistance Program ("EAP") from a pilot rate to a permanent rate.

BED's EAP originated as a pandemic assistance program for income-qualified customers, and later on went into effect as an 18-month pilot rate on August 1, 2022, following Council approval on April 25, 2022. Since the pilot program began, participation has grown steadily, with 219 customers currently enrolled and 234 customers served over the program lifetime. The pilot period end date is January 31, 2024. BED is committed to moving from a pilot to a permanent rate for income-qualified customers, as laid out in this memo.

Continuation of BED's EAP

At this time, BED is seeking approval from the Board of Finance and City Council for BED to convert its EAP from a pilot rate to a permanent rate. In April 2022, the Council passed a motion approving BED filing the pilot rate in accordance with a memo (Attachment 1).

The tariff sheet (Attachment 2) provided with this memo specifies the terms and conditions of the permanent EAP rate. The permanent EAP rate will continue to provide a 12.5% discount on BED energy and customer charges for residential, non-net-metered customers whose household income is less than or equal to 185% of the federal poverty level ("FPL"). Customer income will continue to be verified externally, based on proof of customer eligibility for other Vermont assistance programs including Vermont Seasonal Fuel Assistance (which is based on 185% of FPL), Vermont Section 8

Assistance (which is based on 50% of Area Median Income ("AMI"), and additional methods described below.

Modifications of EAP Included in this Notice of Conversion to Permanent Tariff

Since the August 1, 2022, implementation of the EAP, BED has worked to publicize the EAP and expand enrollment of its eligible customers through customer outreach activities, partnering with CEDO and Water Resources, and exploring the feasibility of using additional income verification methods. Specifically, BED has undertaken the following actions:

- Partnered with CEDO to allow for EAP enrollment coincident with Lead Program application
- Partnered with Water Resources to allow for EAP enrollment coincident with application for Water Resources Assistance Program (and vice versa)
- Met with staff from Vermont Department of Children & Families Economic Services Division to discuss elements of implementation and advise on income verification
- Outreach to and ongoing coordination with CVOEO, Burlington Housing Authority, Winooski Housing Authority, and Champlain Housing Trust to build awareness of the EAP program
- Developed an EAP flier available in seven languages and distributed door-to-door and at BED community events such as King Street Laundry "office hours" and Intervale Fair Share Program pickup
- Placed posters advertising EAP in community spaces including the Munt Family Room
- Updated BED's website to add more references to EAP
- Added information about EAP to the email that customers receive after requesting to start or stop service.

BED has also incorporated additional income verification method options into its submitted EAP tariff sheet, including:[1]

- Automatic enrollment of eligible BED customers who are on Vermont Department of Children and Families Seasonal Fuel Assistance list. Any customer who is automatically enrolled may opt out of EAP enrollment by contacting BED. We estimate this change would enable up to 650 additional customers to be enrolled in the program.
- 3SquaresVT enrollment
- VGS Assistance program enrollment
- Including an option for BED to decide in the future to use an external entity such as a Vermont agency or other third-party to provide customer income-eligibility verification services.
- Allowing for BED to work with any income-eligible customers who cannot verify eligibility using any of the listed methods in the tariff sheet to determine an alternate method for income verification.

[1] The income eligibility thresholds for the additional verification methods are consistent with the EAP's income eligibility requirement of household income at or below 185% of FPL.

BED also has included provisions in the submitted EAP tariff to require customers who are enrolled in the EAP to notify BED if they become ineligible for the EAP due to a change in income. The tariff also allows BED to require customers enrolled in the EAP to renew their enrollment by providing updated income eligibility documentation as frequently as once every year.

Conclusion

Absent conversion to a permanent tariff, the EAP and the discounts offered would end on January 31, 2023. Any future modifications to the permanent tariff will be permissible under the normal rules for tariff changes in Vermont.

BED sought approval from the Burlington Electric Commission to convert the pilot to a permanent program at its regularly scheduled meeting on December 13, 2023, and the Commission unanimously approved and recommended the item to the Council. On December 15, 2023, BED submitted notice[2] with the Vermont Public Utility Commission ("PUC") at least 45 days[3] in advance of the conclusion of the 18-month EAP pilot rate period, as required by the Commission's Standards and Procedures for Innovative Rates and Service Offered by Municipal and Cooperative Electric Utilities[4] ("Standards and Procedures"). BED notified the PUC in this filing of its intent to convert the EAP into a permanent rate effective January 29, 2024 and to obtain approval from the Council of this conversion before that date.[5] BED filed the tariff sheet (Attachment 2) for the permanent EAP with the PUC in Case No. 23-4266-TF.

BED staff will be present at the Board of Finance and City Council meetings to answer any questions Councilors may have on this program and tariff update. Thank you.

Motions

<u>Board of Finance</u>

To approve and recommend that the City Council approve BED seeking approval from the Vermont Public Utility Commission of the Energy Assistance Program tariff provided with this memo as a permanent BED tariff offering to its customers.

<u>City Council</u>

To approve BED seeking approval from the Vermont Public Utility Commission of the Energy Assistance Program tariff provided with this memo as a permanent BED tariff offering to its customers.

---

[2] The notice was submitted in Commission Case No. 21A-2177.

[3] 45 days prior to the January 31, 2024, end date of the 18-month period is December 17, 2023.

[4] The Commission adopted these standards in its January 20, 2022, Order in Case No. 21-2642-INV.

[5] Section VII of the Standards provides, "unless an objection to the tariff sheet is filed within 45 days of this notice or the Commission orders an investigation within 45 days of the date on which the tariff filing was made with the Commission, the Municipal Company's or Electric Company's filed tariff sheet shall become effective on the 45th day and the Municipal Company or Electric Cooperative may continue offering the innovative rate or service to its customers."

Attachment 1

BURLINGTON Electric DEPARTMENT

COMMUNICATION
DATE 4/25/22
AGENDA ITEM # 6.22

MEMORANDUM

To: Burlington Board of Finance
Burlington City Council

From: Darren Springer, General Manager
James Gibbons, Director of Policy & Planning

Date: April 25, 2022

Subject: BED Low-Income Pilot Rate and ARPA extension

At their meeting of 4/25/22 the Burlington City Council voted to approve the motion as written
Attest: Jeri Oliveg-

As part of Burlington Electric Department's (BED) FY22 budget, BED offered for the first-time, a temporary energy assistance program to help income-qualified customers by providing them with a bill discount of 7.5 percent. This discount offset BED's FY22 rate increase for low-income customers who participated in the program. Customers are eligible for the current program if they qualify for the State of Vermont Seasonal Fuel Assistance Program (at or below 185 percent of the federal poverty level- $49,025 for a 4-person household) or if they qualify for Section 8 Housing Choice Vouchers (50 percent of median income for county, $47,950 for 4-person household). Currently 59 BED customers are participating in the program. The temporary energy assistance program was funded with a small portion of the $1.3 million in ARPA funds allocated to BED by the City Council to support both the temporary energy assistance program and arrearage assistance for customers. The majority (nearly $1.1 million) of the $1.3 million has been used for arrearage assistance to-date, with some additional arrearage assistance pending.

BED now proposes to implement its first-ever Low-Income Pilot Rate, to go into effect starting in FY23, and to replace the temporary energy assistance program. The income qualification criteria would be the same, and all existing temporary energy assistance program participants would be moved to the new Low-Income Pilot Rate. The bill discount would increase to 12.5 percent, providing more support for eligible customers. This discount was arrived at after reviewing similar programs offered in Vermont and by other public power utilities elsewhere in the nation and considering potential budget impacts for all BED customers. This Rate would be filed at the Public Utility Commission (PUC) under BED's authority under 30 V.S.A. § 218d(o) to propose innovative rates, with a duration of up to 18 months. BED anticipates either renewing or modifying the Pilot Rate after the 18 months concludes or adopting a permanent low-income rate at that time. Absent any objection from the PUC or Department of Public Service (PSD), the Rate would be able to go into effect 45 days after being filed.

BED is uncertain how many eligible customers will choose to participate in the Rate, and therefore the budget impact is not fully known. While participation in the temporary energy assistance program is currently only at 59 customers, it has grown steadily throughout the year and we anticipate more customers will be interested in the

Burlington Electric Department
585 Pine Street Burlington, VT 05401
burlingtonelectric.com
Phone 802.658.0300

Pilot Rate, given participation rates in similar programs at other utilities such as Vermont Gas Systems. Based on participation rates for Vermont Gas Systems' low-income rate, it is estimated the FY23 budget impact could be approximately $110,000. To help address this uncertainty in our budget planning, BED proposes to use the unspent portion of the $1.3 million in ARPA funds that remains after FY22 arrearage assistance efforts are complete (not more than $200,000) to support implementation of the Low-Income Pilot Rate in FY23. In future years, BED will have a better sense of the likely participation rate and will be able to plan and budget accordingly.

The Burlington Electric Commission unanimously voted to approve and recommend to the City Council BED's Low-Income Pilot Rate proposal at its meeting on April 13th, 2022. BED now respectfully requests City Council approval to file this Rate with the PUC and to carry over unspent ARPA funds from the $1.3 million initially allocated to BED in FY22 to provide funding support for the implementation of the Rate. BED staff will be present at the April 25th meeting to answer any questions.

Motions

Board of Finance

1. "To recommend the City Council approve Burlington Electric Department filing a Low-income Pilot Rate with the Public Utility Commission as described in this memo."

2. "To recommend the City Council approve an extension of Burlington Electric Department's deadline for use of $1.3 million in ARPA funds provided to the Burlington Electric Department in FY22 through the end of FY23, to support implementation of the Low-Income Pilot Rate."

City Council

1. "To approve Burlington Electric Department filing a Low-income Pilot Rate with the Public Utility Commission as described in this memo."

2. "To approve an extension of Burlington Electric Department's deadline for use of $1.3 million in ARPA funds provided to the Burlington Electric Department in FY22 through the end of FY23, to support implementation of the Low-Income Pilot Rate."

BURLINGTON ELECTRIC DEPARTMENT

Tariff Sheets
Effective January 29, 2024

ENERGY ASSISTANCE PROGRAM (EAP) RATE

(**EAP** Page 1 of 2)

Availability

Service under this Rate is available to any non-net-metered Customer who currently takes service through BED's Residential Service ("RS") Rate and has a household income at or below 185% of the Federal Poverty Level ("FPL").

Character of Service

Alternating current, 60 Hertz, at the standard utilization voltage.

Monthly Bill

EAP Rate Customers will be billed for all applicable charges at the prevailing RS Rate. A 12.5% EAP Rate discount will be applied to the total Energy Charges and Customer Charge each month and appear as a credit on the bill.

Terms and Conditions

1) Eligibility verification methods: Eligible Customers can opt to request BED to enroll them in the EAP Rate and verify income eligibility by providing documentation of eligibility for:
    a. Vermont Seasonal Fuel Assistance,
    b. 3SquaresVT,
    c. VGS Energy Assistance,
    d. Vermont Section 8 Assistance, or
    e. for any Customers who meet the at or below 185% of FPL income eligibility threshold for the EAP Rate who are not able to provide eligibility documentation using any of the above income verification methods, BED will work with those Customers to find an alternative verification method.

2) BED automatically will enroll any Customers in the EAP Rate who are on the Vermont Department of Children and Families list of Seasonal Fuel Assistance recipients and will notify such Customers of their enrollment. Any Customers who are automatically enrolled in the EAP Rate who do not wish to be enrolled in the EAP Rate can opt out of participating by contacting BED.

3) Termination and renewal of enrollment: Customers may withdraw from this Rate at any time by contacting BED. Customers who become ineligible for the EAP Rate based on a change in income must contact BED to provide notification of this change within one month of such an occurrence. BED may require Customers to renew their enrollment in the EAP Rate by providing updated income eligibility documentation no more frequently than once every year.

4) BED is authorized to use an external entity, such as a Vermont agency or other third party, to perform Customer income eligibility verification services.

5) If BED identifies methods for verifying income eligibility in addition to those listed in Section 1 above, BED will provide notification of these additional methods on its website where this tariff is located.

6) Where no specific provisions are provided in this rate, service will be delivered under BED's Operating Guidelines.

Board of Finance and City Council Submission Checklist

Department: BED Submitter: Darren Springer, Emily Stebbins-Wheelock, James Gibbons

Title/Subject: Conversion of BED Energy Assistance Program from a Pilot to a Permanent Rate

	Approval:	Meeting Date:
☒	Board of Finance	1/8/2024
☒	City Council	1/16/2024
☐	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	12/22/2023	Darren Springer
Mayor's Office informed and approved memo	Yes	1/3/2024	Jordan Redell
Board/Commission, if required	N/A		
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	1/3/2024	Kim Sturtevant
CAO has reviewed budget, financing, and memo	Yes	1/3/2024	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	N/A		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.

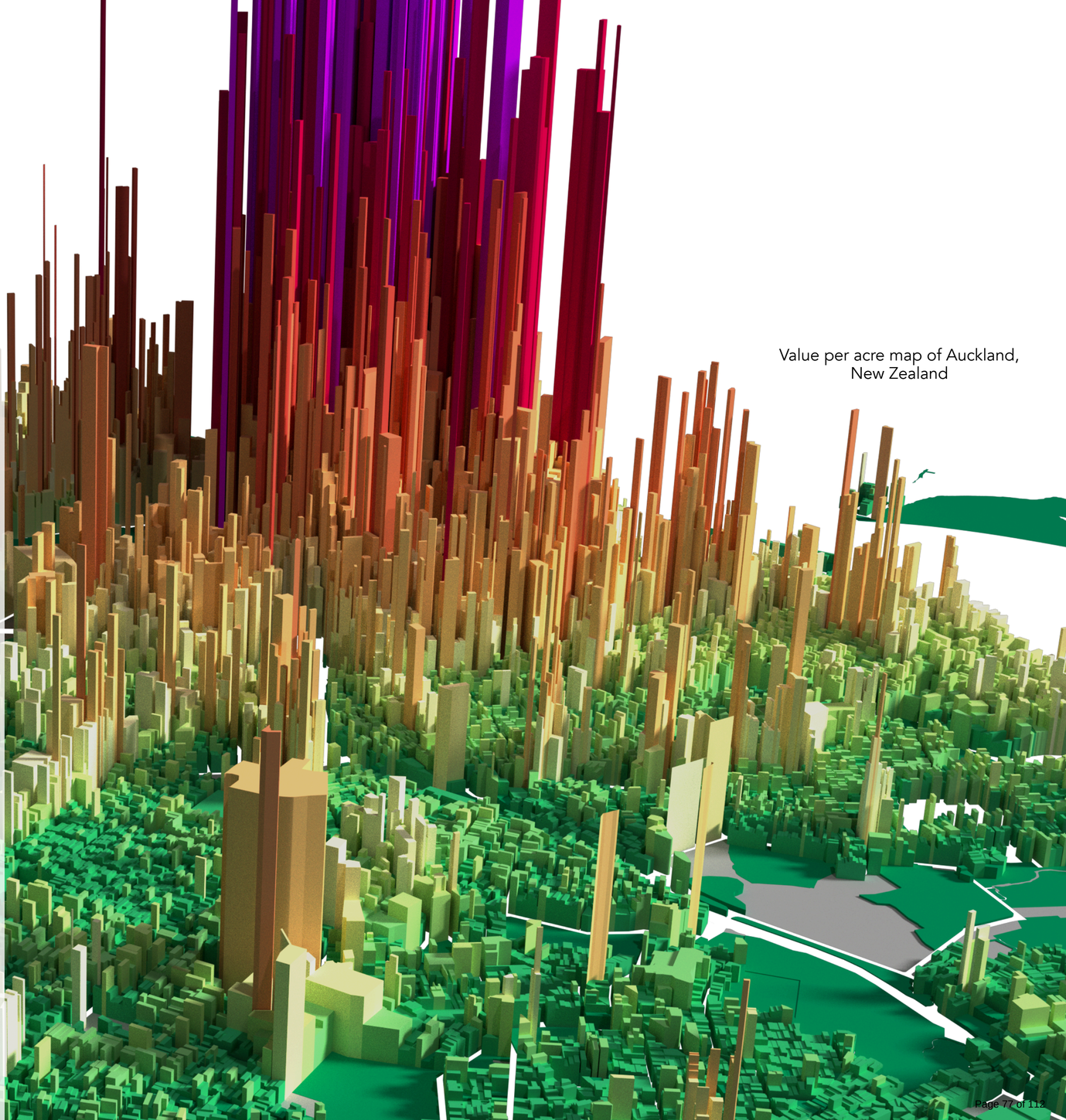
Materials Included

	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	Proposed tariff attached
Draft Resolution or Motion?	Yes	Motions in Memo
If for submission to Council, are sponsors identified?	Yes	Board of Finance

URBAN3

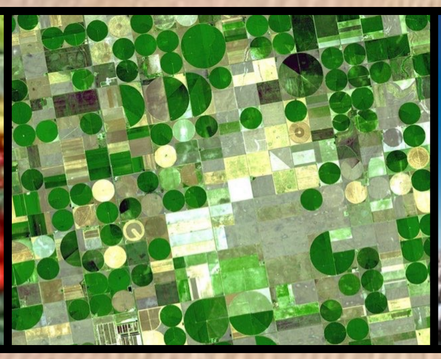
Economics of Community Design

Burlington, Vermont



Value per acre map of Auckland, New Zealand

Land Production



Asheville Walmart

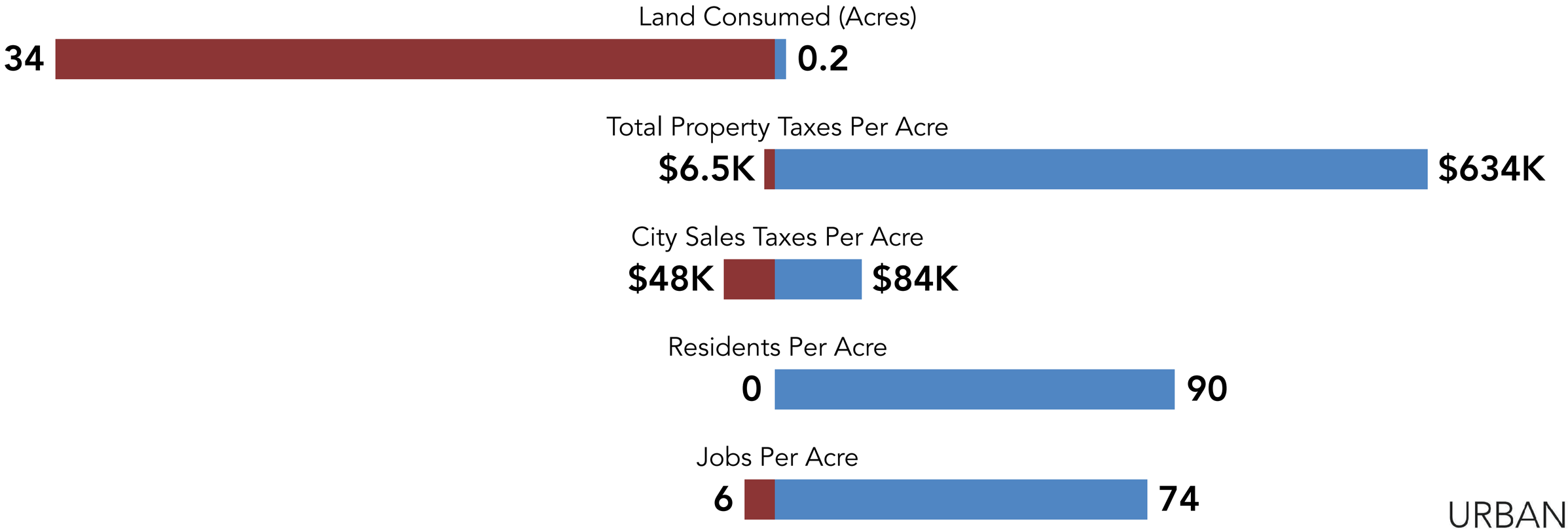
Total Tax Value:

$20M

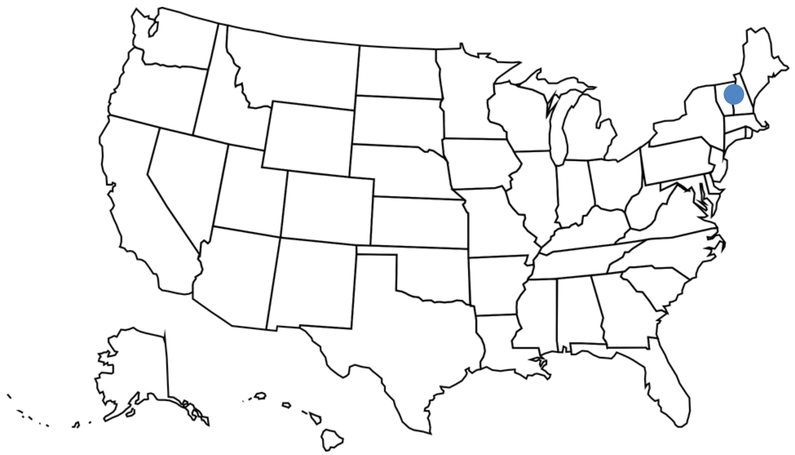
Downtown Building

Total Tax Value:

$11M



URBAN3



Case Study: Economic MRI®

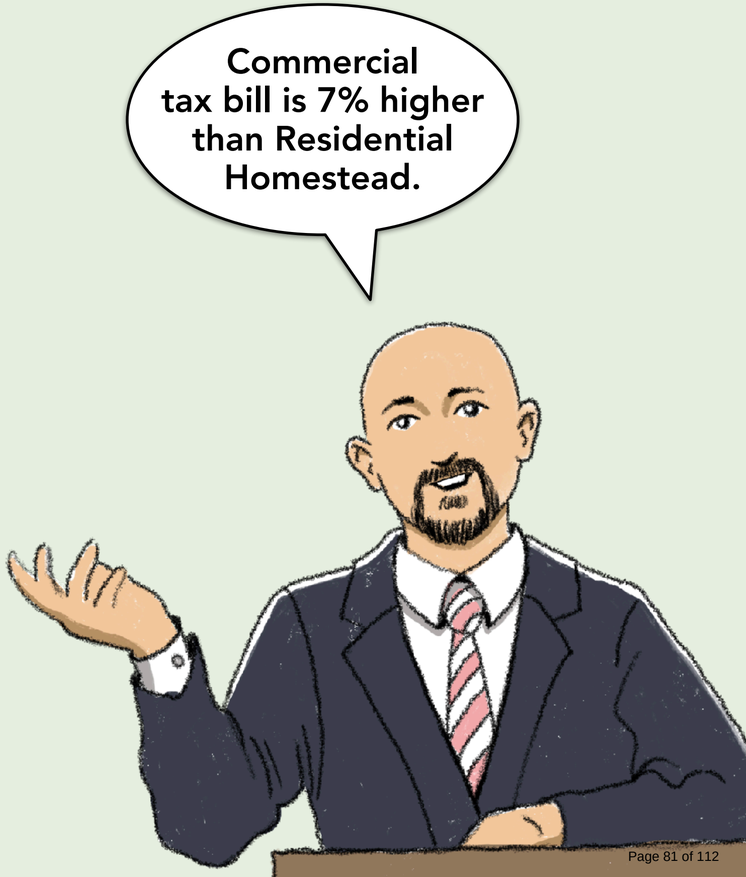
Burlington, Vermont

URBAN3

wikiHow Your Taxes Work

Vermont

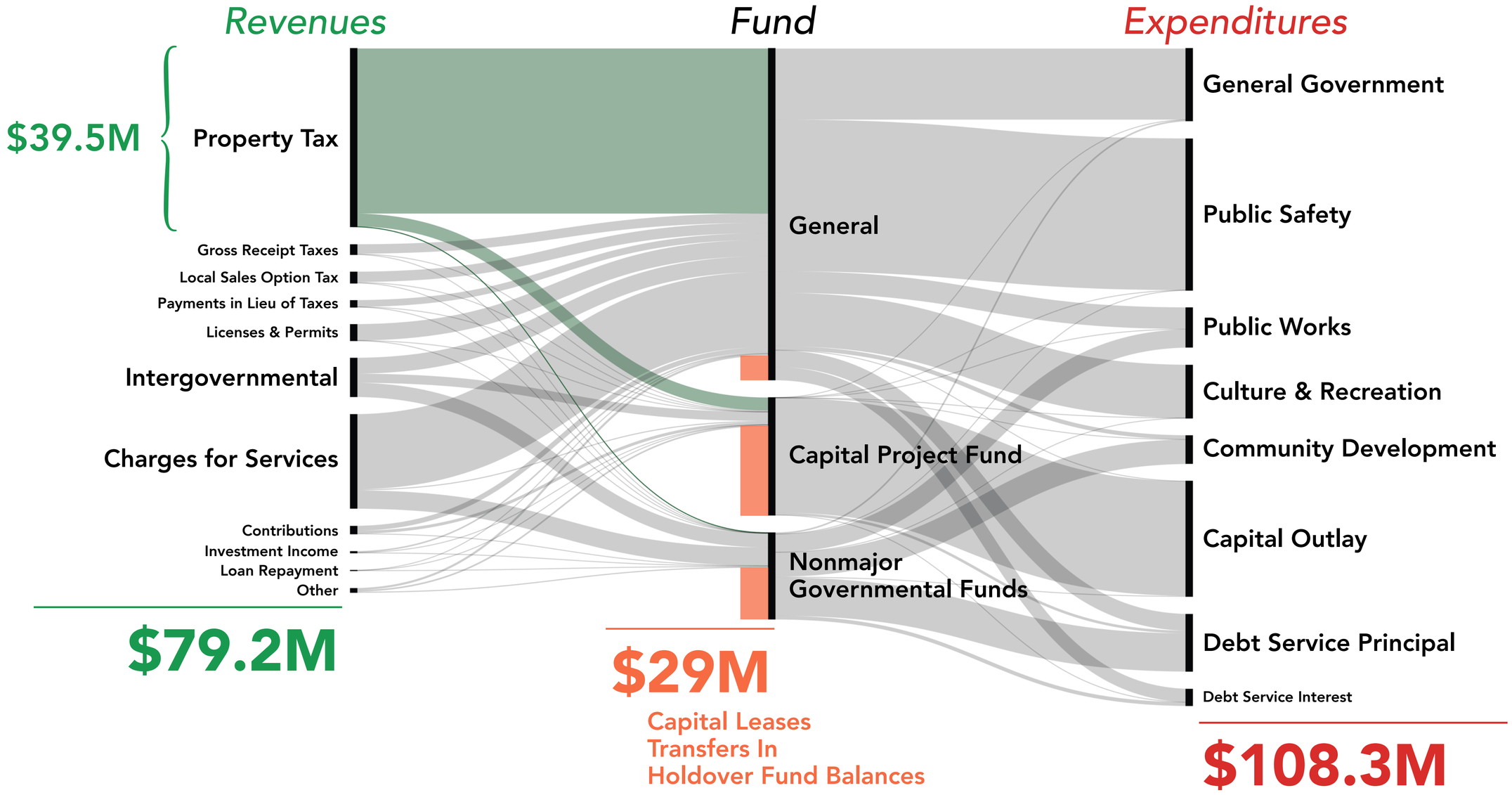
	Appraised Grand List Value	Total Tax Bill
Residential Homestead	$1,000	$2,097.60
Residential Non-Homestead	$1,000	$2,112.60
Commercial	$1,200	$2,254.24



URBAN3

2021 Revenues & Expenditures

Burlington, VT

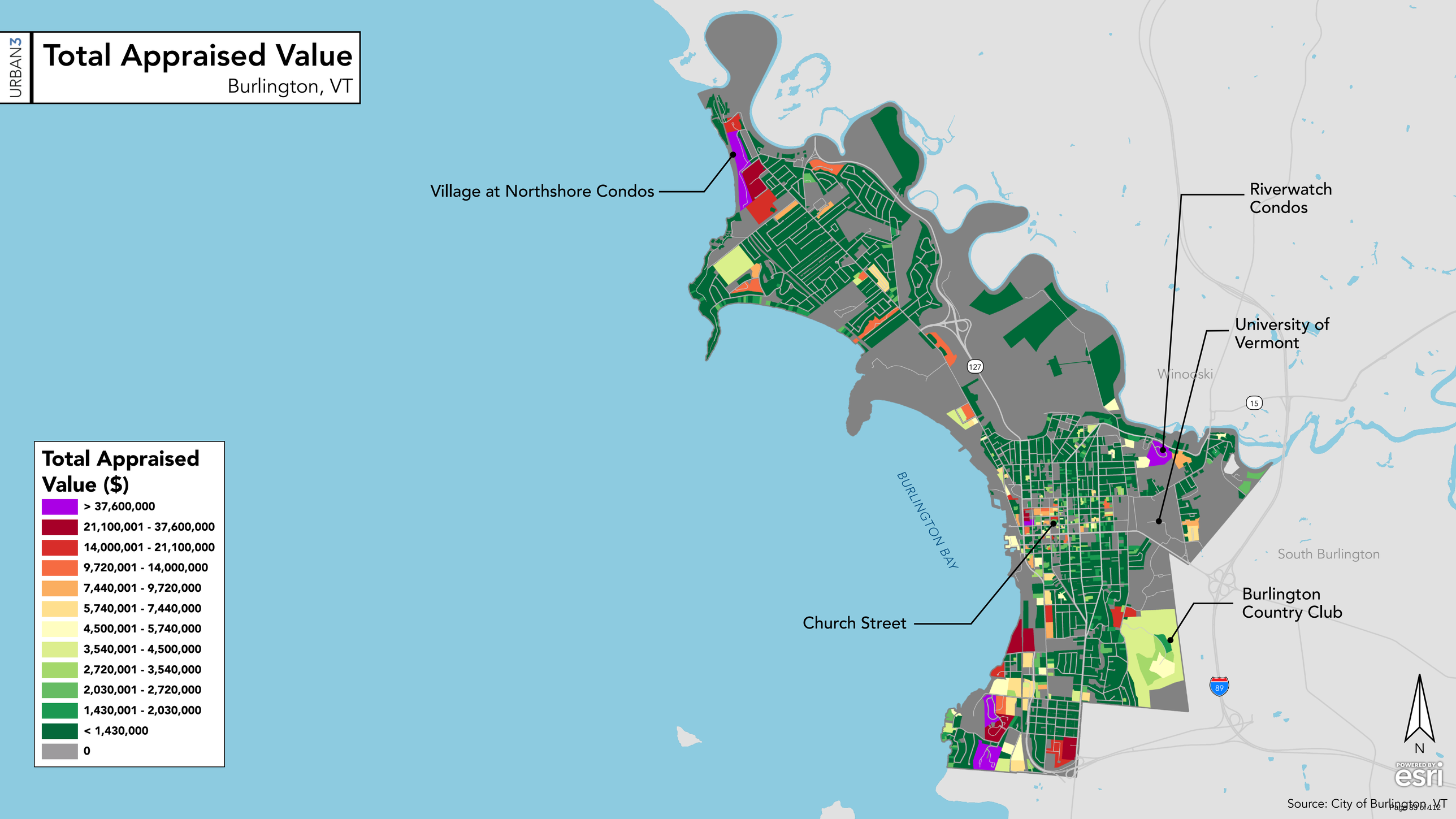


Source: City of Burlington, VT

URBAN3

Total Appraised Value

Burlington, VT

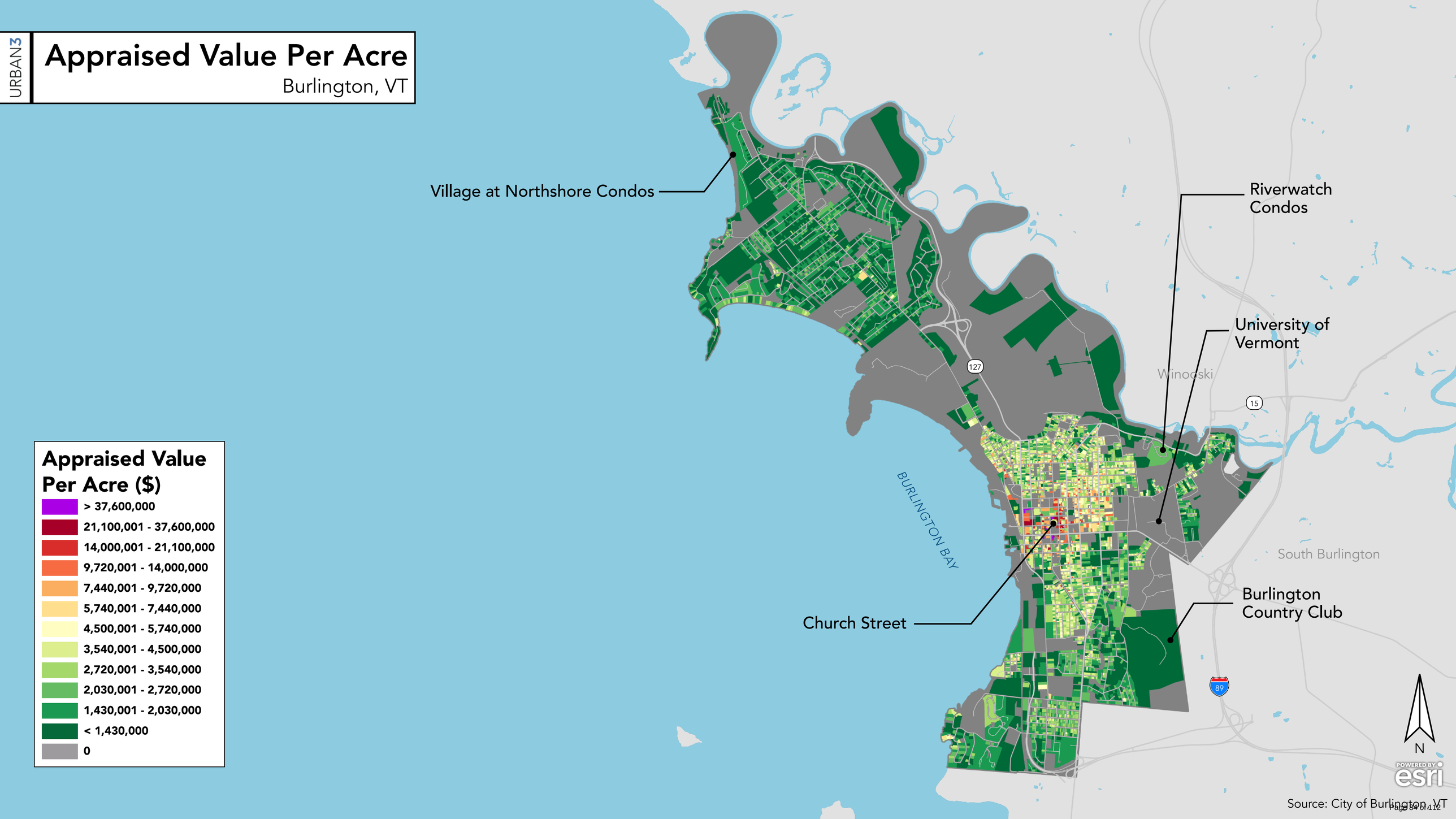


Source: City of Burlington, VT

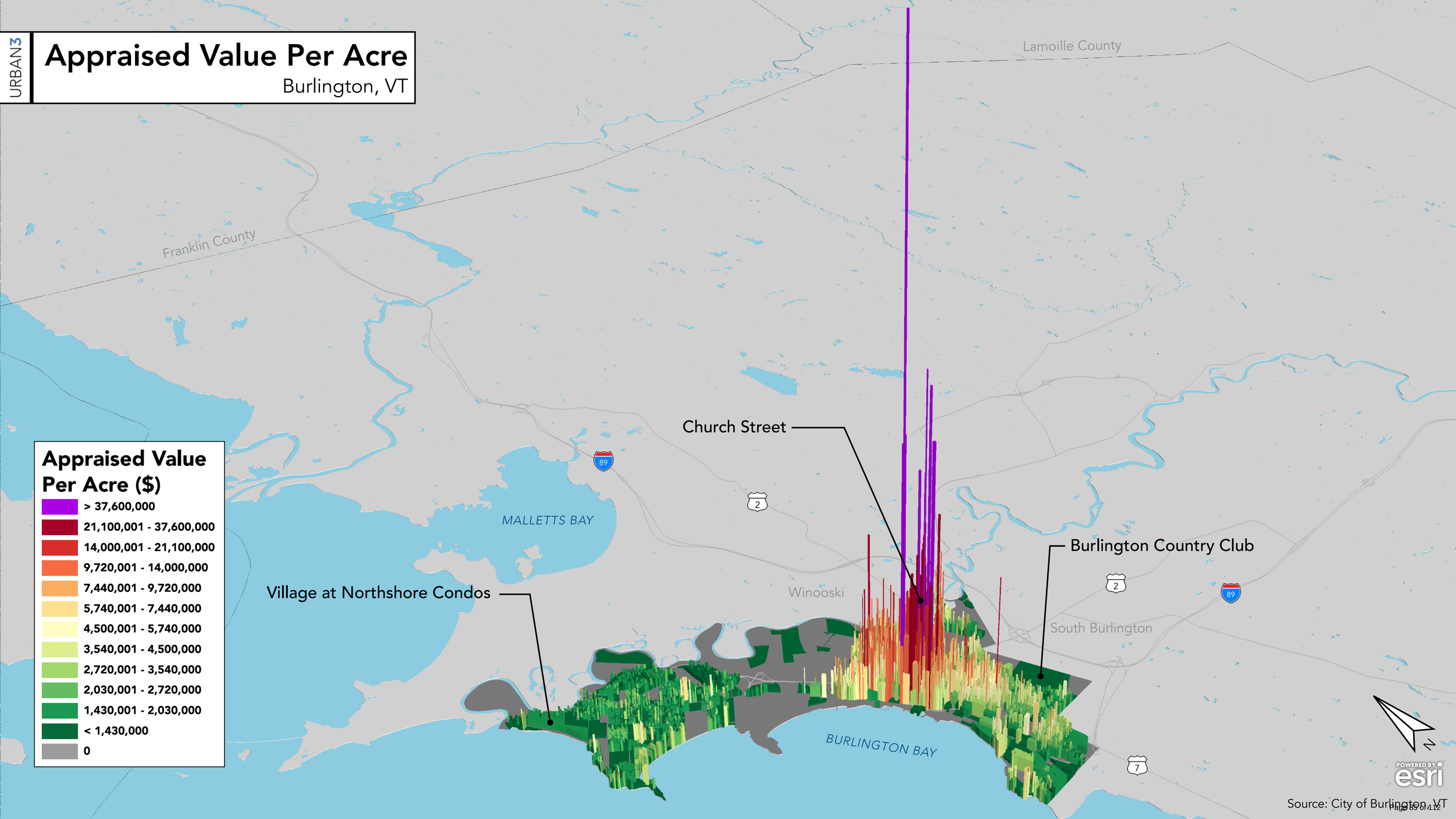
URBAN3

Appraised Value Per Acre

Burlington, VT



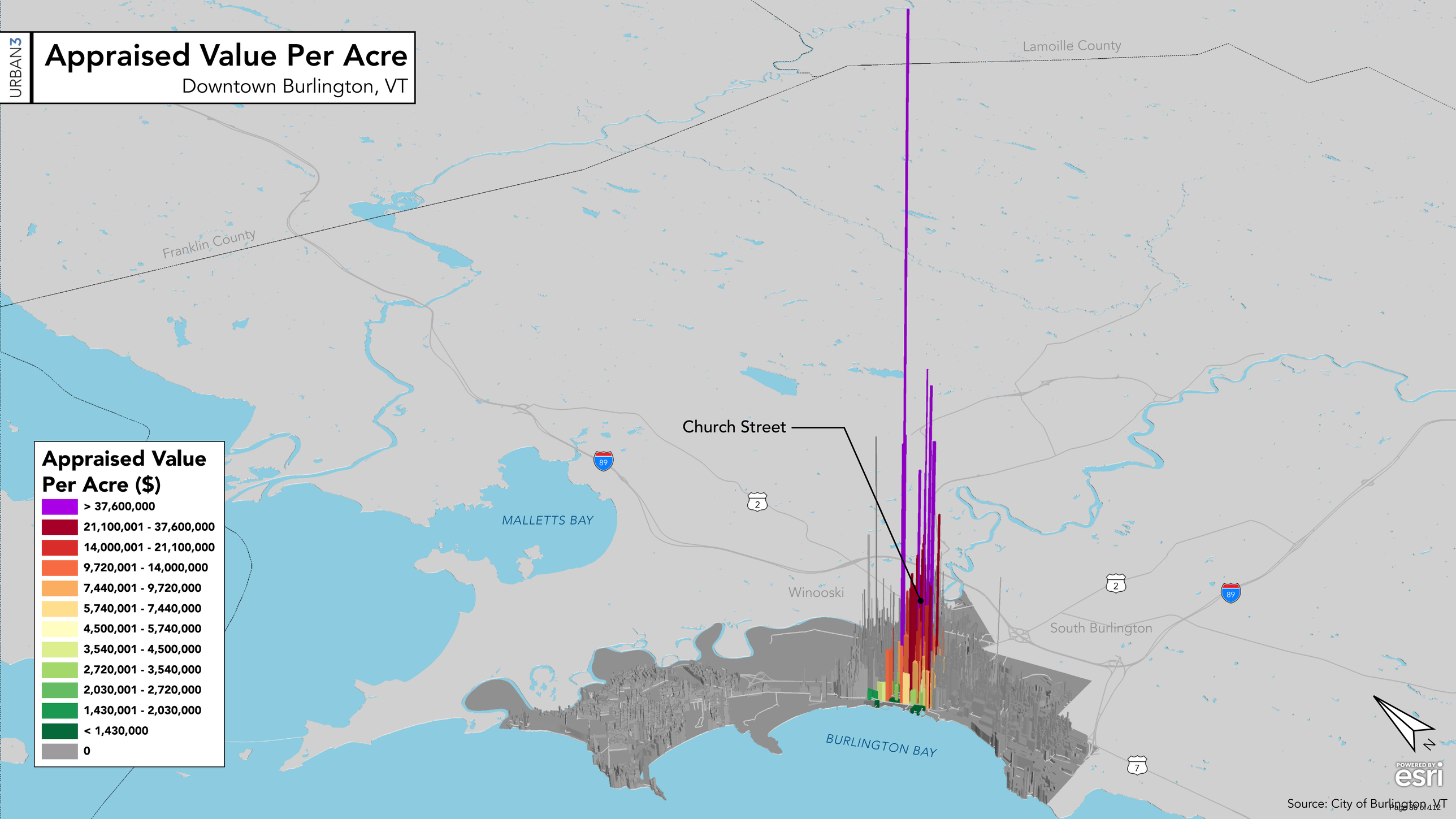
Source: City of Burlington, VT


URBAN3
Appraised Value Per Acre
Burlington, VT
Lamoille County
Franklin County
Church Street
Burlington Country Club
Village at Northshore Condos
MALLETTS BAY
Winooski
South Burlington
BURLINGTON BAY
89
2
7
Appraised Value Per Acre ($)
> 37,600,000
21,100,001 - 37,600,000
14,000,001 - 21,100,000
9,720,001 - 14,000,000
7,440,001 - 9,720,000
5,740,001 - 7,440,000
4,500,001 - 5,740,000
3,540,001 - 4,500,000
2,720,001 - 3,540,000
2,030,001 - 2,720,000
1,430,001 - 2,030,000
< 1,430,000
0
N
POWERED BY esri
Source: City of Burlington, VT

URBAN3

Appraised Value Per Acre

Downtown Burlington, VT

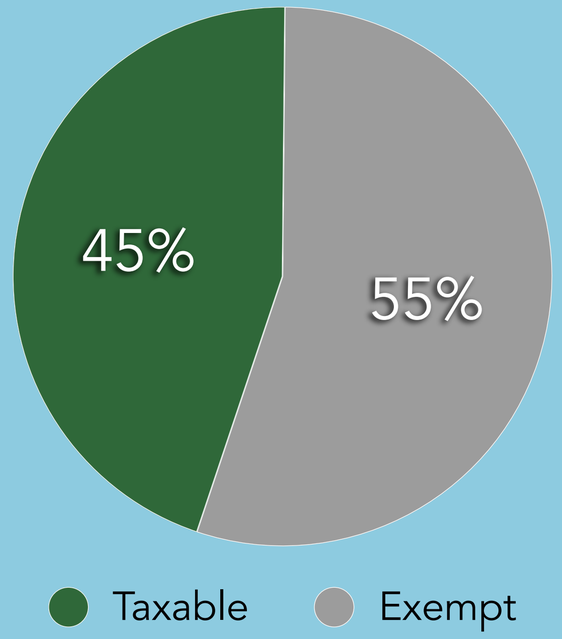


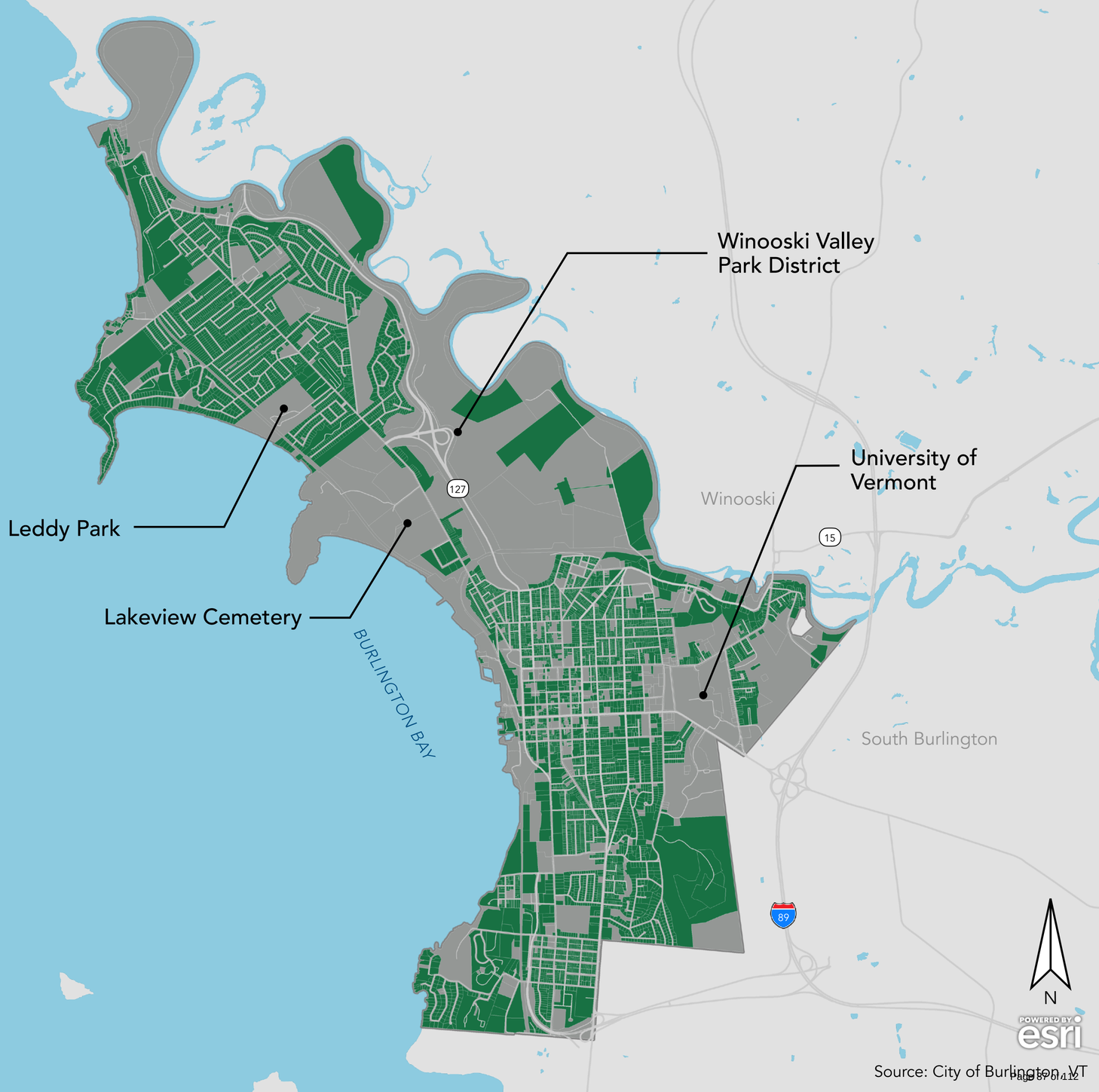
Source: City of Burlington, VT

URBAN3

Taxable vs. Exempt

Burlington, VT



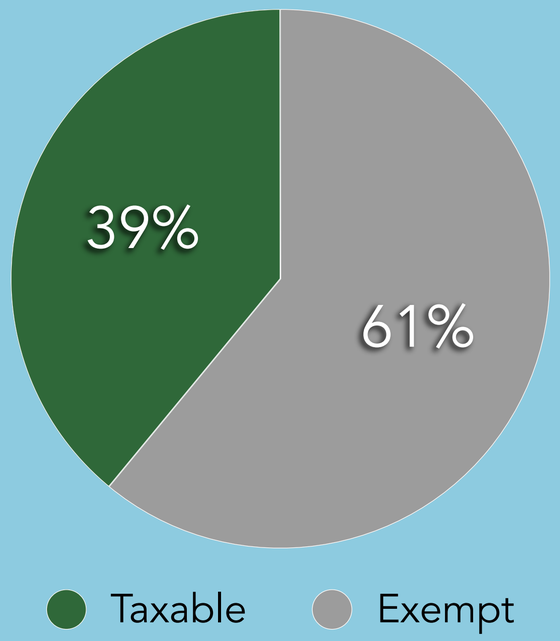


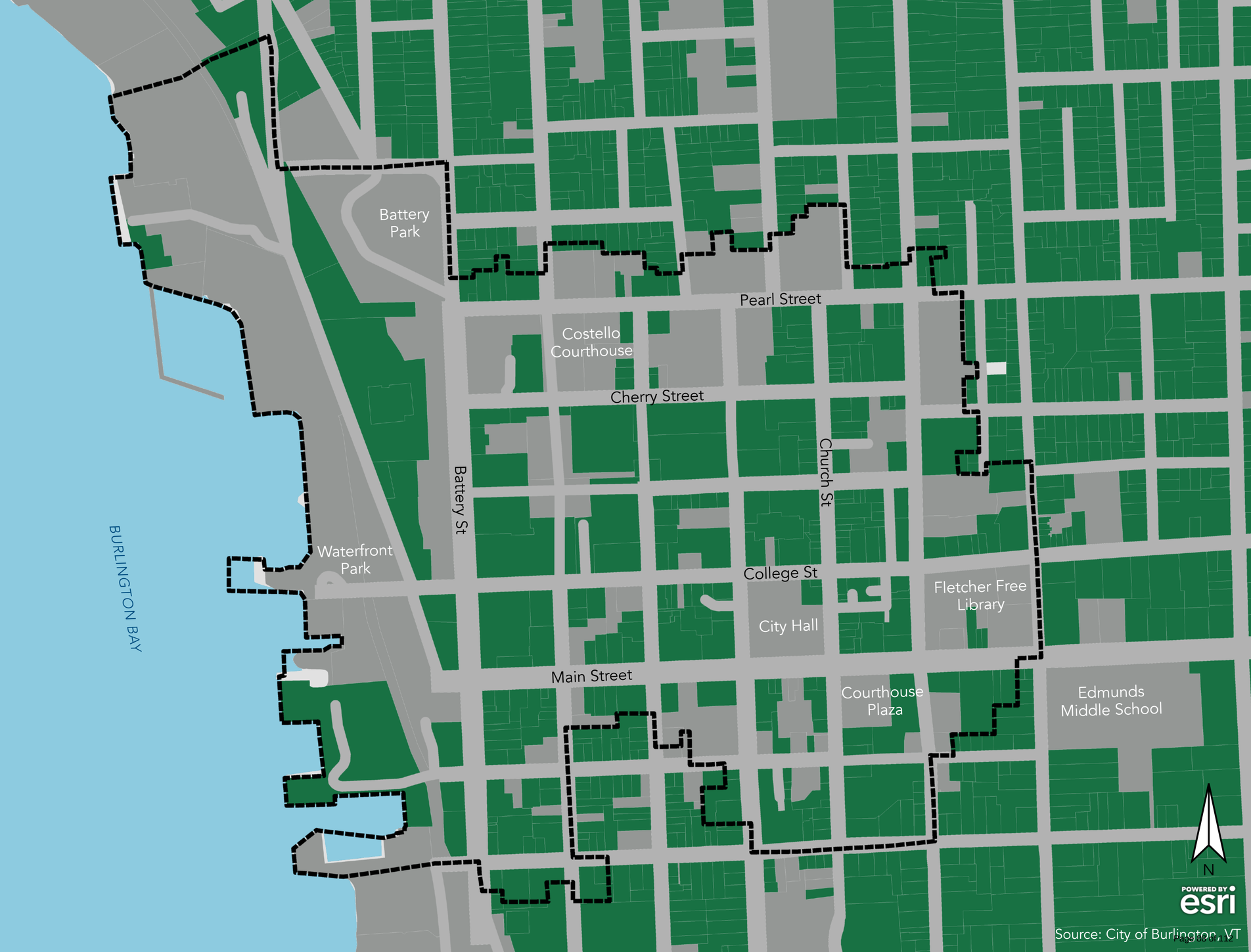
Source: City of Burlington, VT

URBAN3

Taxable vs. Exempt

Downtown Burlington, VT





Source: City of Burlington, VT

URBAN3

Value Productivity

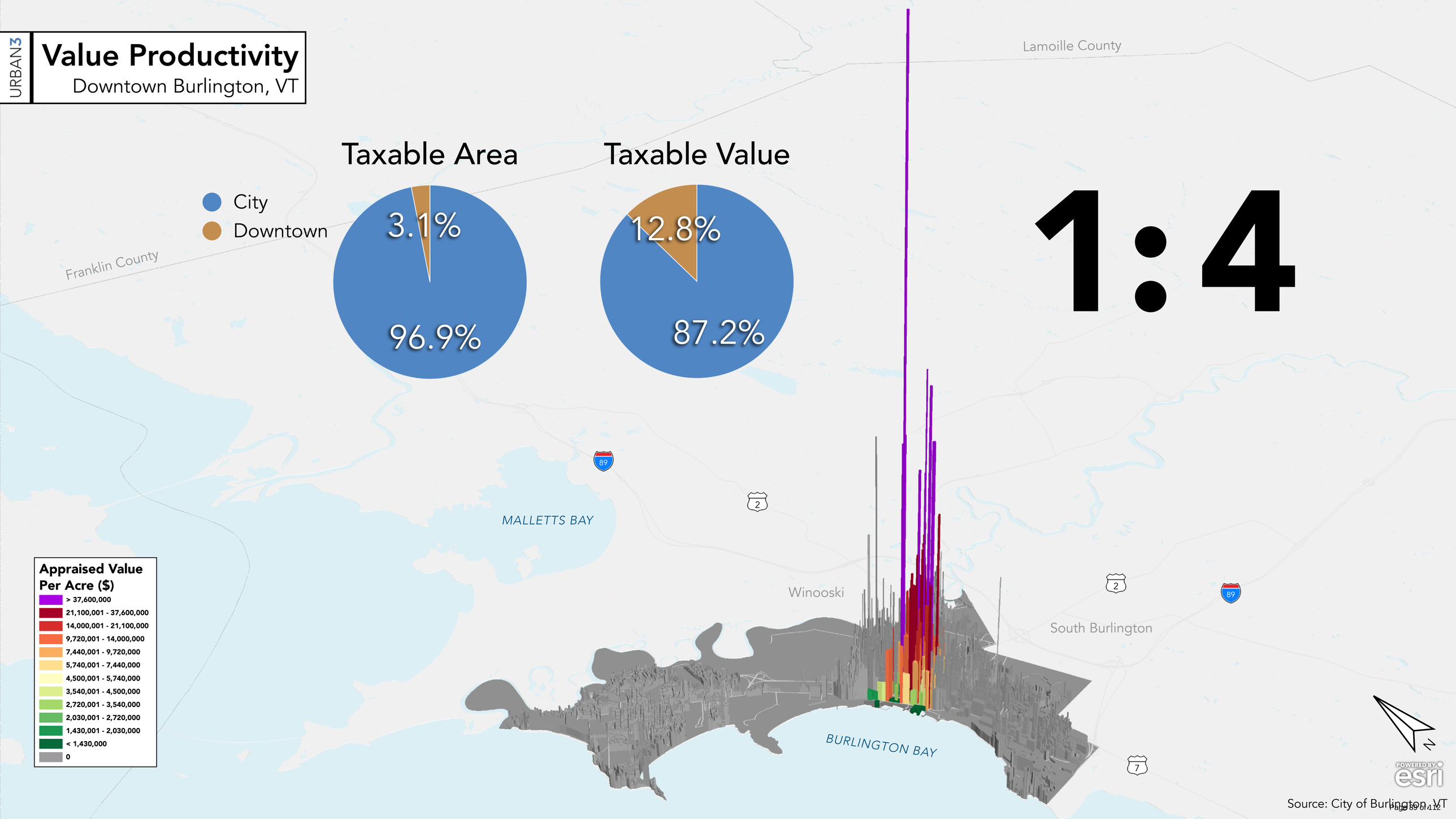
Downtown Burlington, VT

City
Downtown

Taxable Area

Taxable Value

1:4

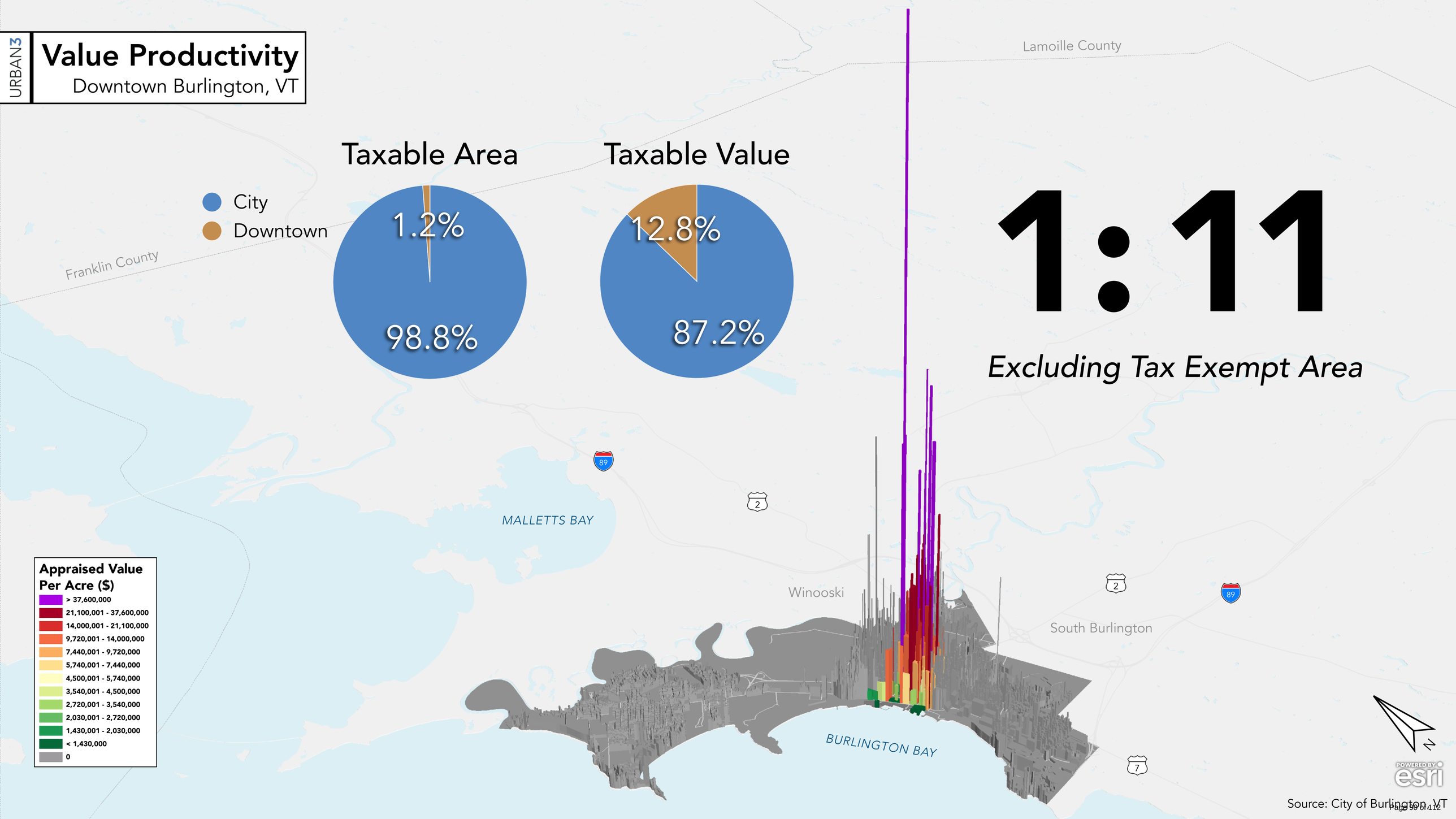


Source: City of Burlington, VT

URBAN3

Value Productivity

Downtown Burlington, VT



Source: City of Burlington, VT

URBAN3

Value Productivity

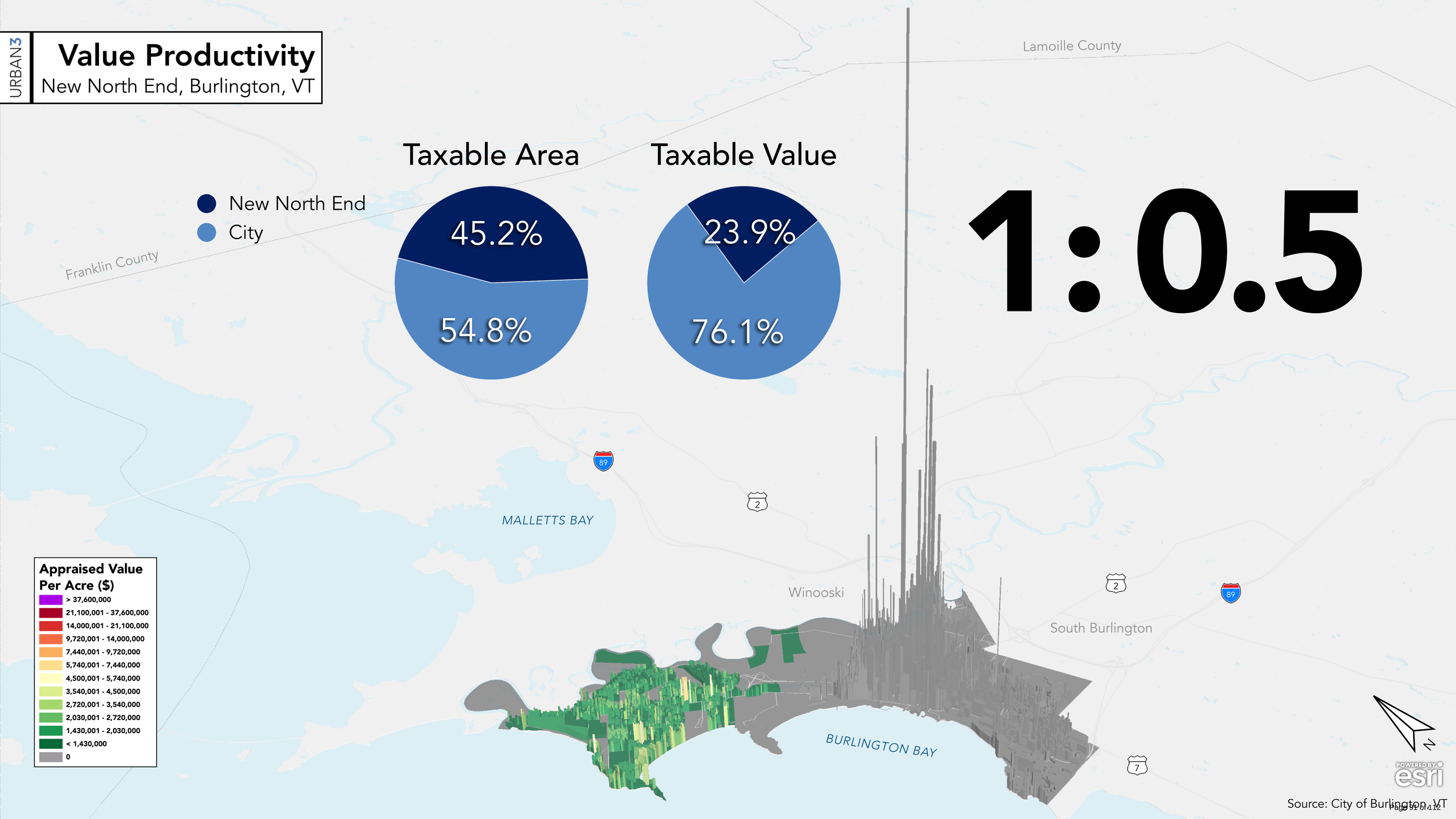
New North End, Burlington, VT

New North End
City

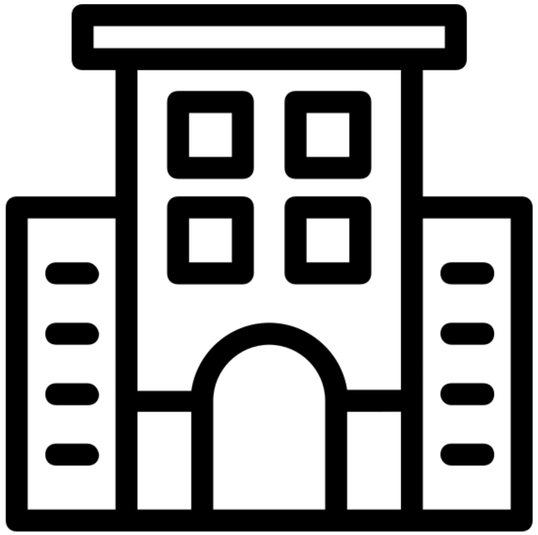
Taxable Area

Taxable Value

1:0.5



Source: City of Burlington, VT



Land Use Types

Local Samples of Buildings and Developments

URBAN3

URBAN3

Value Per Acre

Burlington, VT

1 Valade St
$0.8M per acre

42 Intervale Ave
$3.8M per acre

309 S Winooski Ave
$4.6M per acre

65 Cambrian Way
$5.1M per acre

152 North St
$5.8M per acre

167 S Union St
$9.1M per acre

52 Cayuga Ct
$2.1M per acre

Source: City of Burlington, VT; Picture Source: Google Maps

URBAN3

Value Per Acre

Burlington, VT

Source: City of Burlington, VT; Picture Source: Google Maps

URBAN3

Value Per Acre

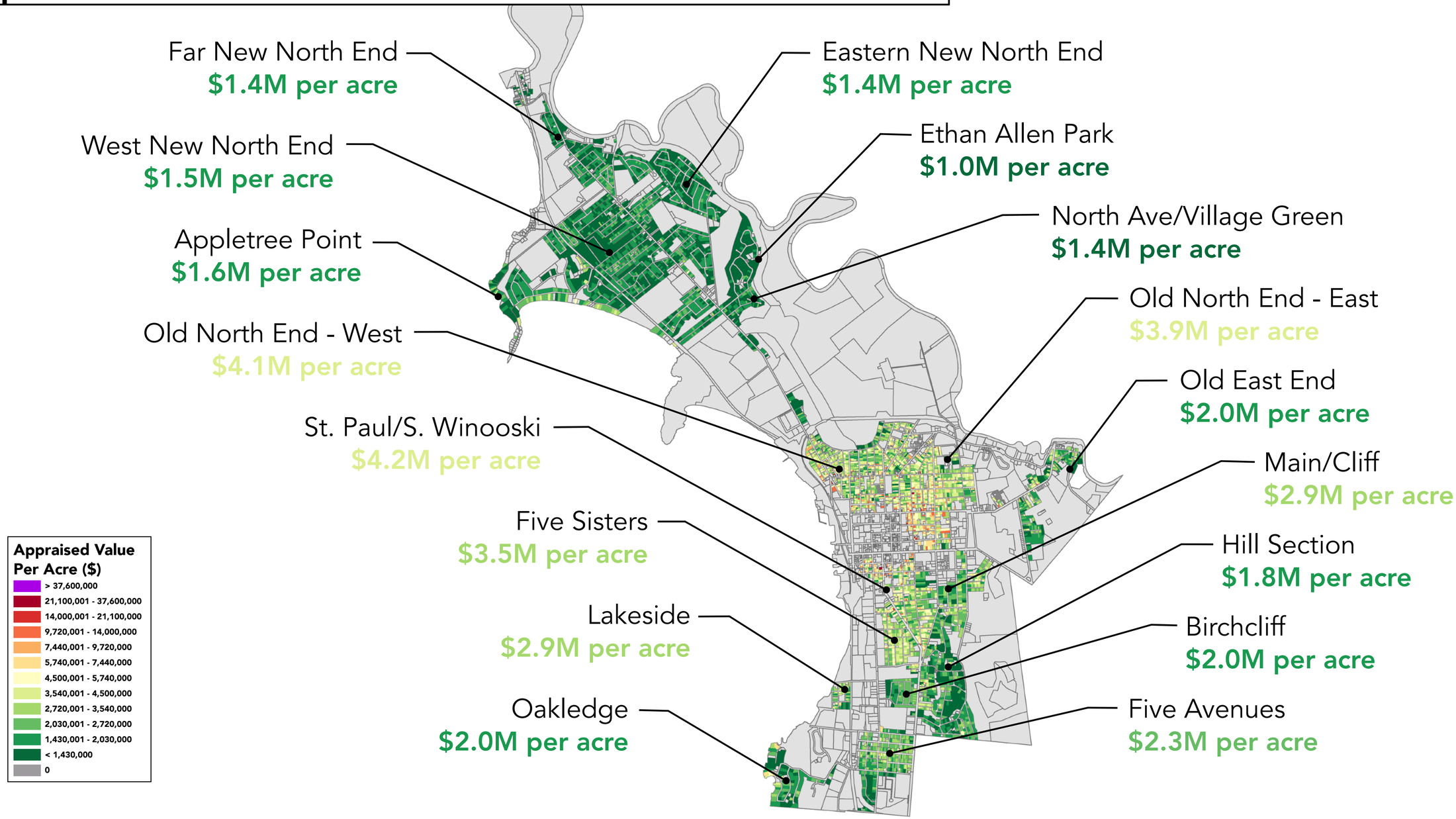
Church St, Burlington, VT

Source: City of Burlington, VT; Picture Source: Google Maps

URBAN3

Appraised Value Per Acre by Residential Neighborhood

Burlington, VT

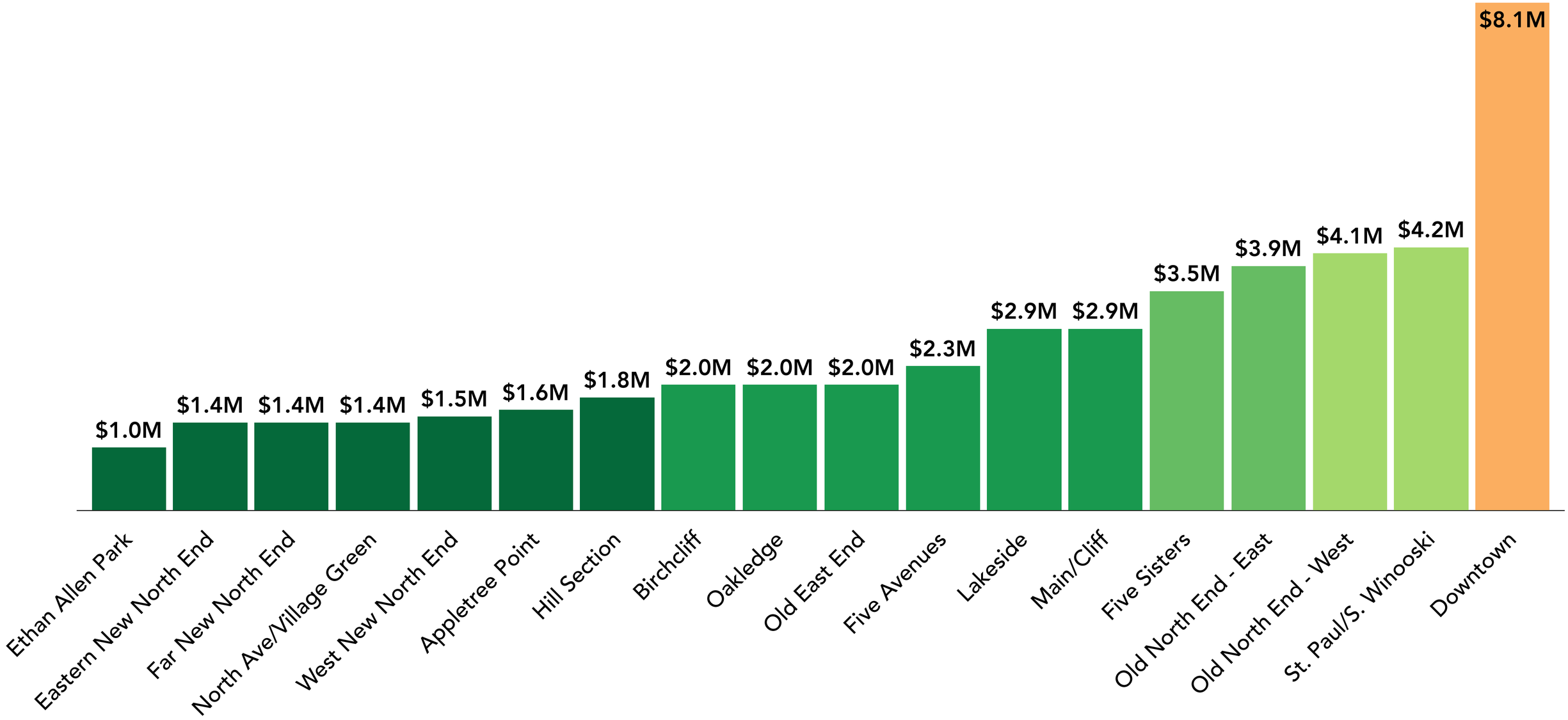


Source: City of Burlington, VT

URBAN3

Appraised Value Per Acre by Residential Neighborhood

Burlington, VT



Source: City of Burlington, VT

Equity in Assessment

Phase II: Analyzing Uniformity in Property Assessment

URBAN3

Sales Ratio
Definition

URBAN3

Sales Ratio

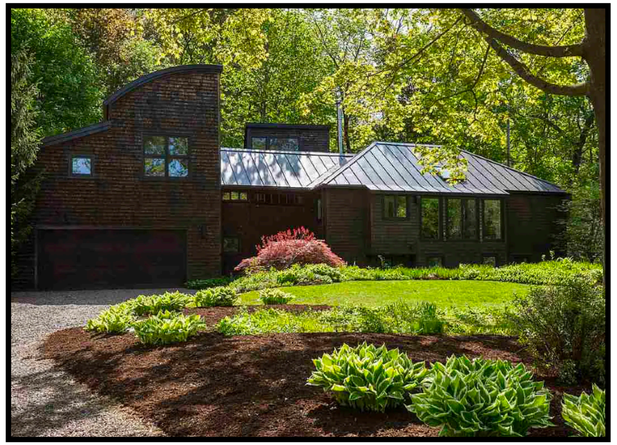
1.27

Over Appraised = Over Taxed

1.00

Accurately Appraised = Fairly Taxed

0.83



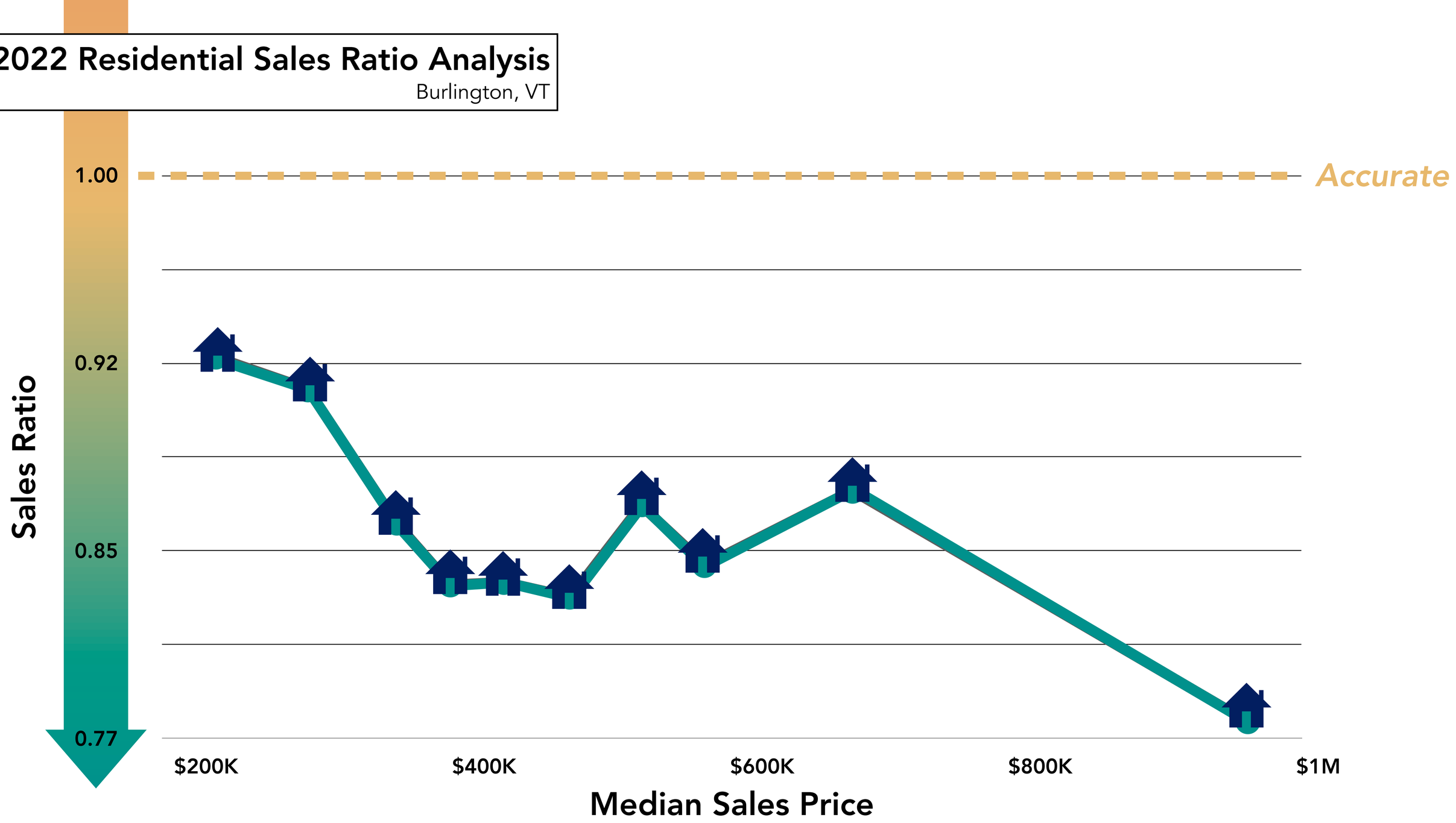
Under Appraised = Under Taxed

Source: Burlington, VT Urban3

URBAN3

2022 Residential Sales Ratio Analysis

Burlington, VT



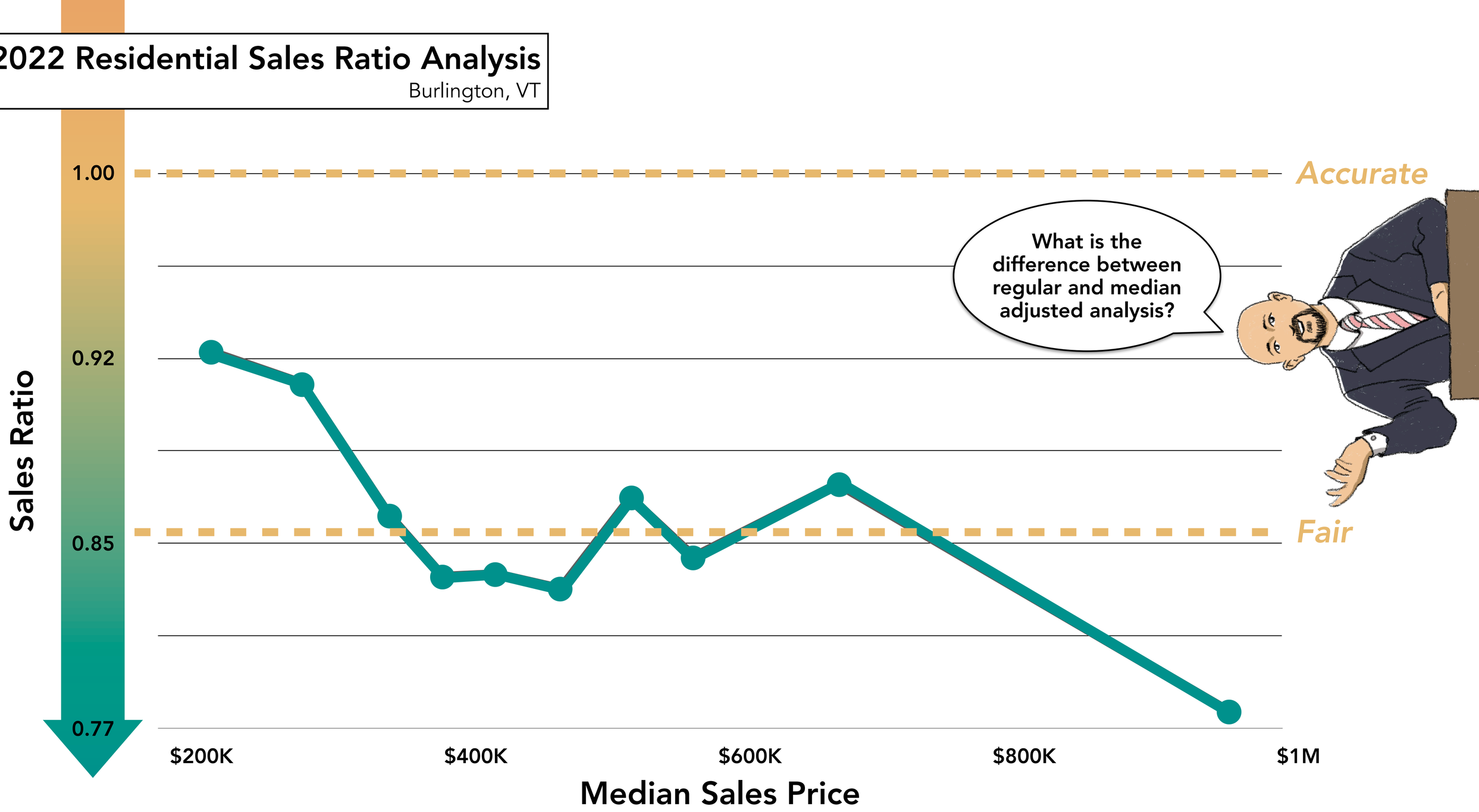
See original data source for most precise sales ratio values.

Source: Burlington, VT

URBAN3

2022 Residential Sales Ratio Analysis

Burlington, VT



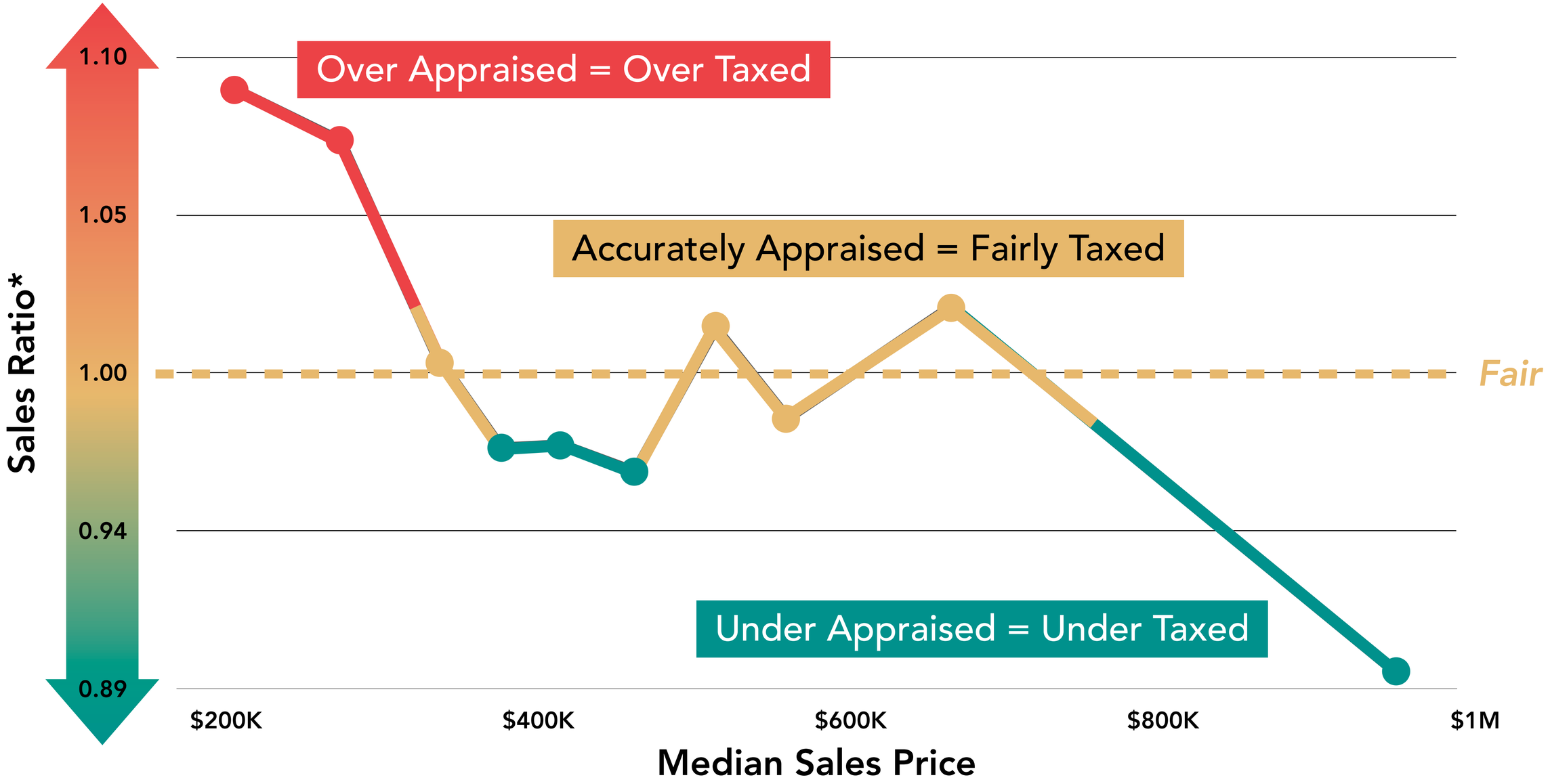
See original data source for most precise sales ratio values.

Source: Burlington, VT

URBAN3

2022 Residential Sales Ratio Analysis

Burlington, VT



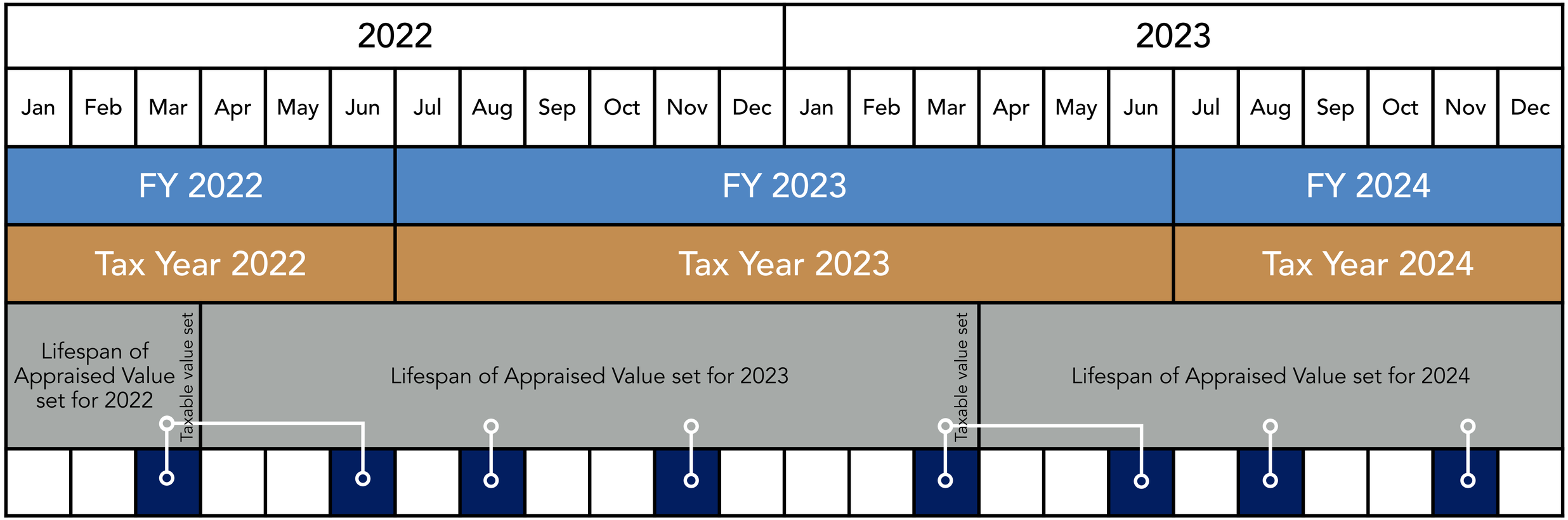
*Median-Adjusted. Measures assessment *fairness*, not necessarily assessment *accuracy*. | See original data source for most precise sales ratio values.

Source: Burlington, VT

URBAN3

Taxable Value Lifecycle

Burlington, VT



Property Tax Payment Due

Link to appraised value used to calculate tax bill

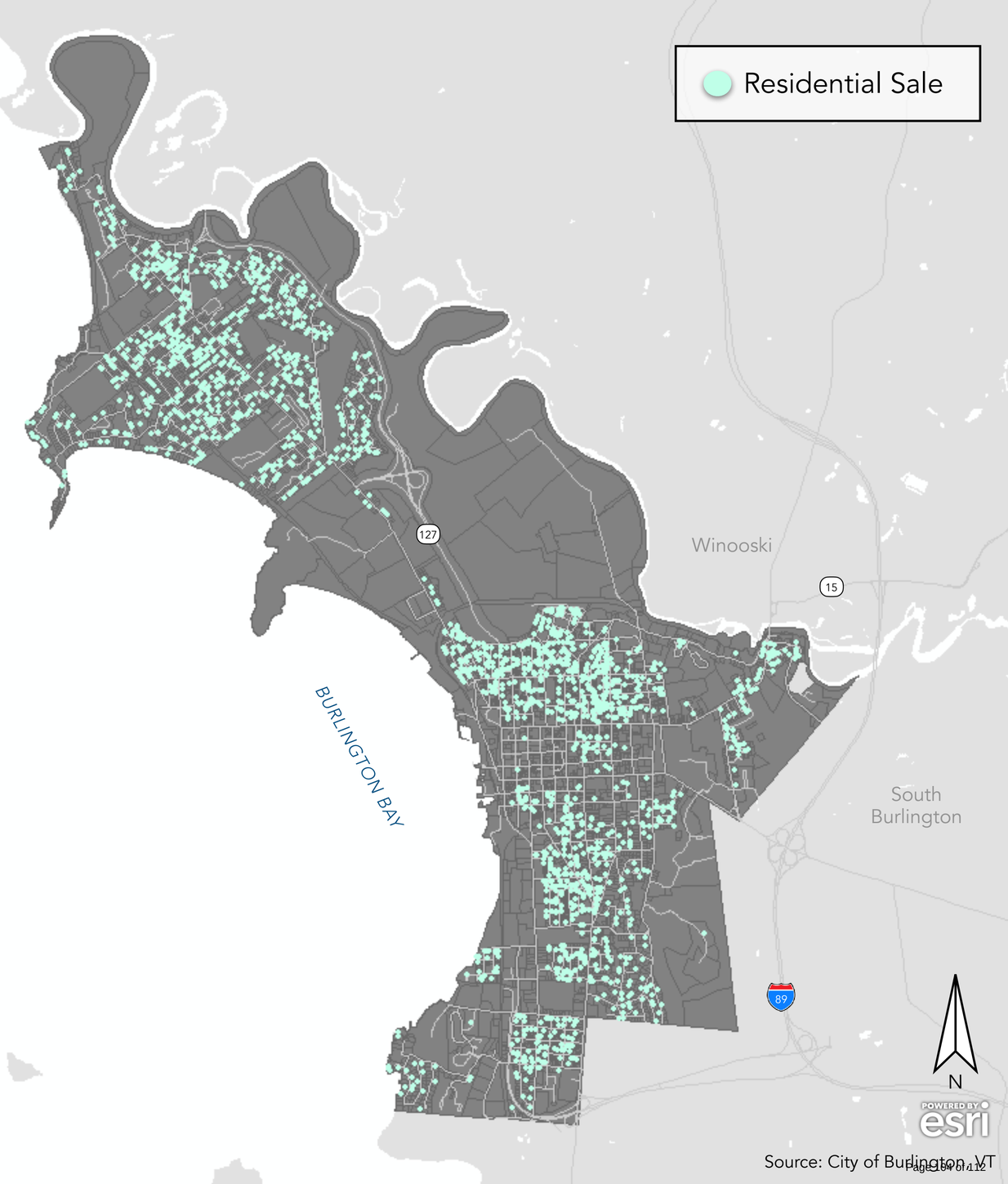
Source:

URBAN3

2019-2023 Residential Sales

Burlington, VT

Fiscal Year	Total Residential Stock	Total Residential Sales*	FY Turnover
2020	8,467	325	3.84%
2021	8,475	336	3.96%
2022	8,488	411	4.84%
2023	8,486	340	4.01%
Approximate Four Year Turnover	8,479	1,412	17%

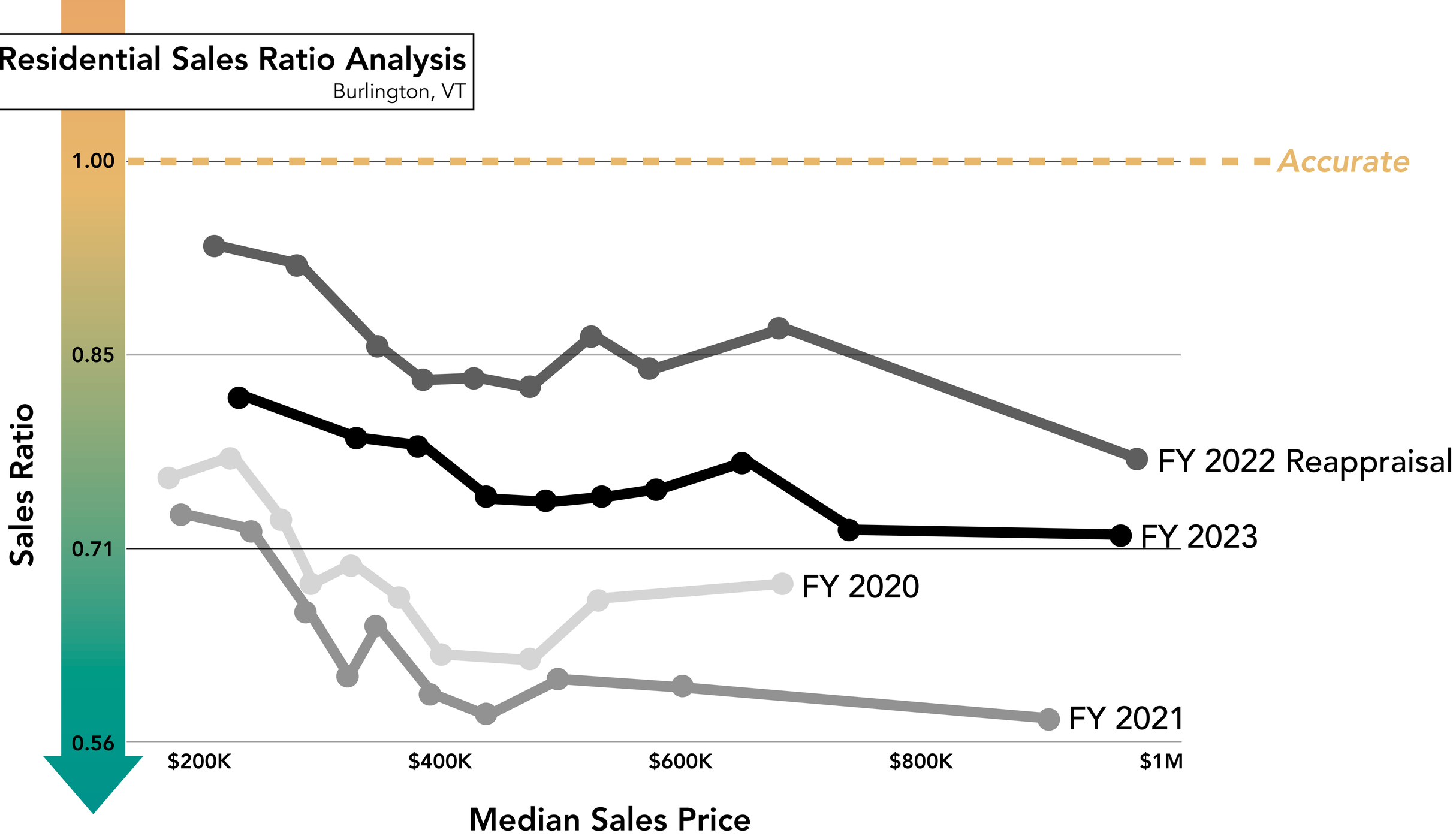


Source: City of Burlington, VT

URBAN3

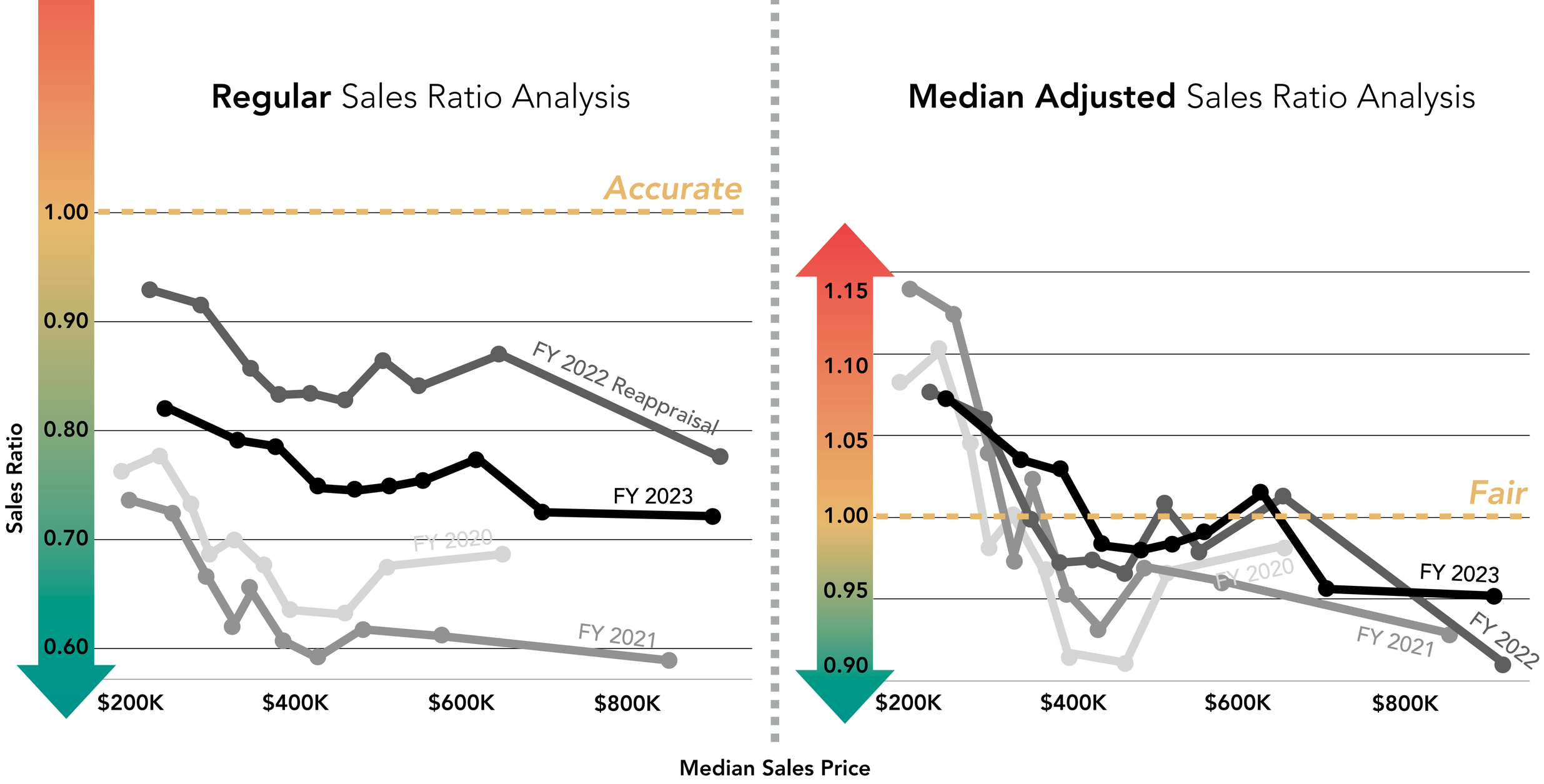
Residential Sales Ratio Analysis

Burlington, VT



See original data source for most precise sales ratio values.

Source: Burlington, VT



URBAN3

Source: Burlington, VT

Appeals

Value Change Post-2022 Revaluation

URBAN3

URBAN3

FY 2022 Residential Appeals Analysis

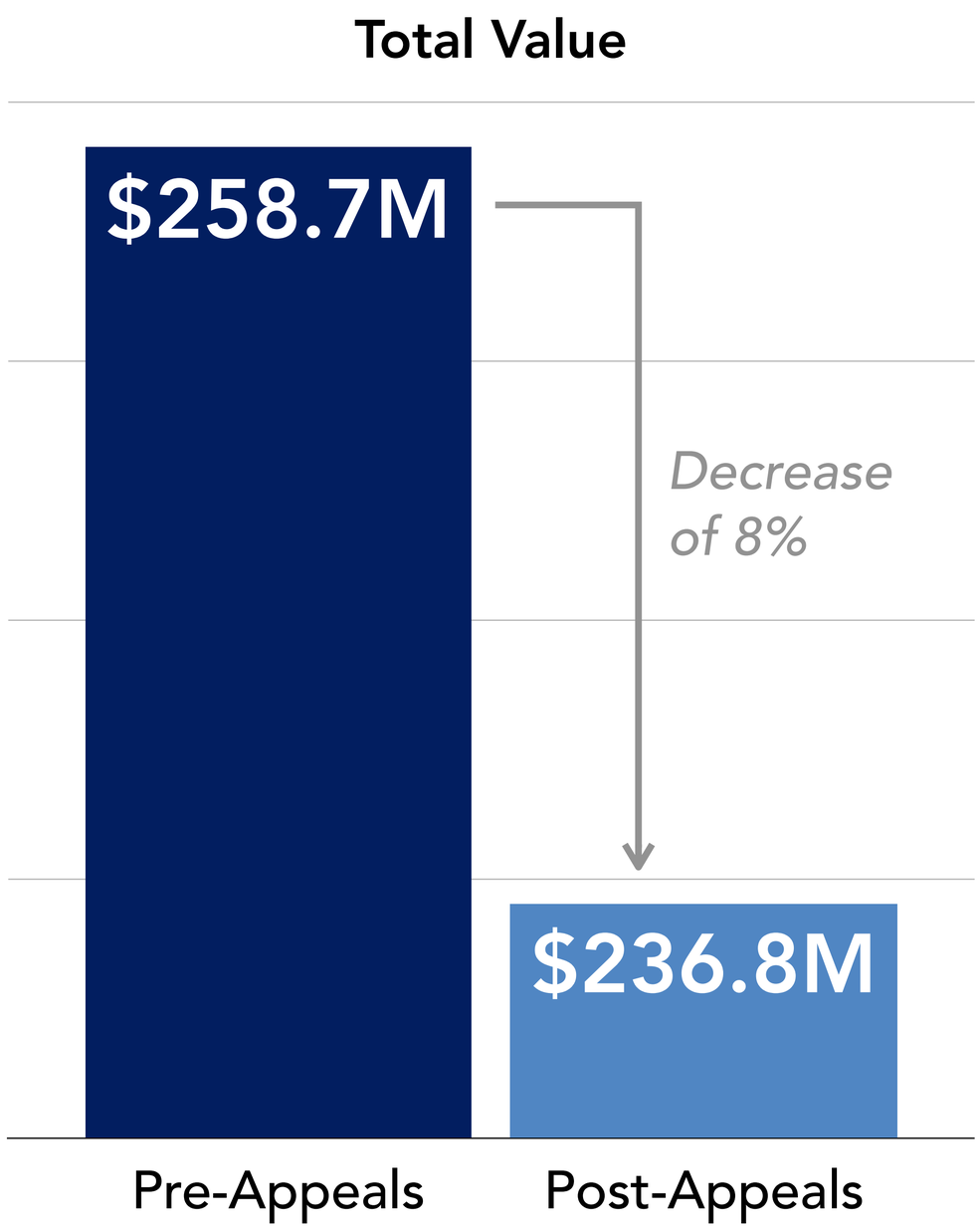
Burlington, VT

440

residential appeals

5.2%

of residential properties

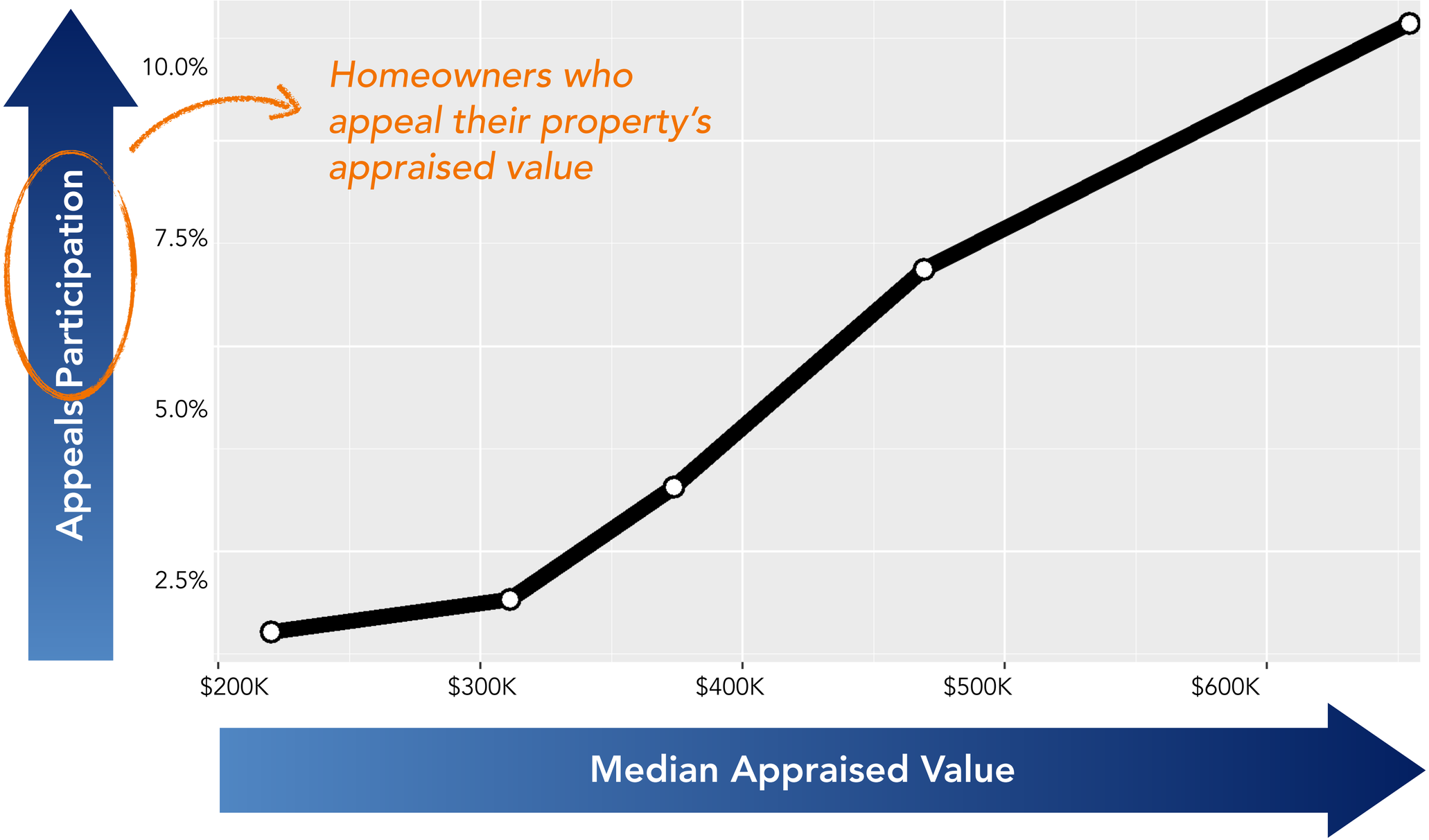


Source: Burlington, VT

URBAN3

FY 2022 Residential Appeals Analysis

Burlington, VT

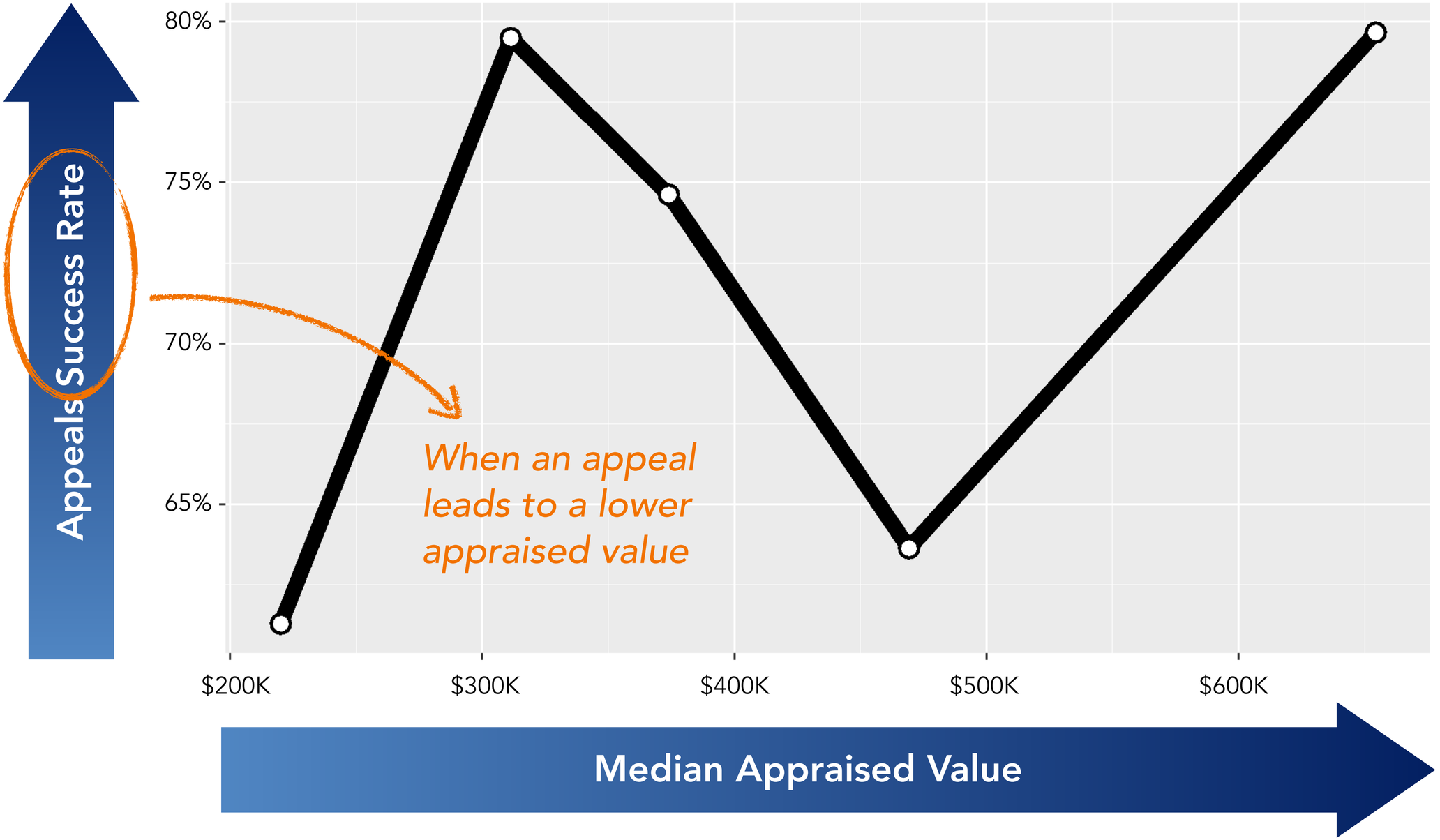


Source: Burlington, VT

URBAN3

FY 2022 Residential Appeals Analysis

Burlington, VT

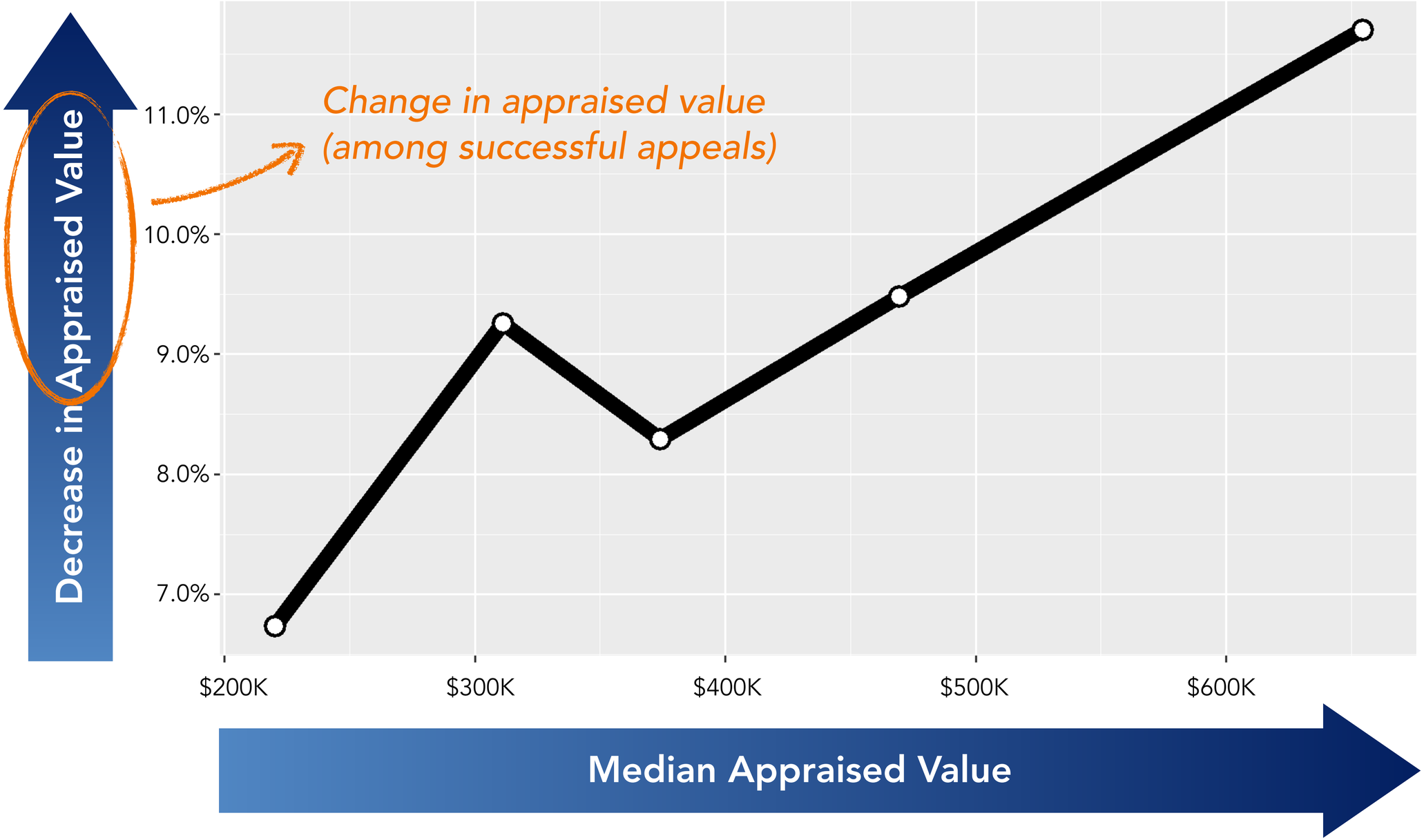


Source: Burlington, VT

URBAN3

FY 2022 Residential Appeals Analysis

Burlington, VT

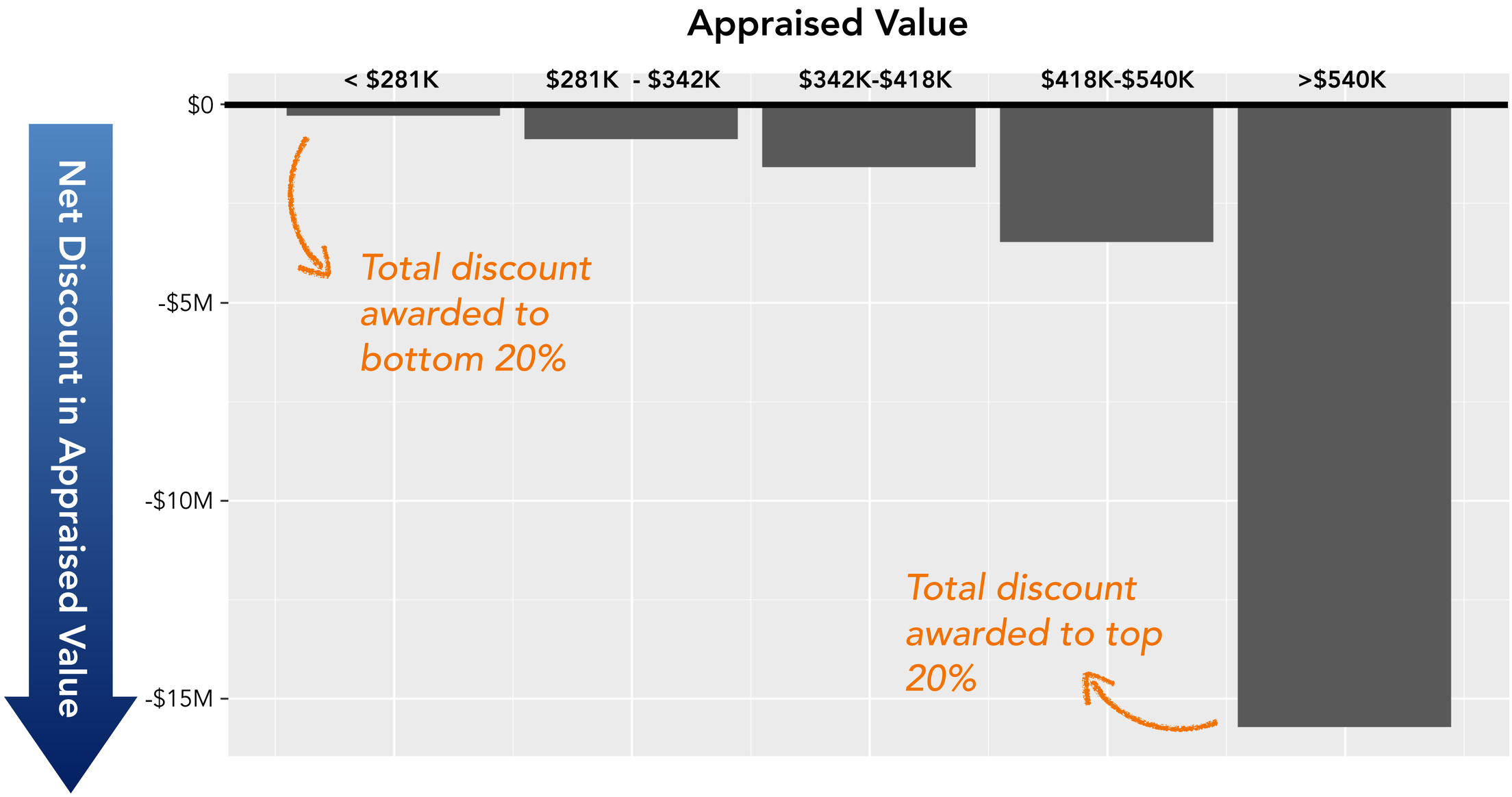


Source: Burlington, VT

URBAN3

FY 2022 Residential Appeals Analysis

Burlington, VT



Source: Burlington, VT