



Board of Finance

Monday, January 22, 2024, 4:45 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM

4:45 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/92246026234>

Or Telephone: +1 309 205 3325 US

Webinar ID: 922 4602 6234

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

1. Agenda

Subject	1.1. Motion to adopt agenda
Meeting	January 22, 2024 - Board of Finance Meeting - Monday, January 22, 2024, 4:45 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 adopt agenda

2. Public Forum

Subject	2.1. Verbal Comments
Meeting	January 22, 2024 - Board of Finance Meeting - Monday, January 22, 2024, 4:45 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	2. Public Forum

Department	Council and Board
Type	Action Procedural
Recommended Action	open the Public Forum close the Public Forum

3. Consent Agenda

Subject	3.1. Motion to adopt the consent agenda and take the actions indicated
Meeting	January 22, 2024 - Board of Finance Meeting - Monday, January 22, 2024, 4:45 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	3. Consent Agenda
Department	Council and Board
Type	Action (Consent) Procedural
Recommended Action	Motion to adopt the consent agenda and take the actions indicated
Subject	3.2. January 8, 2024 Board of Finance Meeting Minutes, Draft
Meeting	January 22, 2024 - Board of Finance Meeting - Monday, January 22, 2024, 4:45 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Information Minutes
Recommended Action	approve the minutes
Subject	3.3. Request for Approval of a \$331,500 Budget Neutral Amendment to the FY 2024 Patrick Leahy Burlington International Airport - Airport
Meeting	January 22, 2024 - Board of Finance Meeting - Monday, January 22, 2024, 4:45 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	3. Consent Agenda
Department	Airport
Type	Action (Consent)
Recommended Action	to approve and recommend that the City Council approve a budget neutral amendment in the amount of \$331,500 to the Fiscal Year 2024 Patrick Leahy Burlington International Airport budget by increasing the accounts as described in the affiliated memorandum

Subject	3.4. Request to Execute a Ten Year Lease Extension with HG Burlington JV (Hudson News) - Airport
Meeting	January 22, 2024 - Board of Finance Meeting - Monday, January 22, 2024, 4:45 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	3. Consent Agenda
Department	Airport
Type	Action (Consent)
Recommended Action	to approve and authorize Mayor Miro Weinberger to execute a ten year lease amendment with HG Hudson JV

Subject	3.5. Request to purchase MB 4 Rotary Plow (snow blower) through Passenger Facility Charge (PFC) funding - Airport
Meeting	January 22, 2024 - Board of Finance Meeting - Monday, January 22, 2024, 4:45 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	3. Consent Agenda
Department	Airport
Type	Action (Consent)
Recommended Action	to approve and recommend that the City Council approve and authorize a purchase from M-B Companies, Inc. in the amount of \$826,579

Subject	3.6. Sponsorship Agreement for nuwave's Black Experience 2024 - REIB
Meeting	January 22, 2024 - Board of Finance Meeting - Monday, January 22, 2024, 4:45 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	The Office of Racial Equity, Inclusion, and Belonging respectfully requests the Board of Finance approve the following motion: To approve and authorize the Director of Racial Equity, Inclusion, and Belonging and/or Chief Administrative Officer to execute the following agreements for grants of City funds to sponsor the Black Experience 2024 event, for a total authorized grant amount of \$75,000, provided that execution of both such agreements shall be subject to the review of the City Attorney's Office: ☐ a sponsorship agreement with nuwave Equity Corporation for the production and management of the Black Experience 2024 event in an amount not to exceed \$35,000.000; and ☐ a sponsorship agreement with the Flynn Center for performing arts associated with the Black Experience 2024 in an amount not to exceed \$40,000.00.

4. Presentation Regarding Grant Support - C/T

Subject	4.1. Presentation Regarding Grant Support - C/T
Meeting	January 22, 2024 - Board of Finance Meeting - Monday, January 22, 2024, 4:45 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM

Category	4. Presentation Regarding Grant Support - C/T
Department	Clerk/Treasurer's Office
Type	Information Presentation Discussion

5. For Approval and Recommendation to the City Council

Subject	5.1. Creation of Wastewater Operator position - DPW - Water Resources/HR
Meeting	January 22, 2024 - Board of Finance Meeting - Monday, January 22, 2024, 4:45 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	5. For Approval and Recommendation to the City Council
Department	Public Works Department - Water Resources
Type	Action
Recommended Action	To recommend that City Council approve the: 1. Creation of Wastewater Plant Operator, Regular, Full-time, Non-Exempt, AFSCME, Grade 17, role in the Department of Public Works.

6. Adjournment

Subject	6.1. Motion to adjourn
Meeting	January 22, 2024 - Board of Finance Meeting - Monday, January 22, 2024, 4:45 PM, Bushor Conference Room 1st Floor, City Hall OR REMOTELY via ZOOM
Category	6. 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
January 8, 2024**

MEMBERS PRESENT:

Ali Dieng
Joe Magee (via Zoom)
Mark Barlow
Miro Weinberger

OTHERS PRESENT:

Katherine Schad
Jared Pellerin
Jordan Redell
Darren Springer
Emily Stebbins-Wheelock
Erica Ferland
Munir Kasti
Joe Minicozzi
Meagan Tuttle
Joe Turner
Gene Bergman
Melo Grant

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 5:34 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 asked for more information about the bids received for the contract for the User Fee Study. She also expressed support for making the Burlington Electric Department's Energy Assistance Program permanent (rather than a pilot). Further, she noted that she

interpreted the Urban3 study as a mechanism for giving information to investors and developers, rather than looking at the diversity of possible housing across the City (but acknowledged that this is just an interpretation).

Councilor Bergman spoke about the User Fee Study, saying that he hopes that working class members of the community are taken into consideration when determining whether to increase user fees, as the City should not make fees so prohibitive that certain amenities and programs are inaccessible to portions of the population.

Chief Administrative Officer Schad noted that the decisions around user fees will still be in the hands of the City Council and administration, but the User Fee Study's purpose is to determine how much various classes, camps, programs and services cost the City, which will in turn inform whether user fees should be adjusted.

3.0 CONSENT AGENDA

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

3.2 December 18, 2023 Board of Finance Meeting Minutes, Draft – approve the minutes.

3.3 Contract for Juneteenth 2024 product and management – REIB – 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.

3.4 Authorization for Contract with MGT Consulting for City of Burlington User Fee Study – C/T – approve and authorize the Chief Administrative Officer to execute a contract with MGT 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.

3.5 FY23 Recycling Trash & Plow Truck Purchase Cost Increase – DPW – approve and recommend that the City Council authorize the Department of Public Works to spend an additional \$16,189.00, 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.

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

VOTING: unanimous; motion carries.

4.0 FOR APPROVAL AND RECOMMENDATION TO THE CITY COUNCIL

4.1 Position Elimination and Creation – BED/HR

General Manager Springer said that with every vacancy, the department determines whether to backfill it. He said that in this instance, a position became vacant that was kept for the incumbent but that it was obsolete once the incumbent departed. He said that they determined the need for cybersecurity expertise that would be of better use for the vacancy. He noted that this is a tiered position and that they are planning to hire at a lower tier, which would not affect the FY24 budget.

Councilor Barlow asked about how the department decided to convert this to a cybersecurity position. Chief Financial Officer Stebbins-Wheelock noted that cybersecurity has been a concern of the department's IT team for decades and that it has grown into more of a risk in the last number of years, and that it is a best practice to have this type of dedicated expertise.

Councilor Dieng asked about cybersecurity breaches at BED. General Manager Springer replied that in 2016 there were a set of news articles alleging (incorrectly) that there was Russian intrusion into BED's infrastructure. He noted that since then, there hasn't been any high-profile activity since then. He spoke about ongoing training. IT Director Ferland spoke about BED's team approach to cybersecurity, saying that increasing cybersecurity awareness is a collaborative effort, noting that this position would have expertise that the entirety of the department can rely on.

MOTION by Councilor Dieng, SECOND by Councilor Barlow, 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.

VOTING: unanimous; motion carries.

4.2 BED Advanced Distribution Management System Project – BED

General Manager Springer noted that there were four qualifying and one non-qualifying bids for this work, saying that BED has selected the lowest qualifying bid (in terms of cost). Chief Operating Officer Kasti spoke in more detail about the system that is being replaced through this purchase, noting that the current system is over ten years old, is past its end of life, and that vendor support for the current system will end on March 31, 2024. He spoke about the bid review process for this system and the criteria through which the current apparently successful bidder was selected. He said that this replacement system would be more automated and would allow for better communication with customers.

MOTION by Councilor Magee, SECOND by Councilor Barlow, 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.

VOTING: unanimous; motion carries.

4.3 Conversion of BED Energy Assistance Program from a Pilot to a Permanent Rate – BED

General Manager Springer began by noting that BED developed an energy assistance program pilot during the COVID-19 pandemic and that it is now coming due to either discontinue the pilot or make the program permanent. He said that BED would like to make this a permanent offering, which would give income-qualified customers a 12.5% discount on their electric rates. He said that staff are currently working on how to enroll more customers in this program, and are conducting outreach to customers to determine eligibility.

Councilor Magee spoke in support of making this program permanent, additionally speaking positively about efforts to auto-enroll customers into the program.

Councilor Grant asked where information about this program is available translated into other languages, for the City's non-English-speaking residents. General Manager Springer replied that they had been using translated materials as part of outreach events, but could work with the C/T Department to make the materials available at City Hall.

Councilor Dieng asked about the costs of this program, particularly if eligibility and enrollment are expanding. Chief Financial Officer Stebbins-Wheelock replied that if the number of enrolled customers increases from 200 to 800, then the projected costs would increase by around \$100,000. General Manager Springer spoke in more detail about outreach activities and collaborating with other entities (such as the Champlain Valley Office of Economic Development) to get the word out about this program.

MOTION by Councilor Dieng, SECOND by Councilor Magee, 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.

VOTING: unanimous; motion carries.

5.0 DISCUSSION OF STATE AUDIT OF DOWNTOWN TIF DISTRICT **EXPECTED EXECUTIVE SESSION**

5.1 Discussion of State Audit of Downtown TIF District **expected executive session**

Mayor Weinberger noted that this pertains to the audit that the State is statutorily required to conduct on the TIF District. He said that an initial draft of the audit report has been shared with the City and the City is in the process of responding to the draft, noting that the details of the initial report have been shared with the Council. He said that this item serves as an opportunity to have discussion in executive session based on that privileged communication to Councilors about the draft audit.

There was no further discussion.

6.0 PRESENTATION FROM URBAN3: THE ECONOMICS OF COMMUNITY DESIGN IN BURLINGTON

6.1 Presentation from Urban3: The Economics of Community Design in Burlington

Mayor Weinberger said that this relates to work conducted by consultants related to property tax revenue and community design. Director Tuttle noted that this contractor work was approved by the Board of Finance and Council in 2022, and pertains specifically to an analysis on how the City's property tax revenue impacts its budget and how policy decisions impact overall taxable value of the City, saying that the intent is to obtain more information to understand potential outcomes of policy decisions in future.

Mr. Minicozzi began by speaking about urban development and reinvigoration of downtown Asheville, North Carolina. He spoke about alternative ways of viewing value for land, showing analyses of taxable value per acre.

He then spoke briefly about property taxes and the City's revenue and expenditures at a basic level. He spoke about how property taxes work in Vermont, noting the three main buckets of properties (residential homestead, residential non-homestead, and commercial properties), and the three main types of applied tax rates (education, municipal, and local agreement taxes). He then spoke about the City's buckets of revenue and expenditure, using 2021 as an example. He spoke about how each state is different in terms of its local tax revenue sources and composition, noting that some states' revenues rely more on sales and other taxes than on property taxes, but that Vermont relies heavily on property taxes as a source of local revenue.

Mr. Minicozzi then spoke about Burlington's value specifically. He spoke about the total appraised value of Burlington, noting that the highest appraised value parcels are in the New North End. He then spoke about the appraised value per acre in Burlington, noting that Church Street has the highest value per acre, given density. He noted that Burlington is unique in its amount of non-taxable (exempt) land, noting that 55% of the City's land isn't generating value (such as its parks and the University of Vermont). He noted that focusing on the downtown, 61% of the City's land is non-taxable. He noted that the City's downtown's physical footprint is about 3.1% of the City's total area, while its taxable value is around 12.8% of the City's total taxable value. He said that a good downtown has a high ratio. He said that the New North End's ratio is 0.5, which could represent an opportunity to push a corridor that could be more productive. He noted that a single-family average property value is around \$2 million per acre, and that duplexes are around \$2.6 million. He then walked through examples of this value analysis for the commercial property and mixed use sectors as well.

Mr. Minicozzi then spoke about equity in assessment, or analyzing uniformity in property assessment. He began by noting an analysis by the New York Times in 2021 around how lower-income neighborhoods tend to be overvalued for tax purposes (and vice versa for wealthier neighborhoods' properties). He walked through an analysis of Burlington's 2022 residential sales ratio, noting deciles of sales that were over, under, and fairly appraised. He also walked through an appeals analysis, noting a \$20 million drop in value post-appeals, and that higher-value homes have more successful appeals than lower-value homes.

Mr. Minicozzi then spoke about recommendations for Burlington in the future. He said that they are recommending more frequent reappraisals, incorporation of vertical equity in the sales ratios analyses, overhaul the appeals process and fund more appeals with third party organizations, consider partnering with neighboring municipalities or states to share information collectively, create a uniform tax abatement based on equitable remediation (for example, at \$75,000), and continue commitment toward transparency and integrity in the appeals process.

Councilor Dieng asked when this work was conducted, and Director Tuttle replied that it has been occurring for about a year. Mayor Weinberger spoke about how the City's current initiatives, such as the South End Innovation District, the neighborhood code work, and other projects are implementing some of what Mr. Minicozzi has recommended. He noted that there are many parts of the country that have far greater disparity and less fairness in appraising than Burlington does. Director Tuttle added that the non-taxable areas of Burlington are really a reflection of Burlington's values for open and green spaces. Councilor Dieng expressed support for this out-of-the-box thinking and analysis and exploring how it can fit into Burlington's work moving forward.

Councilor Barlow spoke about commercial spaces with productive first-floor uses but that have less productive second and third-floor uses, which caused those properties to be undervalued in some instances, saying that the City needs to figure out a way to realize the potential value of those commercial properties. He also noted a large amount of interaction between the State and City on property tax revenue, given that much of it goes toward the education fund at the State level. Mr. Minicozzi noted that he has been interacting with several State legislators about exploring a land value tax system.

Councilor Bergman said he would like more granularity on the lower-income houses in Burlington, in terms of house values and locations. He said that he was struck about the numbers presented for the Old North End versus the New North End. He said he would like to see other progressive alternatives (like uniform tax abatement and land value tax systems), such as income-sensitive municipal taxes. Mayor Weinberger noted that the comparisons between the Old North End and New North End were a function of density, rather than fairness. He said that the neighborhood code policies, if implemented, could make other areas of the City look more like the Old North End, in terms of density and infill.

Councilor Grant spoke about how problematic the reappraisal appeals process was and expressed grave concern about the process. She said that a focus on fairness and how the City handles appraisals in future is extremely important.

Director Tuttle said that she and her team have been working with Mr. Minicozzi and his team on how to use this analysis to inform future policy development. Councilor Dieng asked about the role of the CCRPC in this conversation. Director Tuttle replied that the CCRPC has been a good partner in helping share information across municipalities.

7.0 ADJOURNMENT

7.1 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 7:31 PM.

RScty: AACoonradt

To: City of Burlington, Board of Finance
City of Burlington City Council

From: Marie Friedman, CPA, Director of Finance
Nicolas Longo C.M., Director of Aviation

Date: January 22, 2024

Subject: Request for Approval of a \$331,500 Budget Neutral Amendment to the FY 2024
Patrick Leahy Burlington International Airport

Request

The Patrick Leahy Burlington International Airport (Airport) seeks approval and authorization for a Budget neutral amendment in the amount of \$331,500 to the Fiscal Year 2024 BTV budget.

Summary

Background:

Airport Expenditures

The Airport is seeking to amend the following expenditure accounts. During the fiscal year, there is periodically the need to adjust the approved budget. These changes are described below:

Other Personnel Services – Allowance Taxable & On call and Staffing: The airport has seen an increase in expenses for allowance taxable services and needs to adjust several budget line items. The airport utilizes “on-call” pay for many of our employees who need to be available and called in for critical work outside of normally scheduled hours. Such examples include inclement winter weather. These employees provide tremendous service to the airport to keep the runway and terminal safe and open. The airport under budgeted for this expense and now seeks to amend this budget expense line. *Increase request is \$32,000.*

Airport Security to Police: For the first half of fiscal year 2024, the Police department has provided a reduced staffing (due to their staffing issues). Beginning in January 2024, the Police department is able to fully staff all eight positions needed at the airport. Therefore, the budget needs to be amended to reflect this. *Increase request is \$165,000*

Property Repairs: The Airport incurred higher property repairs such as paving projects, replacement of fencing, installation of automated gates, dead tree removal, soil remediation, and landscaping projects required by permits. Therefore, an increase is requested. *Increase request is \$60,000*

Repairs & Maintenance – Buildings: The airport needs to add additional budget funds to the QTA cost center repairs and maintenance buildings expense account. The QTA experienced a lightning strike in September which damaged some equipment. The damage was below the insurance threshold so these repairs needed to be covered within the QTA cost center. Therefore, an increase is requested. *Increase request for this item is \$25,000.*

Computer and Radio maintenance accounts: The airport needs additional budget funds for several computer related accounts as well as radio maintenance expense. Actual year-to-date expenditures are running slightly higher than originally forecasted. *Increase request for this item is \$16,000.*

Custodial Supplies: Due to the increases in passengers, price increases to supplies and an increase in total terminal space the custodial supplies account will need additional budgeted funds for this fiscal year. *Increase request for this item is \$11,500.*

Utilities: These two utilities accounts need additional budgeted funds. *Increase request for this item is \$14,000.*

Special Supplies: This request is for the airport's Quick Turnaround (QTA) cost center. FY 2024 is the first full year of car rental operations in the QTA and actual year-to-date expenditures are higher than estimated. *Increase request for this item is \$8,000.*

Expenditure budgets to reduce and offset increases: The airport seeks to provide a budget neutral amendment. Therefore, the following account budgets can be reduced:

- 1) Repairs and Maintenance – Buildings (Garage cost center) are being reduced to reallocate to other areas. The garage lighting and fire alarm replacement is contract work which stopped work during the winter and will continue into Fiscal year 2025. Therefore, total project cost is expected to be lower this year. *Decrease expense item request is \$119,500*
- 2) Salaries and Wages Full time – multiple cost centers are being reduced to reallocate budgeted funds to other expense line items. The Airport had multiple positions vacant at the start of the year. Over the course of six months, most of these positions have been filled. These partial year openings are providing cost savings that can be reallocated. *Decrease combined salary expense accounts by \$87,000*
- 3) Energy Efficiency expense line – The Airport is making significant investments in energy efficiency purchases and upgrades during fiscal year 2024. These expenditures are being charged to other budget line items (not energy efficiency expense). For example, the Airport just purchased three new fully electric vehicles using the capital budget line items. Additionally, the airport is replacing all the lighting in the garage with energy efficient fixtures. This multi-year \$2 Million project is being charged to repairs and maintenance budget account. Therefore, the energy efficiency expense line item needs to be modified to better reflect actual spending at the airport. The airport is requesting to reallocate budgeted funds from this account. *Decrease expense account request is \$125,000.*

Budget Amendment

The Summary on the following pages show all expenditure accounts in this proposed airport budget amendment.

Org Set	GL Account	Account Name	Increase / (Decrease)
Expense - Increases			
400-35-430	5200_130	Other Personnel Services Allowance Taxable	\$ 14,000
400-35-431	5200_130	Other Personnel Services Allowance Taxable	\$ 6,000
400-35-433-602	5200_110	Other Personnel Services On-Call	\$ 12,000
		Sub-total Other Personnel Services	\$ 32,000
400-35-430	8135	Airport Security to Police	\$ 156,750
400-35-433-600	8135	Airport Security to Police	\$ 8,250
		Sub-total Airport Security to Police	\$ 165,000
400-35-430	6615	Property Repairs	\$ 20,000
400-35-432	6615	Property Repairs	\$ 32,000
400-35-433-602	6615	Property Repairs	\$ 8,000
		Sub-total Property, Repairs and Maintenance	\$ 60,000
400-35-433-602	6300_170	Repair and Maintenance-Buildings	\$ 25,000
400-35-431	6017	Computer Licensing & Maintenance	\$ 4,000
400-35-430	6015	Computer Software	\$ 6,000
400-35-431	6605	Radio Maintenance	\$ 6,000
		Sub-total Computer and radio related accounts	\$ 16,000
400-35-430	6206	Custodian Supplies	\$ 10,000
400-35-431	6206	Custodian Supplies	\$ 1,500
		Sub-total Custodial Supplies	\$ 11,500
400-35-432	6400_105	Utilities - Gas	\$ 10,000
400-35-433-602	6400_115	Utilites Water/Wastewater	\$ 4,000
		Sub-total Utilities	\$ 14,000
400-35-433-602	6208	Special Supplies	\$ 8,000
		Increases to Expenses	\$ 331,500

Expense - decreases			
400-35-433-600	6300_170	Garage: Repairs & Maintenance Buildings	\$ (119,500)
400-35-000	5000_100	Salaries and Wages - Full time	\$ (16,000)
400-35-430	5000_100	Salaries and Wages - Full time	\$ (47,000)
400-35-433-600	5000_100	Salaries and Wages - Full time	\$ (24,000)
		Sub-total Salaries and Wages	\$ (87,000)
400-35-430	6247	Energy Efficiency	\$ (125,000)
Decreases to Expenses			\$ (331,500)

Motions

The Airport respectfully request the Board of Finance and City Council to approve the following motions:

Board of Finance:

1. "To approve and recommend that the City Council approve a budget neutral amendment in the amount of \$331,500 to the Fiscal Year 2024 Patrick Leahy Burlington International Airport budget by increasing the accounts as described in the affiliated memorandum."

City Council:

1. "To approve a budget neutral amendment to the Fiscal Year 2024 Patrick Leahy Burlington International Airport budget in the amount of \$331,500 by increasing the accounts as described in the affiliated memorandum."

Board of Finance and City Council Submission ChecklistDepartment: Airport Submitter: H. DusablonTitle/Subject: Airport Budget Amendment

	Approval:	Meeting Date:
☒	Board of Finance	1/22/24
☒	City Council	1/29/24
☐	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	1/12/2024	N. Longo
Mayor's Office informed and approved memo	Yes	1/18/2023	J. Redell
Board/Commission, if required	Yes	1/17/2024	
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	1/18/2023	K. Sturtevant
CAO has reviewed budget, financing, and memo	Yes	1/12/2023	K. Schad
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

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

To: City of Burlington, City Council
City of Burlington, Board of Finance

From: Nic Longo, Director of Aviation

Date: January 22, 2024

Subject: Request to Execute a Ten Year Lease Extension with HG Burlington JV (Hudson News)

REQUEST

The Patrick Leahy Burlington International Airport ("Airport" or "BTV") seeks approval and authorization:

1. For Mayor Miro Weinberger to Execute a Ten year lease extension with HG Burlington JV, to expire on September 30, 2038.

EXECUTIVE SUMMARY

As part of the Airport's North Renovation Project which expanded gate and seating areas in the North Concourse, the Airport asked the retail concessionaire HG Burlington JV (or herein referred to as "Hudson News") to temporarily relocate to a different corner of the North Concourse during this construction period. Hudson News then proposed to relocate their North Concourse store front to a different area of the newly renovated North Concourse area, located in the old TSA checkpoint. To construct this retail storefront, it will cost \$700,000, of which Hudson will pay. This new retail location is a larger footprint and serves passengers flying with American Airlines and United Airlines, making up 60% of the Airport's passengers. Hudson News is also required to upgrade their other two existing locations within the Airport, as stated in their contract. To recover the cost that Hudson News is investing in this space, they are requesting a lease extension. Design on the proposed space has been completed and if the lease extension is approved, construction will begin in the summer of 2024.

The current lease term expires September 30, 2028. The Airport and Hudson News have agreed upon a proposed ten year lease extension with the new terms, and if approved, will expire on

September 30, 2038. The current minimum annual guarantee is \$221,920.00 with a 2% annual increase or 13% of gross sales. Within the terms of the proposed ten year lease extension, the new minimum annual guarantee would be a 3% annual increase starting on October 1, 2028 at which point the minimum annual guarantee would be \$252,000 with 3% annual increase going forward.

PROPOSED MOTIONS: The Airport respectfully request the Board of Finance and City Council to approve the following motions:

Board of Finance

“To approve and authorize Mayor Miro Weinberger to execute a ten year lease amendment with HG Hudson JV.”

City Council

“To approve and authorize Mayor Miro Weinberger to execute a ten year lease amendment with HG Hudson JV.”

Thank you for your continued support.



Board of Finance and City Council Submission Checklist

Department: Airport Submitter: H. Dusablon

Title/Subject: Hudson News Lease Amendment

	Approval:	Meeting Date:
☒	Board of Finance	1/22/24
☒	City Council	1/29/24
☐	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	1/12/2024	N. Longo
Mayor's Office informed and approved memo	Yes	1/18/2023	J. Redell
Board/Commission, if required	Yes	1/17/2024	
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	1/18/2023	K. Sturtevant
CAO has reviewed budget, financing, and memo	Yes	1/16/2023	K. Schad
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

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

To: City of Burlington, City Council
City of Burlington, Board of Finance

From: Nicolas Longo C.M.
Director of Aviation

Date: January 22, 2024

Subject: Request to purchase MB 4 Rotary Plow (snow blower) through Passenger Facility Charge (PFC) funding

Request:

The Patrick Leahy Burlington International Airport seeks approval and authorization to purchase a MB4 Rotary Plow in the total amount of \$826,579.

Executive Summary:

Background:

The airport sold a decommissioned 1999 Stewart and Stevenson rotary plow. This was a 4,000 ton per hour snow blower equipped with tier 0 emissions rating. The new MB4 is capable of displacing 7,500 tons per hour. The engines equipped in the MB4 have industry leading tier 4F EPA/stage 5 final emissions. This rotary plow will serve as the primary displacement piece in mild to moderate snow conditions. In heavy snow conditions it will be paired with our current MB4. The FAA snow calculations of 1" per hour, on our 3,747,446 sq/ft of priority one surfaces, require 11,151 ton per hour of displacement. This is pivotal to maintain the highest level of efficiency geared toward public safety.

Sourcing:

Leahy BTV published an RFP for competitive pricing for this equipment which meets our FAA snow removal requirements. There were three bid proposals received from Fortbrand, M-B Companies and Larue. Fortbrand's bid was the highest at \$1,334,688, therefore they were not considered for

the analysis of qualified bidders. Attached is the full bid analysis for the final two bidders. Based on the results from this analysis, the Airport has selected M-B Companies as the most qualified respondent.

Funding:

The airport will utilize Passenger Facility Charges (PFC) revenues to purchase this equipment. The Federal Aviation Administration (FAA) allows airports to apply and collect \$4.50 per ticket. The Airlines collect this PFC charge and submit the fees to the airport. The Airport will include this snow equipment on its next PFC application (request to spend PFC funds). This snow equipment is an eligible use of PFC revenues allowed under FAA guidelines.

Motions:

The Airport respectfully requests the following motions:

Board of Finance

“To approve and recommend that the City Council approve and authorize a purchase from M-B Companies, Inc. in the amount of \$826,579.”

City Council:

“To authorize a purchase from M-B Companies, Inc. for a MB4 rotary plow in the amount of \$826,579”

Thank you for your continued support.

BTV Carrier vehicle with Blower

	Larue	MB
Deviations, pg 33	None	None
Addendum Acknowledged, pg 40	Yes	Yes
Appendix C provided	Yes	Yes
Appendix D bid price	\$803,320	\$826,579
Delivery date: 500 days	650 days	500 days
Requirements:		
Single carrier with 102" wide blower	Yes	Yes
7500 Tons/Hr	Not specified but would be the T95	Yes
25 MPH Working Speed	Yes	Not specified
Turning radius 75' or less		Yes
Diesel	Yes	Yes
Automatic	Yes	Yes
Four forward speed	Yes	Yes
Transfer case	4x4	Yes
Axel front: 29000# min	22-32,000#	Yes
Axel rear: 23,000# min	22-32,000#	Yes: 27,000#
Fuel: 2 tanks, 250 #	Yes: 340 gallons	Yes: 125+125
2 stage reversible ribbon, hydrostatic	2 speed, hydrostatic	Yes
Blower head: 6 cylinder	CAT C13B, didn't specify which compatible blower head was included	CAT C18
Blower heard: 4 cycle diesel	Yes	
Blower head: 700 hp@1800 RPM	755 hp	755 hp
Aux carrier: 6 cycle		
Aux carrier: 4 cycle diesel	Yes	
Aux carrier: 496 hp@1800 RPM	496 hp	496 hp
Pan heater	Yes	Yes
Rustproofing	Yes	Yes
Polyurethane Blade	Yes	Yes
1.5 amp trickle charger	Battery charger	Yes
Lighting:		
- Rear facing LED flood	Option – not specified	Yes
- LED flood light at cab light bar	Cab lights	Yes
- LED spot light at light bar	Yes: remote control	Yes
- Remote LED spotlight	Option: not specified	Yes
5 # 2A:10BC fire extinguisher	Not mentioned	Yes
Cab AC	Yes	Yes
Liquid deluge	Yes	Yes
Option: Air fill	Not mentioned	Yes
Option: Collant filters	Not mentioned	Yes

Board of Finance and City Council Submission ChecklistDepartment: Airport Submitter: H. DusablonTitle/Subject: Snow Removal Equipment Purchase

	Approval:	Meeting Date:
☒	Board of Finance	1/22/24
☒	City Council	1/29/24
☐	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	1/12/2024	N. Longo
Mayor's Office informed and approved memo	Yes	1/18/2023	J. Redell
Board/Commission, if required	Yes	1/17/2024	
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	1/18/2023	K. Sturtevant
CAO has reviewed budget, financing, and memo	Yes	1/16/2023	K. Schad
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

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



MEMORANDUM

TO: City of Burlington, Finance Board

FROM: Christian Berry, Communications and Community Engagement Manager

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

DATE: January 22, 2024

SUBJECT: **Sponsorship Agreement for nuwave's Black Experience 2024**

REQUEST

The Office of Racial Equity, Inclusion, and Belonging (REIB) is seeking approval and authorization to execute two sponsorship agreements subject to review of the City Attorney's Office, granting City funds as follows: one agreement with nuwave Equity Corporation to produce and manage the Black Experience 2024 event granting \$35,000; and, one agreement with the Flynn Center for Performing Arts to co-produce and co-manage the Black Experience 2024 event granting \$40,000, for a total authorized grant expenditure in the amount of \$75,000.

EXECUTIVE SUMMARY

Background:

REIB has sponsored nuwave Equity Corporation and the Flynn Center for Performing Arts to produce and manage the Black Experience event for several years. The Black Experience 2024 is scheduled for Saturday, February 24th and is offered to the public for free. Ongoing support of this critical event supports the nationally recognized month-long observance of African American History month. As described on the National Archives, the Authority of Executive Order 11478 recognizes African American History Month as one of the National Special Emphasis Observances implemented by Presidential Proclamation, Executive Orders, and Public Law.

nuwave Equity Corporation is an equity corporation that partners with Black-owned businesses, service professionals, and community organizations to co-develop

programming. nuwave is the original organizer of the Black Experience and the sole source providing the Black Experience in Burlington. As such, nuwave Equity Corporation is uniquely positioned to execute the planning, production, and community engagement required to curate an event that centers on the lived experiences and rich history of blacks and communities of color in Vermont. nuwave's Black Experience utilizes education and celebration as a means to foster a more inclusive and welcoming community.

Our fiscal sponsorship would support the current vision for the Black Experience in Vermont. The Black Experience in Vermont, represented through an annual event, serves to celebrate, connect, and increase awareness of the Black lived experience across the state. Through arts, music, community organizing, and education, it aims to showcase the diversity and inclusivity of Vermont while providing a platform for the Black community to share their culture and contributions.

As the creators of the event, nuwave Equity Corporation is uniquely positioned as the sole source for the Black Experience in Vermont, as their intimate ties to the Black community, ongoing efforts, and long-term vision make them the only entity capable of authentically organizing and executing this distinctive event.

The Flynn Center for Performing Arts (the Flynn) is the preeminent entertainment venue in Burlington and has been at the center of Vermont's cultural landscape for 90 years. It is well situated to host an event of this scale and importance. On average, over 200,000 people attend performances there annually. Given the sheer volume of annual performances and events, the Flynn provides extensive experience and expertise in production and marketing. Their connection to local, regional, and national performers, speakers, and entertainers and their demonstrated commitment to equity, diversity, inclusion, and accessibility (EDIA) make them an ideal partner to nuwave's Black Experience event, which is held during Black History Month. This funding to the Flynn will support in bringing in the program headliner, Robert Livingston, in addition to performances from Sweet Honey in the Rock and Talib Kweli. Discounted tickets for Sunday's Sweet Honey in the Rock will also be available for community members.

Project Funding:

nuwave's sponsorship agreement with the Office of Racial Equity, Inclusion, and Belonging is \$35,000.00 and is included in the REIB's FY24 Empowerment Fund line. The Flynn Center for Performing Arts' sponsorship agreement with the Office of Racial Equity, Inclusion, and Belonging is \$40,000.00 and is included in the REIB's FY24 Empowerment Fund line.

Selection of Sponsored Event:

This sponsorship agreement was approved as a sole source exception, therefore, bid selection was not necessary.

As the creators of the event, nuwave Equity Corporation is uniquely positioned as the sole source for the Black Experience in Vermont, as their intimate ties to the Black

community, ongoing efforts, and long-term vision make them the only entity capable of authentically organizing and executing this distinctive event. Due to the proprietary nature of the event, researching other organizations was not deemed necessary.

Department Contact:

If you have any questions, please contact Kim Carson, Director of Racial Equity, Inclusion, and Belonging at kcarson@burlingtonvt.gov or 515-313-3810.

MOTIONS

The Office of Racial Equity, Inclusion, and Belonging respectfully requests the Board of Finance approve the following motion:

To approve and authorize the Director of Racial Equity, Inclusion, and Belonging and/or Chief Administrative Officer to execute the following agreements for grants of City funds to sponsor the Black Experience 2024 event, for a total authorized grant amount of \$75,000, provided that execution of both such agreements shall be subject to the review of the City Attorney's Office:

- a sponsorship agreement with nuwave Equity Corporation for the production and management of the Black Experience 2024 event in an amount not to exceed \$35,000.000; and
- a sponsorship agreement with the Flynn Center for performing arts associated with the Black Experience 2024 in an amount not to exceed \$40,000.00.

Thank you for your continued support.



Grant Support

Office of the Clerk & Treasurer

January 2024

\$24.1m in 2023 Awards (C/T only)



Reconnect Bank & Cherry (\$20.8m DPW)

Downtown Workforce Development (\$1.5m CEDO & BWD)

Champlain St Park (\$50k BPRW)

Neighborhood Equity Index (\$500k REIB)

Main Street Traffic Safety Pilot (\$471k DPW)

Fire Station 1 Windows phase 1 (\$20k BPRW)

South End Innovation District Neighborhood (\$133k CEDO)

Transportation Planning, various (~\$380k DPW, CEDO, BED, BPRW)

	Total Project Cost	Grant \$	Other \$	Local \$	Local Savings	Local Share
Reconnect Bank & Cherry	\$35,850,000	\$32,850,000	\$0	\$3,000,000	\$32,850,000	8%
Downtown Workforce Development	\$1,534,000	\$1,534,000	\$0	\$0	\$1,534,000	0%
Champlain St Park	\$174,491	\$50,000	\$32,249	\$93,000	\$49,242	53%
Neighborhood Equity Index	\$500,000	\$400,000	\$0	\$100,000	\$400,000	20%
Main Street Traffic Safety Pilot	\$971,000	\$776,800	\$0	\$194,200	\$776,800	20%
Fire Station 1 Windows phase 1	\$110,000	\$20,000	\$0	\$90,000	\$20,000	82%
South End Coordinated Redevelopment Public Realm Conceptual Design	\$133,000	\$133,000	\$0	\$0	\$133,000	0%
Transportation Planning, various	\$480,000	\$382,650	\$0	\$97,350	\$382,650	20%

Reducing Local Costs

Pending Announcements

Railyard Enterprise Project + Workforce Development: \$26.6m request, \$0 match, late February announcements (USDOT)

Lake Street Shared Use Path Railroad Crossing: \$421k request, 20% match (VTrans)

2024 Opportunities & Challenges

Opportunities

- Infrastructure Investment & Jobs Act of 2021 (IIJA) + Inflation Reduction Act (IRA) grant opportunities continue
 - Some new programs, some stacked IIJA and IRA funds together
 - General focus areas: surface transportation, workforce development, equity, energy, regional economy
- Congressionally Directed Spending
- Interdepartmental “matchmaking” success
- CT contributions to project managers’ time

Challenges

- Limited opportunities for fleet, facilities, & public health
- Limited local match remaining for capital construction

- Champlain Parkway Phase 2*
- Railyard Enterprise Project
- North Beach Overpass
- Queen City Park Road Bridge
- Main Street Great Streets
- South End Coordinated Redevelopment
- Gateway Block / Memorial Auditorium
- Fleet**
- Facilities ** (Miller Center, City Hall, Station 1, Perkins Pier, Boathouse)
- Community ** (programming, incubator spaces, public health, housing)

2024 Targets

**not seeking grant funding but requires significant capital for local match*

***very limited grant opportunities*



Dashboard Collections



Burlington
Overview



GIS Apps and
Data



Financial
Health



Housing



Public Safety

Additional Data



General Fund Budget by Fiscal Year

General fund budgets - updated
daily from City's ERP

Explore



Property Taxes

Property taxes by Tax Parcel ID /
SPAN # FY2008-current

Explore



Burlington Grants

Grants awarded through the
Clerk/Treasurer's office.

Explore



Penny for Parks Projects by Fiscal Year

Explore



To: Board of Finance
City Council

From: Megan Moir, Division Director - Water Resources

Cc: Chapin Spencer, DPW Director
Kerin Durfee, Director of Human Resources
Tony Berry, Human Resources Manager

Date: January 22, 2024/January 29, 2024

Subject: Creation of Wastewater Operator position

EXECUTIVE SUMMARY

The Water Resources Division (WRD) of the Department of Public Works (DPW) requests Board of Finance and City Council approval for:

1. Creation of a Wastewater Plant Operator, Regular, Full-time, Non-Exempt, AFSCME, Grade 17, role in the Department of Public Works.

Funds for the addition of this FTE to the Wastewater Plant Operations team were included as part of the approved FY24 budget.

BACKGROUND

Addition of this position to the Wastewater Plant Operations group was one of the recommendations of the Water Resources Raftelis Staffing Recommendation Study completed in May 2023 (see <https://bit.ly/2023WRStaffing>) and presented to the City Council as part of the FY24 Budget Approval process (<https://bit.ly/WRFY24BudgetPres>).

Need for the Addition of Wastewater Plant Operator position

The Raftelis report cites a number of drivers behind the need to add this additional FTE (full time equivalent) to the Wastewater Plant Operations team at the Main Wastewater Treatment Plant (WWTP), the City's largest and most complicated plant. Raftelis confirmed, based on their experience having toured many WWTPs across the country, that Main Plant is a "high touch" plant requiring significant hands-on operation, particularly given the age of the infrastructure.

The consultants noted that the current approved number of wastewater operators does not account for the true labor yield of one FTE. For example, while there are currently 4 operators working at Main Plant, on a frequent basis there are less than this minimum staffing number on-site due to time off, training (two of the four operators are newer) or due to the fact that staff have had to work overnight to oversee plant operations during a storm event. Main Plant used to operate during storm events with staff only on standby, but given the equipment's age

and unreliability, we now need staff onsite during all significant wet weather events such as climate change driven thunderstorms with their intense rainfall. This additional staffing need cannot be met with existing staff numbers without impacts to other operations.

This can result in:

- Preventative maintenance tasks end up being delayed, contributing to the reactive maintenance cycle.
- Less than ideal safety conditions when staff have to work very extended hours, often alone, because there are not enough personnel to manage both day and night operations.
- Burnout of personnel due to increased overtime and lack of organizational resiliency when staff retire or leave (one of our most senior staff members on the mechanic side is retiring within the next year).

Moreover, given the infrastructure is at or beyond end of life, Main Plant is headed towards a much-needed comprehensive upgrade that will take multiple years to complete. During this upgrade, the operations team must keep various components of the existing plant operating while also adapting to new equipment and processes. It is imperative that the City have a full bench of trained operators ready to see the Plant through this critical transition.

Please see the proposed organizational chart (Attachment A) for these proposed changes.

Additional Raftelis Staffing Report Position

The Raftelis staffing report identified one last remaining new position, the creation of a Water Resources Project Manager position to add additional project delivery capacity to the Water Resources Technical Team. This was also included in the FY24 approved Water Resources budgets and WRD anticipates bringing this forward for approval later in FY24 when other new staff have been on-boarded.

BUDGET IMPACT

The Wastewater Plant Operator role is an existing AFSCME position, graded at AFSCME Grade 17 (See Attachment B for the current existing job description). The pay scale for a new employee entering this role is:

Position	Grade	Salary Impact
Wastewater Plant Operator	AFSCME, Grade 17	\$63,710 - 71,031 ¹

Notes

1) Salary shown is Step 1-7 within the grade.

Funds for the creation of these positions (including benefits) were included as part of the approved FY24 Wastewater budget. (<https://bit.ly/WRFY24BudgetPres>)

Motions

Board of Finance Motion:

To recommend that City Council approve the:

1. Creation of Wastewater Plant Operator, Regular, Full-time, Non-Exempt, AFSCME, Grade 17, role in the Department of Public Works.

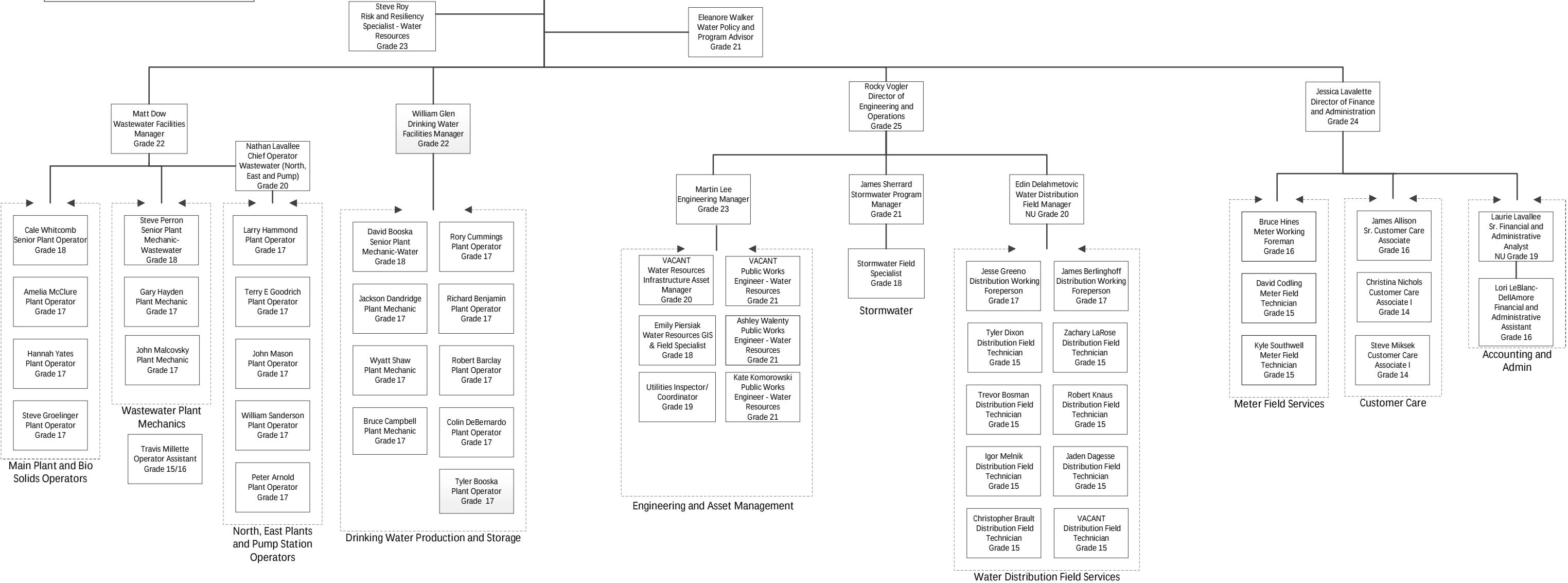
City Council Motion:

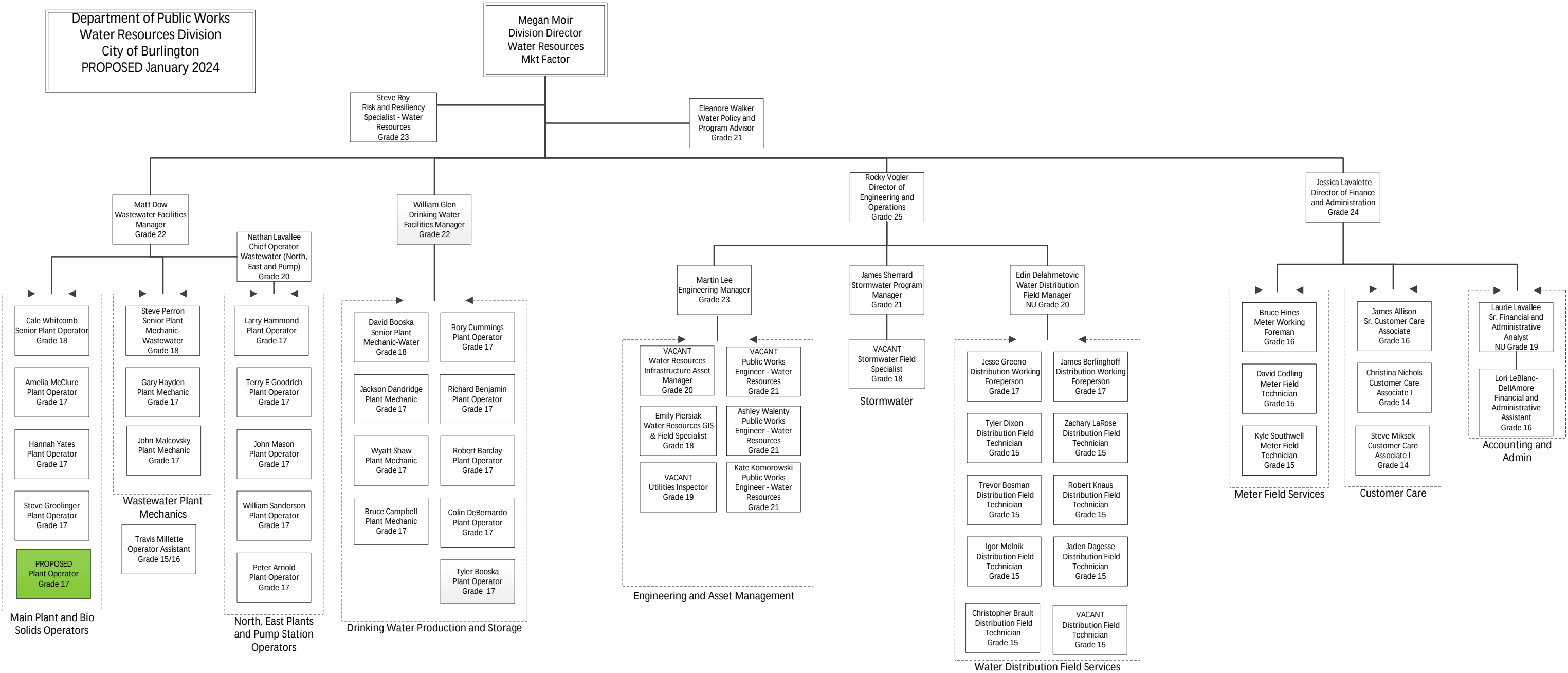
To approve the:

1. Creation of Wastewater Plant Operator, Regular, Full-time, Non-Exempt, AFSCME, Grade 17, role in the Department of Public Works.

Attachments:

- A. Organizational Chart
- B. Job Description





City of Burlington Job Description

Position Title: Plant Operator - Wastewater

Department: Department of Public Works

Reports to: Chief Plant Operator

Pay Grade: 17

Job Code: 418

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

General Purpose: This position is responsible for daily plant operations and maintenance duties at various wastewater facilities.

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.)

- Perform process control testing involved with; including but not limited to; pretreatment, primary clarification, activated sludge aeration, final settling, return and waste activated sludge control, chemical precipitation, chlorine disinfections and anaerobic digestion.
- Operate sludge thickening and dewatering systems by controlling quantity and quality of solids processing through the use of lab testing, flow measuring devices, control instrumentation and chemical dosage.
- Perform wet-weather operations as necessary and maintain on site storm water treatment facility using suggested Operations & Maintenance Manual Procedures.
- Record data and interpret results of testing; prepare recommendations for Chief Operator’s review and execution of process changes.
- Sample wastewater and solids processing streams and perform laboratory analysis.
- Operate and maintain laboratory testing equipment.
- Monitor and record meter data from wastewater flows, methane gas, chlorine feed, return and waste activated sludge, and other meters as required.
- Operate sludge tanker truck as applicable (North and East Plants).
- Operate and perform preventative and corrective maintenance on all plant equipment and 25 pump stations, including, but not limited to pump rebuilding, motor maintenance, lubrication, use of inspection equipment and cleaning.
- Fill out proper reports, including, but not limited too; daily operating sheets, safety and training logs, and inspection logs.
- Perform building and grounds custodial duties.
- Assist Chief Operator in preparation of Federal and State regulatory agency permit monitoring reports.

- May be required to participate in “On-Call Coverage”.

Non-Essential Job Functions:

- Perform other duties as required.

Qualifications/Basic Job Requirements:

- High School diploma or equivalent required.
- One (1) year of water/wastewater treatment plant operating experience preferred. Equivalent education, training and experience which provides the requisite knowledge, skills and abilities for the position is required.
- Current Vermont state operator certification at a minimum grade for the facility where position is located is preferred. (Main = grade 5, North = grade 4, East = grade 3). Ability to obtain and maintain a Vermont State Operator Certification (Grade 1 minimum) within one (1) year of hire is required.
- A Grade 3 Vermont State operator certification must be obtained within 4 years from the date of hire. Higher grade certifications are strongly encouraged.
- Ability to obtain and maintain a valid Vermont State Driver’s License required.
- For positions located at North and East Wastewater Treatment Plants, a Commercial Driver’s License Class B with tanker endorsement at the time of application is preferred. Candidates without a CDL B with tanker endorsement at the time of application must obtain a CDL Class B permit within the probationary period (90 days) and must obtain a CDL Class B with tanker endorsement license within one (1) year.
- Must be a flexible team player that takes direction well, is safety conscious, and willing and able to learn to operate all equipment and perform all tasks as assigned.
- Ability to perform minor mechanical and electrical maintenance.
- Ability to comprehend and carry out written, oral, and diagrammatic instructions required.
- Ability to learn and maintain VOSHA safety rules and regulations as they pertain to the Department of Public Works.
- Ability to work with a diverse population with a strong commitment to equity and inclusion, among City staff and the general public.
- Ability to create and maintain an environment that appropriately embraces the 6 operating principles; Customer Service, Fiscal Responsibility, Good Labor Relations, Employee Empowerment, Cooperation and Constant Improvement.
- Ability to work nights and weekends required.
- 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.

☒ seeing	☒ ability to move distances	☒ lifting (specify)
☒ color perception (red, green, amber)	within and between warehouses/offices	50-75 pounds
☒ hearing/listening	☒ climbing	☒ carrying (specify)
☒ clear speech	☒ ability to mount and dismount forklift/truck	50-75 pounds
☒ touching	☒ pushing/pulling	☒ driving (local/over the road)
☒ dexterity		
☒ hand		
☒ finger		
☐ reading - basic	☐ math skills - basic	☒ analysis/comprehension
☒ reading - complex	☒ math skills - complex	☒ judgment/decision making
☐ writing - basic	☐ clerical	
☒ writing - complex		
☒ shift work	☒ outside	☒ pressurized equipment
☒ works alone	☒ extreme heat	☒ moving objects
☒ works with others	☒ extreme cold	☒ high places
☒ verbal contact w/others	☒ noise	☒ fumes/odors
☒ face-to-face contact	☒ mechanical equipment	☒ hazardous materials
☒ 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.

Revised 9/12/05, sent to union 9/13/05, final 9/23/05, re - sent to Union 03/16/06
final: March 2006). Revised 8/11/2014; Revised Aug 2016; Revised Sept 2016; Revised and
approved by AFSCME on 7/7/2023.

Board of Finance and City Council Submission ChecklistDepartment: DPW Water Resources Division Submitter: Megan Moir/Matt Dow/Tony BerryTitle/Subject: Creation of Wastewater Plant Operator Position

	Approval:	Meeting Date:
☒	Board of Finance	1/22/2024
☒	City Council	1/29/2024
☐	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	1/16/2024	Chapin Spencer
Mayor's Office informed and approved memo	Yes	1/17/2024	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	Choose an item.	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	1/17/2024	Hayley McClenahan
CAO has reviewed budget, financing, and memo	Yes	1/17/2024	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	Yes	1/16/2024	Tony Berry
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?	N/A	
Additional Materials, if necessary	Yes	Org charts and job description
Draft Resolution or Motion?	Yes	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	Choose an item.	Click or tap here to enter text.