



Board of Finance

Wednesday, May 15, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall

Please click the link below to join the webinar:

<https://zoom.us/j/94838949930>

Or Telephone: +1 305 224 1968 US

Webinar ID: 948 3894 9930

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

To participate in Public Forum in person, sign up at the meeting.

To participate in Public Forum via ZOOM sign up here:

<https://www.burlingtonvt.gov/citycouncil/publicforum>

Do not sign up in person and via Zoom - select one only

1. Agenda

Subject	1.1. Motion to amend/adopt agenda
Meeting	May 15, 2024 - FY25 Budget Presentations - Wednesday, May 15, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to amend/adopt agenda as follows: remove agenda item 6.0. Racial Equity, Inclusion and Belonging --it will be part of 5/29 budget presentations (per CAO Schad); remove agenda item 9.0. Regional Programs--it will be part of 5/22 budget presentations (per CAO Schad)

2. Public Forum

Subject	2.1. Verbal Comments
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Meeting	May 15, 2024 - FY25 Budget Presentations - Wednesday, May 15, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	2. Public Forum
Department	Council and Board
Type	Action Procedural

3. Innovation and Technology

Subject	3.1. Innovation and Technology
Meeting	May 15, 2024 - FY25 Budget Presentations - Wednesday, May 15, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Innovation and Technology
Department	Innovation & Technology
Type	Information Presentation

4. Planning

Subject	4.1. Planning
Meeting	May 15, 2024 - FY25 Budget Presentations - Wednesday, May 15, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Planning
Department	Planning
Type	Information Presentation

5. Human Resources

Subject	5.1. Human Resources
Meeting	May 15, 2024 - FY25 Budget Presentations - Wednesday, May 15, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	5. Human Resources
Department	Human Resources
Type	Information Presentation

6. Racial Equity, Inclusion, and Belonging ****AGENDA ITEM REMOVED--will be part of 5/29 budget presentations****

Subject	6.1. Racial Equity, Inclusion and Belonging
Meeting	May 15, 2024 - FY25 Budget Presentations - Wednesday, May 15, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall

Category	6. Racial Equity, Inclusion, and Belonging **AGENDA ITEM REMOVED--will be part of 5/29 budget presentations**
Department	Racial Equity, Inclusion, & Belonging (REIB)
Type	Information Presentation

7. Clerk and Treasurer

Subject	7.1. Clerk and Treasurer
Meeting	May 15, 2024 - FY25 Budget Presentations - Wednesday, May 15, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	7. Clerk and Treasurer
Department	Clerk/Treasurer's Office
Type	Information Presentation

8. Mayor's Office

Subject	8.1. Mayor's Office
Meeting	May 15, 2024 - FY25 Budget Presentations - Wednesday, May 15, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	8. Mayor's Office
Department	Mayor's Office
Type	Information Presentation

9. Regional Programs **AGENDA ITEM REMOVED--will be part of 5/22 budget presentations**

Subject	9.1. Regional Programs
Meeting	May 15, 2024 - FY25 Budget Presentations - Wednesday, May 15, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	9. Regional Programs **AGENDA ITEM REMOVED--will be part of 5/22 budget presentations**
Department	Clerk/Treasurer's Office
Type	Information Presentation

10. Adjournment

Subject	10.1. Motion to adjourn
Meeting	May 15, 2024 - FY25 Budget Presentations - Wednesday, May 15, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	10. Adjournment

Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adjourn

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
														Budget Worksheet Report Budget Year 2025									
1																							
2																							
3	Account		Account Description										2022 Actual Amount		2023 Actual Amount		2024 Amended Budget		2024 Actual Amount		2025 Department Requested		
4	Fund 101 - General Fund																						
5	REVENUE																						
6		Department 10 - Information Technology																					
7			Division 000 - Admin																				
8		Charges for Services																					
9	4565		Reimbursement For Services										.00		.00		.00		9,861.04		.00		
10			Charges for Services Totals										\$0.00		\$0.00		\$0.00		\$9,861.04		\$0.00		
11		Fines and Forfeits																					
12	4065		Rebates										.00		.00		.00		12,222.55		.00		
13			Fines and Forfeits Totals										\$0.00		\$0.00		\$0.00		\$12,222.55		\$0.00		
14			Division 000 - Admin Totals										\$0.00		\$0.00		\$0.00		\$22,083.59		\$0.00		
15			Department 10 - Information Technology Totals										\$0.00		\$0.00		\$0.00		\$22,083.59		\$0.00		
16			REVENUE TOTALS										\$0.00		\$0.00		\$0.00		\$22,083.59		\$0.00		
17	EXPENSE																						
18		Department 10 - Information Technology																					
19			Division 000 - Admin																				
20		Personnel Services																					
21	5000_100		Salaries and Wages Regular, Full Time										511,718.28		665,898.20		734,983.00		556,235.33		679,091.00		
22	5000_115		Salaries and Wages Seasonal/Temporary										737.50		.00		.00		.00		.00		
23	5000_900		Salaries and Wages Attrition/reorganization										.00		.00		(50,000.00)		.00		(57,682.00)		
24	5100		Overtime										403.70		660.72		1,500.00		144.48		.00		
25	5200_115		Other Personnel Services Other Compensation										800.00		1,100.00		1,800.00		1,300.00		.00		
26	5200_120		Other Personnel Services Shift Differential										.00		7.58		.00		.00		.00		
27	5200_130		Other Personnel Services Allowance Taxable										153.84		1,239.58		1,500.00		1,196.14		.00		
28	5400_100		Employee Benefits FICA										37,216.37		48,364.89		56,593.00		40,002.95		51,951.00		
29	5400_115		Employee Benefits Retirement B										64,319.75		57,696.00		60,117.00		60,117.00		67,307.00		
30	5400_120		Employee Benefits Workers Compensation										27,083.79		23,699.00		20,955.00		20,712.74		25,880.00		
31	5400_125		Employee Benefits Health Insurance										108,654.00		115,147.00		165,440.00		165,440.00		163,352.00		
32	5400_130		Employee Benefits Dental Insurance										5,779.00		6,336.00		7,611.00		7,611.00		8,221.00		

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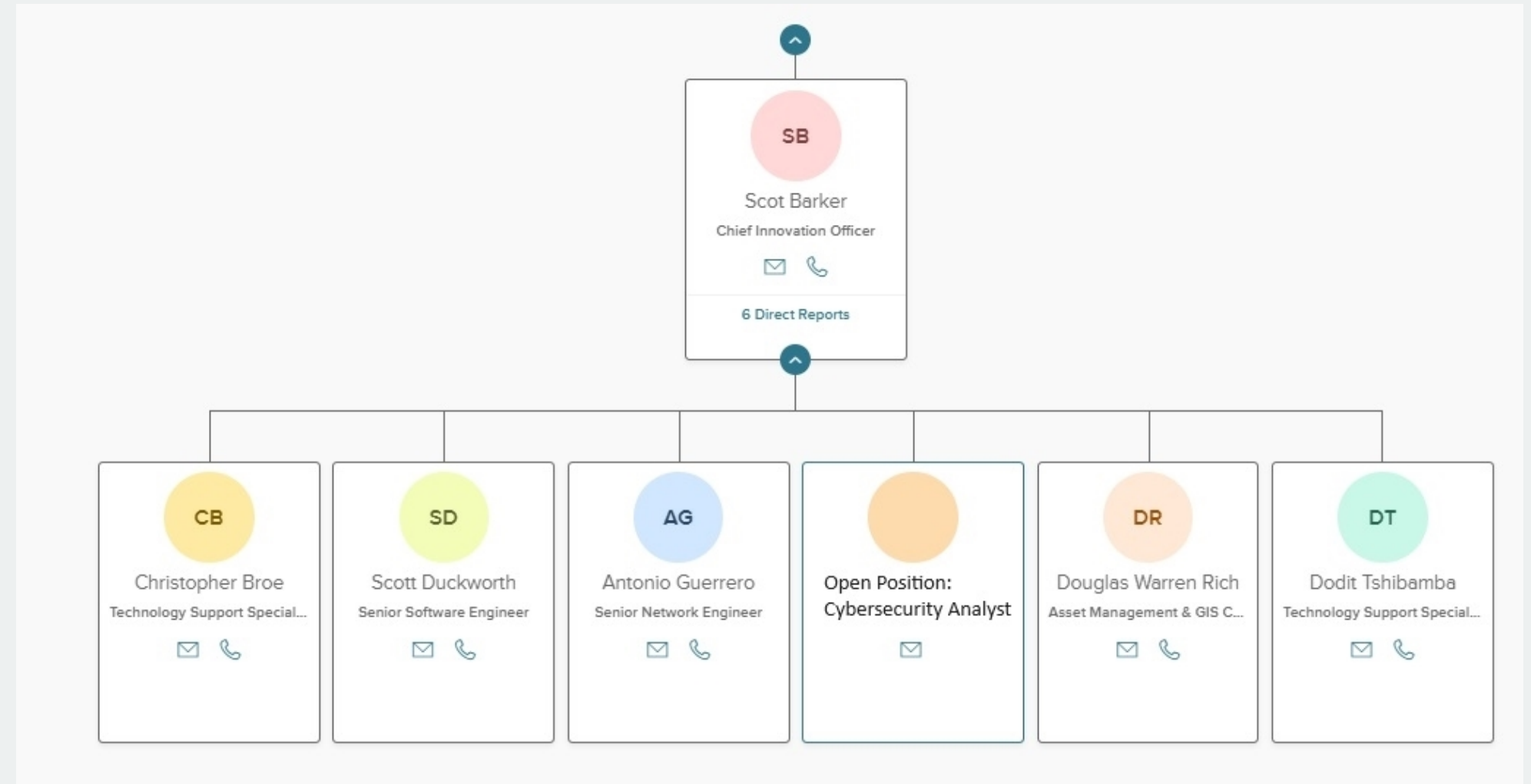
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1																								
2																								
3	Account		Account Description										2022 Actual Amount		2023 Actual Amount		2024 Amended Budget		2024 Actual Amount		2025 Department Requested			
62	REVENUE TOTALS										\$0.00		\$0.00		\$0.00		\$22,083.59		\$0.00					
63	EXPENSE TOTALS										\$1,381,582.88		\$1,804,258.92		\$1,986,566.00		\$1,762,326.22		\$2,024,710.00					
64																								
65	Fund 101 - General Fund Totals										(\$1,381,582.88)		(\$1,804,258.92)		(\$1,986,566.00)		(\$1,740,242.63)		(\$2,024,710.00)					
66																								
67	Net Grand Totals																							
68	REVENUE GRAND TOTALS										\$0.00		\$0.00		\$0.00		\$22,083.59		\$0.00					
69	EXPENSE GRAND TOTALS										\$1,381,582.88		\$1,804,258.92		\$1,986,566.00		\$1,762,326.22		\$2,024,710.00					
70																								
71	Net Grand Totals										(\$1,381,582.88)		(\$1,804,258.92)		(\$1,986,566.00)		(\$1,740,242.63)		(\$2,024,710.00)					

Innovation & Technology

FY25 Budget Proposal

TEAM STRUCTURE: FY25

- Great appreciation for this team and the work they put in during FY24
- FY25 will see us continue our commitment to innovative technology projects, employee support, and City-wide departmental needs
- Cybersecurity will see an increased focus in FY25 including new employee



Innovation & Technology

Purpose

- **TECHNOLOGY:** Provide the right technology at the right time for the right price to Departments across the City of Burlington.
- **SECURITY:** Provide data and cybersecurity to meet increased cyber threats.
- **SERVICE:** Provide timely, effective, efficient service and support to technology users across Burlington – Employees, Council members, Commissioners and Citizens.
- **INNOVATION:** Leverage data, knowledge, creativity, and relationships to facilitate innovative ideas across the City of Burlington for employees and citizens.



Looking Back at FY24...

- Worked to increase knowledge, effectiveness, and efficiency on the helpdesk to absorb the loss of one team member while keeping turn-around-time low for City employees. By the end of FY24, we will have resolved more tickets than in any previous year.
- Completed the network move out of Memorial Auditorium, bringing a higher level of security and reliability to the City's network infrastructure.
- Re-negotiated the City's cellular phone plan, resulting in \$100,000 in savings over next two years.
- Renewed Burlington Telecom contract with no increase in costs, resulting in 10+ years of protection from inflation.
- Continued our engagements with the Cybersecurity & Infrastructure Security Agency (CISA) including weekly and monthly cybersecurity hygiene reports and cybersecurity resiliency reviews.
- Rolled out CivicClerk for all board and commission meetings across the City of Burlington, giving the community one-stop access to all meeting agendas, attachments, minutes, and available recordings.
- Brought Esri (GIS) system in house to reduce costs and increase capabilities.
- Expanded the use of Asset Management (VUEWorks) to more departments.

...it was a busy and productive year!



Looking ahead to FY25...

- Further increase the City's cybersecurity posture through a new hire, training, tools (including a zero-trust framework), and cybersecurity best practices across the City.
- Continue along the path of becoming a "digital first" organization – present the tools and services citizens need when, where, and how they want them.
- Maintain our focus on continuous improvement across technology, service, security, and innovation, acting on the virtuous cycle of better, faster, and less expensive.
- Apply an equity and accessibility mindset and practices to all I&T efforts across the City.
- Facilitate deeper relationships with departments across the City with the goal of delivering more innovative solutions to their needs.
- Replace the website backend to bring a more modern, secure, and accessible website to the people of Burlington.

...laying the groundwork & building the roadmap for FY26 and beyond



The overall General Fund budget request for Innovation & Technology is **\$2,024,710** or 1.9% higher than FY24 adopted budget.

Personnel: \$939,270. This is a lower personnel cost than FY24. We accomplish this by eliminating a project manager position (retirement) and a helpdesk position (vacant, unnecessary) and creating one cybersecurity position. This eliminated approximately ½ the salary requirements from these two positions and one entire benefits package.

Operations: \$1,085,440. This is a higher cost than in FY24 due to continued centralization of software licensing including all HR/Payroll software costs and full cost of the cloud version of FireCAD.



Major Line-Item Comparison FY24 - FY25

	FY24	FY25	% Change
Personnel Services Totals	\$1,001,806	\$939,270	-6.24%
General Operating			
Computer Licensing & Maintenance	\$823,320	\$940,000	14.17%
Professional & Consultant Services	\$120,000	\$105,000	-12.50%
Budget Totals	\$1,986,566	\$2,024,710	1.92%

QUESTIONS?

Scot Barker

Chief Innovation Officer
City of Burlington, Vermont

(802) 829-5793
sbarker@burlingtonvt.gov

THANK YOU!

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1														Budget Worksheet Report Budget Year 2025											
2																									
3	Account		Account Description										2021 Actual Amount		2022 Actual Amount		2023 Actual Amount		2024 Amended Budget		2024 Actual Amount		2025 Department Requested		
4	Fund 101 - General Fund																								
5	REVENUE																								
6	Department 06 - Planning																								
7	Division 000 - Admin																								
8	Intergovernmental Revenues																								
9	4875_140		Grants State Operating										.00		10,000.00		7,500.00		32,500.00		.00		14,000.00		
10	4890_100		Grant Federal - Non Operating Cares Act Relief										1,000.00		.00		.00		.00		.00		.00		
11			Intergovernmental Revenues Totals										\$1,000.00		\$10,000.00		\$7,500.00		\$32,500.00		\$0.00		\$14,000.00		
12	Charges for Services																								
13	4600_130		Fees For Services Miscellaneous										.00		.00		.00		.00		15.00		.00		
14			Charges for Services Totals										\$0.00		\$0.00		\$0.00		\$0.00		\$15.00		\$0.00		
15			Division 000 - Admin Totals										\$1,000.00		\$10,000.00		\$7,500.00		\$32,500.00		\$15.00		\$14,000.00		
16			Department 06 - Planning Totals										\$1,000.00		\$10,000.00		\$7,500.00		\$32,500.00		\$15.00		\$14,000.00		
17			REVENUE TOTALS										\$1,000.00		\$10,000.00		\$7,500.00		\$32,500.00		\$15.00		\$14,000.00		
18	EXPENSE																								
19	Department 06 - Planning																								
20	Division 000 - Admin																								
21	Personnel Services																								
22	5000_100		Salaries and Wages Regular, Full Time										187,776.12		317,162.96		373,254.75		451,981.00		371,332.99		474,386.00		
23	5000_115		Salaries and Wages Seasonal/Temporary										4,903.50		.00		30,577.20		89,999.00		41,855.60		30,000.00		
24	5000_900		Salaries and Wages Attrition/reorganization										.00		.00		.00		(25,000.00)		.00		(35,579.00)		
25	5100		Overtime										.00		772.37		.00		.00		28.80		.00		
26	5200_106		Other Personnel Services Staffing										.00		.00		567.47		.00		.00		.00		
27	5200_115		Other Personnel Services Other Compensation										100.00		1,050.00		450.00		1,000.00		100.00		1,000.00		
28	5400_100		Employee Benefits FICA										13,990.35		23,068.62		29,227.25		39,626.00		29,779.41		41,340.00		
29	5400_115		Employee Benefits Retirement B										15,936.49		16,821.28		34,494.00		36,969.00		36,969.00		45,519.00		
30	5400_120		Employee Benefits Workers Compensation										9,974.55		13,805.18		12,966.00		12,732.00		12,584.80		16,076.00		
31	5400_125		Employee Benefits Health Insurance										29,886.00		65,838.00		80,648.00		97,046.00		97,046.00		94,117.00		
32	5400_130		Employee Benefits Dental Insurance										1,625.00		3,530.00		4,044.00		4,465.00		4,465.00		3,996.00		

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1														Budget Worksheet Report Budget Year 2025													
2																											
3	Account		Account Description										2021 Actual Amount		2022 Actual Amount		2023 Actual Amount		2024 Amended Budget		2024 Actual Amount		2025 Department Requested				
33	5400_135		Employee Benefits Life Insurance										420.00		729.00		962.00		833.00		833.00		838.00				
34	5400_145		Employee Benefits Employee Parking										260.00		20.00		.00		.00		.00		2,000.00				
35			Personnel Services Totals										\$264,872.01		\$442,797.41		\$567,190.67		\$709,651.00		\$594,994.60		\$673,693.00				
36			General Operating																								
37	6000		Office Supplies										12.00		69.67		1,135.07		1,000.00		613.24		1,000.00				
38	6005		Postage										1.00		.40		.00		50.00		18.50		.00				
39	6007		Shipping and Moving										.00		.00		151.54		150.00		48.47		.00				
40	6010		Computer Equipment										3,415.48		219.97		232.78		1,000.00		.00		1,000.00				
41	6015		Computer Software										(23.37)		3,394.52		4,755.22		5,500.00		706.07		2,000.00				
42	6020		Office Equipment										.00		2,483.96		.00		1,500.00		.00		1,000.00				
43	6025		Furnishings										.00		538.00		3,577.66		2,000.00		.00		500.00				
44	6200		Medical Fees And Supplies										.00		.00		233.00		125.00		.00		250.00				
45	6202		Printing/Copying/Paper Mgt										78.92		289.38		646.65		3,000.00		207.42		2,000.00				
46	6203		Dues/Subscriptions										3,181.74		3,821.16		2,912.24		5,000.00		2,038.90		5,250.00				
47	6208		Special Supplies										.00		531.96		3,853.96		3,500.00		.00		2,000.00				
48	6350		Legal Notice & Advertising										1,466.16		2,092.36		838.24		2,000.00		2,000.00		2,000.00				
49	6400_125		Utilities Telecommunications										1,070.65		2,018.84		2,568.93		2,800.00		1,714.55		2,200.00				
50	6500_118		Professional and Consultant Svs Contractual Services										.00		.00		40,441.77		50,001.00		309.00		50,000.00				
51	6530_100		Rentals Property										.00		.00		550.00		1,000.00		104.00		1,000.00				
52	6700_100		Travel & Training Education										1,124.99		3,567.34		3,352.90		5,000.00		1,268.29		5,250.00				
53	6700_107		Travel & Training Training Materials										71.45		.00		76.00		100.00		.00		100.00				
54	6700_110		Travel & Training Travel Expense										.00		1,621.39		2,661.39		8,400.00		3,564.83		6,000.00				
55	6700_115		Travel & Training Mileage										.00		.00		.00		1,000.00		139.45		500.00				
56	6800_140		Fees for Services Hospitality Expense										.00		.00		.00		2,500.00		494.60		1,000.00				
57	7200_115		Capital Leases Equipment										2,062.51		2,038.34		2,039.94		2,200.00		1,240.60		2,200.00				
58	7250		Capital Lease Interest										.00		.00		.00		20.00		.00		20.00				
59			General Operating Totals										\$12,461.53		\$22,687.29		\$70,027.29		\$97,846.00		\$14,467.92		\$85,270.00				
60			Division 000 - Admin Totals										\$277,333.54		\$465,484.70		\$637,217.96		\$807,497.00		\$609,462.52		\$758,963.00				
61			Department 06 - Planning Totals										\$277,333.54		\$465,484.70		\$637,217.96		\$807,497.00		\$609,462.52		\$758,963.00				

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1														Budget Worksheet Report Budget Year 2025											
2																									
3	Account		Account Description										2021 Actual Amount		2022 Actual Amount		2023 Actual Amount		2024 Amended Budget		2024 Actual Amount		2025 Department Requested		
62	EXPENSE TOTALS										\$277,333.54		\$465,484.70		\$637,217.96		\$807,497.00		\$609,462.52		\$758,963.00				
63																									
64	Fund 101 - General Fund Totals																								
65																									
66	REVENUE TOTALS										\$1,000.00		\$10,000.00		\$7,500.00		\$32,500.00		\$15.00		\$14,000.00				
67	EXPENSE TOTALS										\$277,333.54		\$465,484.70		\$637,217.96		\$807,497.00		\$609,462.52		\$758,963.00				
68																									
69	Fund 101 - General Fund Totals										(\$276,333.54)		(\$455,484.70)		(\$629,717.96)		(\$774,997.00)		(\$609,447.52)		(\$744,963.00)				
70																									
71	Net Grand Totals																								
72	REVENUE GRAND TOTALS										\$1,000.00		\$10,000.00		\$7,500.00		\$32,500.00		\$15.00		\$14,000.00				
73	EXPENSE GRAND TOTALS										\$277,333.54		\$465,484.70		\$637,217.96		\$807,497.00		\$609,462.52		\$758,963.00				
74																									
75	Net Grand Totals										(\$276,333.54)		(\$455,484.70)		(\$629,717.96)		(\$774,997.00)		(\$609,447.52)		(\$744,963.00)				

Office of City Planning- Functions

Comprehensive Planning

Lead:

- planBTV: citywide & neighborhood planning
- Special issue/topic/site planning

Collaborate:

- Housing & economic development
- Historic preservation
- Land conservation & sustainability
- Other department plans (i.e. parks & transportation)
- Major City Capital Projects (i.e. Great Streets)
- Planning-related legislation

Ordinance Development

Lead:

- Maintain Comprehensive Development Ordinance (a.k.a Zoning Ordinance)
- Major amendments from planning & action plans
- Minor amendments from day-to-day administration of ordinance

Collaborate:

- Other ordinance amendments (i.e. Ch. 18)
- Implementation/ administration handoff

Urban Analytics & Design

Lead:

- Internal & external data/spatial/development analyses
- BTVstat & Open Data
- Maintain GIS data/mapping for land use & policy
- Housing & BPD Incident Data Dashboards & Annual Reports; other topics

Collaborate:

- Growth projections, massing studies, input on design of city infrastructure
- Special data projects (i.e. Redistricting)
- Other BPD data requests

Board & Commission Support

Lead:

- Staff Planning Commission & sub-committees

Collaborate:

- Council Ordinance Committee
- Data for Police Commission meetings
- Other Board & Commission as projects require

FY25 Goals & Priorities

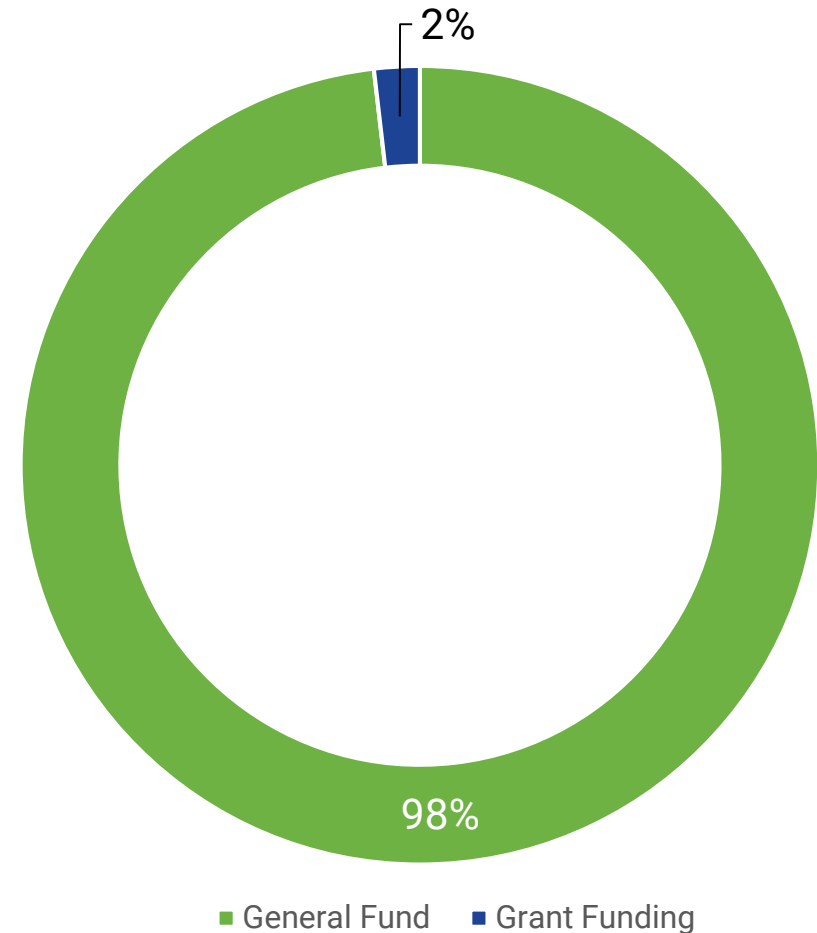
- **Preparing long-range plans, and supporting other departments' planning initiatives**
 - New Projects: *planBTV: New North End* and *preserveBTV: Historic Preservation Plan*
 - Collaborate on update to *Open Space Protection Plan* (with Parks, DPI)
- **Facilitating the implementation of *planBTV* through policy and special projects**
 - Complete in-the-works projects: Citywide Transportation Options Study, South End Coordinated Development Planning (with CEDO, DPW); support multi-department steps toward implementation
- **Support data analysis, research and best practices for key city priorities and projects**
 - Support departments' data management & analysis as a core function
 - Continue & build on reporting/public information for major city initiatives/issues
 - Build out and increase awareness of BTVstat Hub (Open Data site)

FY25 Revenues

Revenue:

- Almost exclusively General Fund supported; approx. 2% of revenue (\$14,000) from grants
 - Half of \$28,000 multi-year grant reimbursement for Historic Preservation Plan
 - *Note: this does not include approx. \$160,000 of work funded directly by CCRPC*
- Remaining ~\$290,500 GF from FY23 & FY24 in AFB for multi-year projects
 - These funds are leveraging approx. \$188,000 in grants for projects in work plan
 - Anticipate approx. \$50,000 adt'l in-kind for implementation support for recent projects
- Request for approx. \$25,000 of unspent budget in FY24 rollover to AFB to continue funded projects

FY 25 Anticipated Revenues

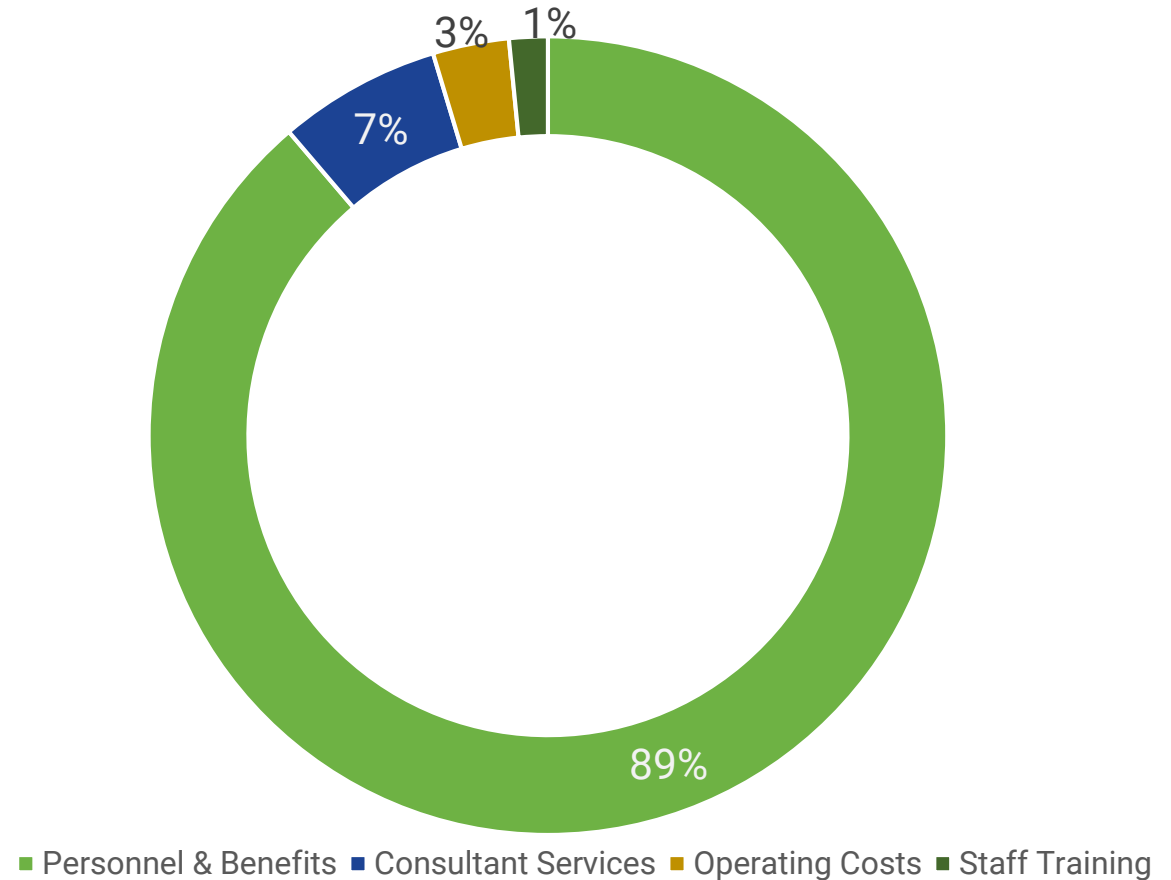


FY25 Expenses

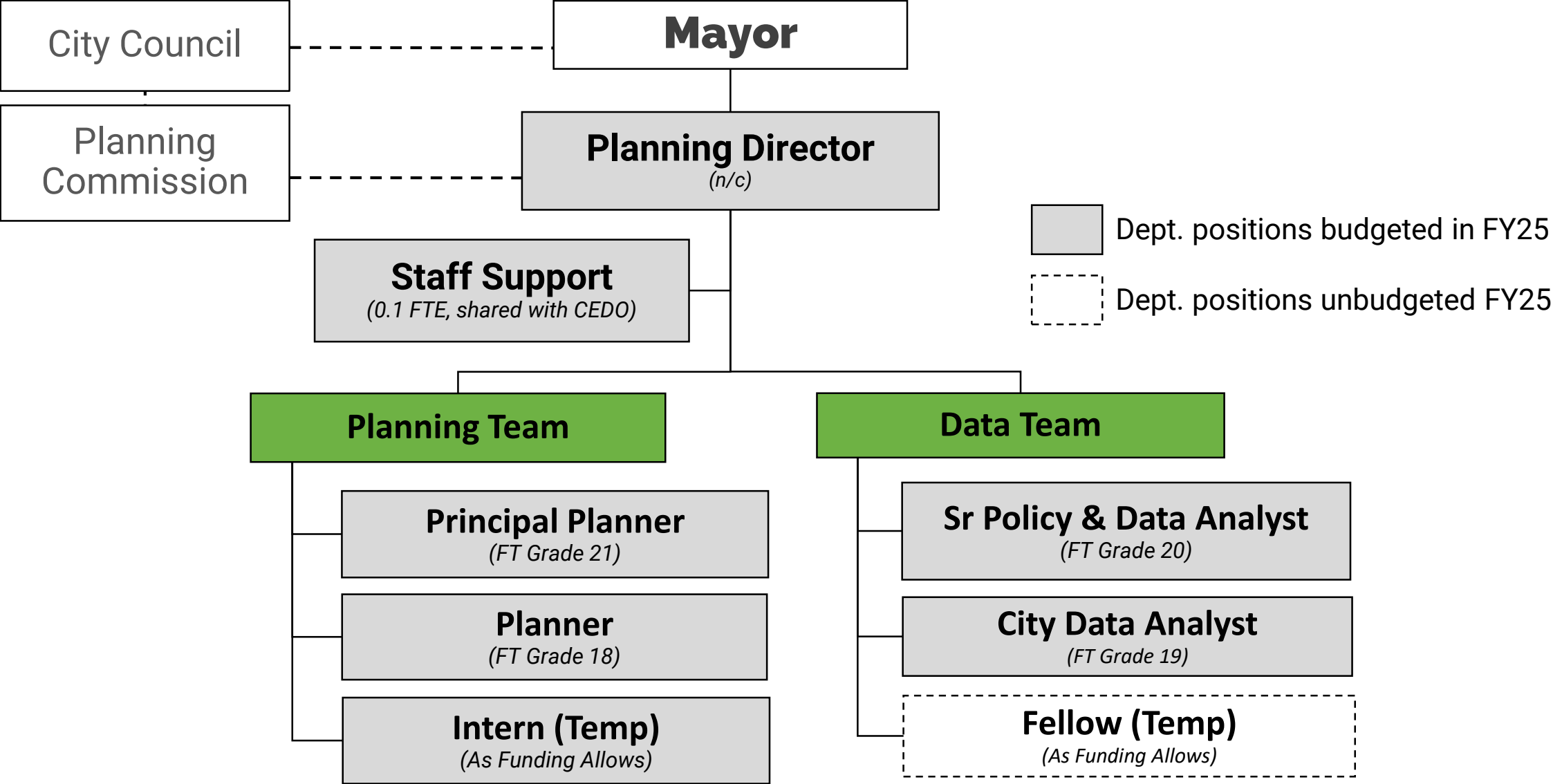
Expenses:

- 89% of budget covers salaries and benefits
 - Maintains staffing at 5.1 FTE as approved in FY24
 - Discontinues data fellow role in FY25, continues planning temporary position as needed for project capacity

FY 25 Proposed Expenses



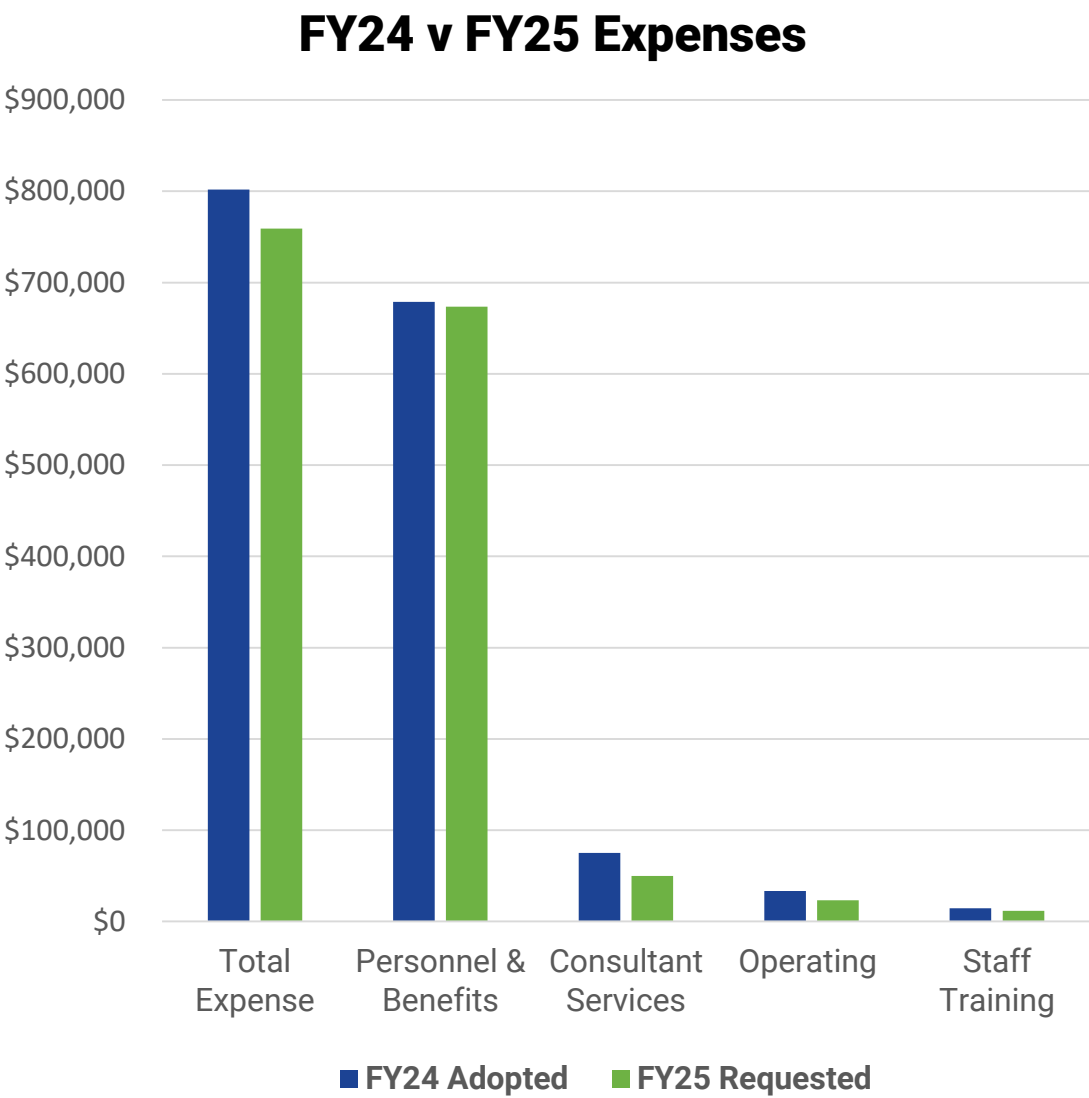
Department Organizational Chart



FY25 Expenses

Net FY25 GF request of \$744,963 is \$24,345 less than FY24 requested

- Staff & benefits costs increasing, but small YOY reduction results from pausing Data Fellow position
- Majority of work plan utilizing multi-year project funds that have already been allocated in prior FY's
- All other areas of dept. budget also reduced (consultant services, general operations, training)



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1														Budget Worksheet Report Budget Year 2025											
2																									
3	Account		Account Description										2021 Actual Amount		2022 Actual Amount		2023 Actual Amount		2024 Amended Budget		2024 Actual Amount		2025 Department Requested		
4	Fund 101 - General Fund																								
5	REVENUE																								
6			Department 08 - Human Resources																						
7			Division 000 - Admin																						
8			Other Revenue																						
9	4720_110		Use of Fund Balance GF Assigned										.00	.00	.00	.00	.00	30,000.00							
10			Other Revenue Totals										\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00							
11			Division 000 - Admin Totals										\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00							
12			Department 08 - Human Resources Totals										\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00							
13			REVENUE TOTALS										\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00							
14	EXPENSE																								
15			Department 08 - Human Resources																						
16			Division 000 - Admin																						
17			Personnel Services																						
18	5000_100		Salaries and Wages Regular, Full Time										384,507.25	534,677.85	622,071.84	933,798.00	764,568.99	721,057.00							
19	5000_115		Salaries and Wages Seasonal/Temporary										1,120.17	.00	.00	.00	.00	.00							
20	5000_900		Salaries and Wages Attrition/reorganization										.00	.00	.00	(50,000.00)	.00	(70,000.00)							
21	5100		Overtime										6,323.96	5,211.55	2,705.78	1,500.00	6,881.25	1,500.00							
22	5200_115		Other Personnel Services Other Compensation										1,600.00	2,350.00	3,068.19	5,300.00	5,238.13	9,172.00							
23	5200_116		Other Personnel Services Longevity Pay										.00	.00	.00	.00	402.91	.00							
24	5200_120		Other Personnel Services Shift Differential										.00	.00	.00	.00	.25	1.00							
25	5200_125		Other Personnel Services Taxable Reimbursements										.00	.00	4,200.00	.00	.00	.00							
26	5200_130		Other Personnel Services Allowance Taxable										.00	923.04	1,212.46	1,000.00	1,870.16	2,441.00							
27	5400_100		Employee Benefits FICA										28,478.69	39,214.86	45,641.43	71,879.00	55,821.71	56,164.00							
28	5400_115		Employee Benefits Retirement B										49,805.59	41,762.43	53,102.00	76,379.00	76,379.00	94,094.00							
29	5400_120		Employee Benefits Workers Compensation										30,899.85	25,865.55	24,945.00	29,025.00	28,689.44	33,034.00							
30	5400_125		Employee Benefits Health Insurance										91,570.00	114,990.00	111,740.00	152,038.00	152,038.00	177,956.00							
31	5400_130		Employee Benefits Dental Insurance										5,649.00	6,133.00	5,832.00	8,185.00	8,185.00	8,842.00							
32	5400_135		Employee Benefits Life Insurance										1,367.00	1,276.00	1,539.00	1,838.00	1,838.00	1,848.00							

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1														Budget Worksheet Report Budget Year 2025											
2																									
33	5400_150	Employee Benefits Recognition											.00	200.00	.00	.00	.00	.00	.00						
34		Personnel Services Totals											\$601,321.51	\$772,604.28	\$876,057.70	\$1,230,942.00	\$1,101,912.84	\$1,036,109.00							
35		Capital Equipment																							
36	6211_110	Specialized Equipment Safety Equipment											.00	.00	147.08	.00	.00	.00							
37		Capital Equipment Totals											\$0.00	\$0.00	\$147.08	\$0.00	\$0.00	\$0.00							
38		General Operating																							
39	6000	Office Supplies											840.67	2,424.26	2,087.40	2,200.00	1,028.70	3,000.00							
40	6005	Postage											.00	13.58	592.47	1,700.00	1,385.59	217.00							
41	6010	Computer Equipment											.00	632.62	29.35	100.00	.00	100.00							
42	6017	Computer Licensing and Maint.											.00	24,902.12	.00	.00	.00	.00							
43	6020	Office Equipment											.00	.00	.00	1,000.00	.00	1,000.00							
44	6200	Medical Fees And Supplies											.00	.00	.00	200.00	.00	200.00							
45	6202	Printing/Copying/Paper Mgt											40.18	303.80	3,106.79	1,000.00	161.93	1,000.00							
46	6203	Dues/Subscriptions											1,780.79	4,273.14	2,436.72	2,600.00	244.00	2,600.00							
47	6208	Special Supplies											.00	29.88	.00	.00	.00	.00							
48	6350	Legal Notice & Advertising											1,975.50	24,130.27	33,619.01	500.00	.00	500.00							
49	6355	Recruitment											.00	.00	39,586.57	55,000.00	31,900.20	25,000.00							
50	6400_125	Utilities Telecommunications											4,622.67	4,625.14	4,724.34	5,000.00	3,696.61	5,000.00							
51	6500_118	Professional and Consultant Svs Contractual Services											9,678.38	59,601.32	40,896.88	68,500.00	61,401.50	68,500.00							
52	6500_125	Professional and Consultant Svs Employee Assistance / Counseling											25,376.25	24,353.25	28,210.00	31,500.00	19,710.00	31,500.00							
53	6700_100	Travel & Training Education											337.61	2,706.66	11,492.09	15,000.00	2,292.23	15,000.00							
54	6700_105	Travel & Training Special Training											5,445.00	6,280.00	14,980.00	12,900.00	.00	12,900.00							
55	6800_160	Fees for Services Background Check											.00	2,585.00	7,745.00	10,000.00	4,755.00	10,000.00							
56	7200_115	Capital Leases Equipment											1,611.64	1,593.55	1,594.80	1,700.00	1,002.84	1,700.00							
57	7709	Accessiblity Committee											.00	1,052.60	.00	.00	.00	15,000.00							
58		General Operating Totals											\$51,708.69	\$159,507.19	\$191,101.42	\$208,900.00	\$127,578.60	\$193,217.00							
59		Division 000 - Admin Totals											\$653,030.20	\$932,111.47	\$1,067,306.20	\$1,439,842.00	\$1,229,491.44	\$1,229,326.00							
60		Division 012 - Payroll																							
61		Personnel Services																							
62	5000_100	Salaries and Wages Regular, Full Time											.00	.00	90,153.67	.00	(700.53)	259,563.00							

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1														Budget Worksheet Report Budget Year 2025											
2																									
63	5100	Overtime											.00	.00	3,841.36	10,000.00	81.04	10,000.00							
64	5200_115	Other Personnel Services Other Compensation											.00	.00	1,398.33	2,100.00	175.00	2,100.00							
65	5200_116	Other Personnel Services Longevity Pay											.00	.00	182.50	880.00	.00	403.00							
66	5200_120	Other Personnel Services Shift Differential											.00	.00	.07	.00	.00	.00							
67	5200_125	Other Personnel Services Taxable Reimbursements											.00	.00	.00	1,000.00	.00	1,000.00							
68	5200_130	Other Personnel Services Allowance Taxable											.00	.00	403.83	1,483.00	.00	1,483.00							
69	5400_100	Employee Benefits FICA											.00	.00	6,971.32	1,183.00	(56.66)	21,003.00							
70	5400_145	Employee Benefits Employee Parking											.00	.00	.00	460.00	220.00	460.00							
71		Personnel Services Totals											\$0.00	\$0.00	\$102,951.08	\$17,106.00	(\$281.15)	\$296,012.00							
72		General Operating																							
73	6000	Office Supplies											.00	.00	1,051.40	2,500.00	3,337.74	2,500.00							
74	6010	Computer Equipment											.00	.00	.00	200.00	100.00	200.00							
75	6020	Office Equipment											.00	.00	.00	200.00	17.88	200.00							
76	6202	Printing/Copying/Paper Mgt											.00	.00	.00	100.00	532.85	100.00							
77	6350	Legal Notice & Advertising											.00	.00	.00	100.00	.00	100.00							
78	6400_125	Utilities Telecommunications											.00	.00	.00	1,500.00	961.05	1,500.00							
79	6400_127	Utilities Cellular Communications											.00	.00	27.45	2,220.00	940.41	2,220.00							
80	6500_118	Professional and Consultant Svs Contractual Services											.00	.00	1,300.00	65,000.00	63,239.50	.00							
81	6700_100	Travel & Training Education											.00	.00	.00	2,000.00	1,689.47	4,028.00							
82	6700_115	Travel & Training Mileage											.00	.00	.00	400.00	.00	400.00							
83	7200_115	Capital Leases Equipment											.00	.00	.00	800.00	693.26	805.00							
84		General Operating Totals											\$0.00	\$0.00	\$2,378.85	\$75,020.00	\$71,512.16	\$12,053.00							
85		Division 012 - Payroll Totals											\$0.00	\$0.00	\$105,329.93	\$92,126.00	\$71,231.01	\$308,065.00							
86		Department 08 - Human Resources Totals											\$653,030.20	\$932,111.47	\$1,172,636.13	\$1,531,968.00	\$1,300,722.45	\$1,537,391.00							
87		EXPENSE TOTALS											\$653,030.20	\$932,111.47	\$1,172,636.13	\$1,531,968.00	\$1,300,722.45	\$1,537,391.00							
88																									
89		Fund 101 - General Fund Totals																							
90																									
91		REVENUE TOTALS											\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00							
92		EXPENSE TOTALS											\$653,030.20	\$932,111.47	\$1,172,636.13	\$1,531,968.00	\$1,300,722.45	\$1,537,391.00							

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1															Budget Worksheet Report Budget Year 2025										
2																									
93																									
94											Fund 101 - General Fund Totals			(\$653,030.20)		(\$932,111.47)		(\$1,172,636.13)		(\$1,531,968.00)		(\$1,300,722.45)		(\$1,507,391.00)	
95																									
96											Net Grand Totals														
97											REVENUE GRAND TOTALS		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$30,000.00
98											EXPENSE GRAND TOTALS		\$653,030.20		\$932,111.47		\$1,172,636.13		\$1,531,968.00		\$1,300,722.45		\$1,507,391.00		\$1,537,391.00
99																									
100											Net Grand Totals		(\$653,030.20)		(\$932,111.47)		(\$1,172,636.13)		(\$1,531,968.00)		(\$1,300,722.45)		(\$1,507,391.00)		(\$1,507,391.00)



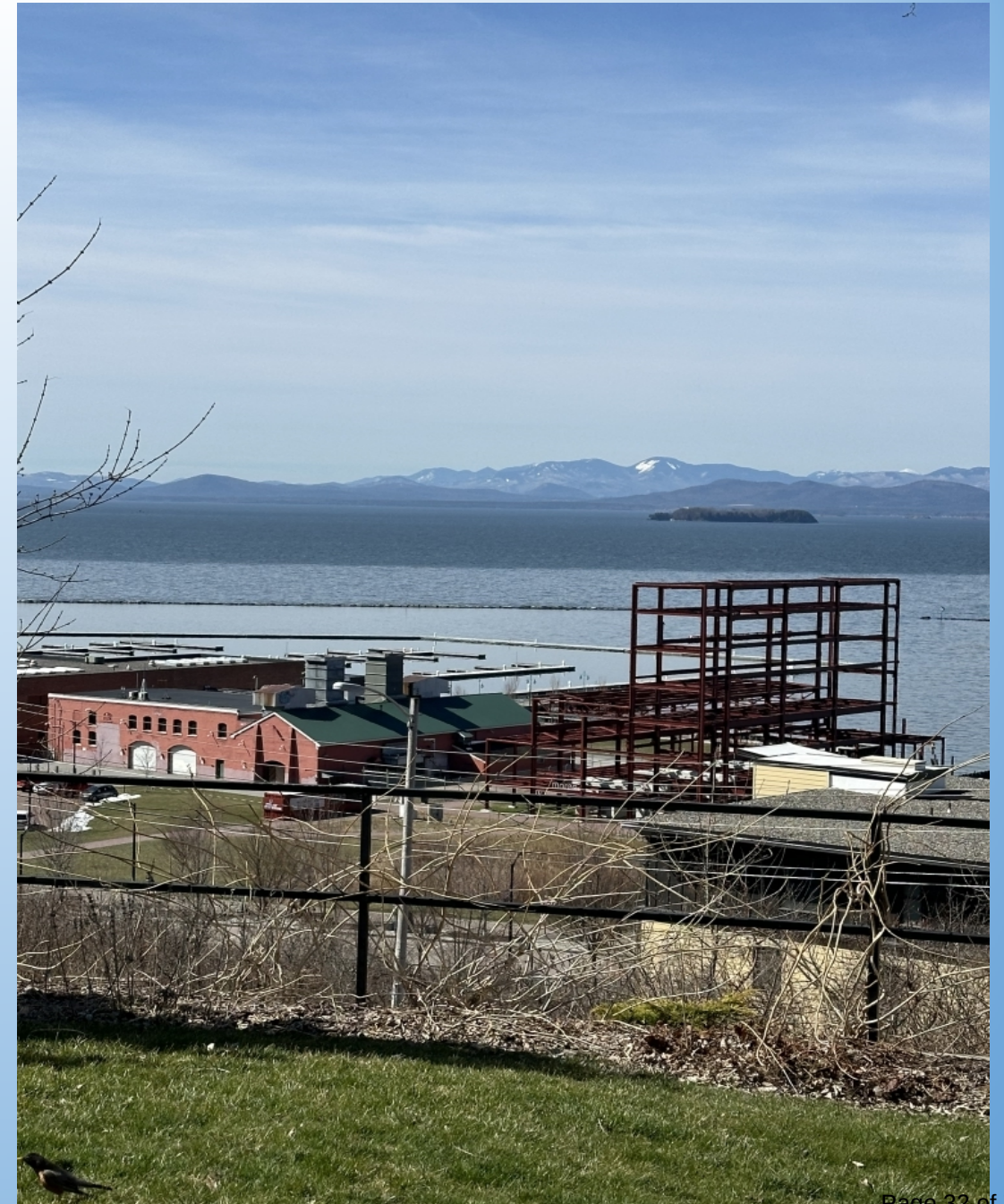
FY'25 Human Resources and Payroll

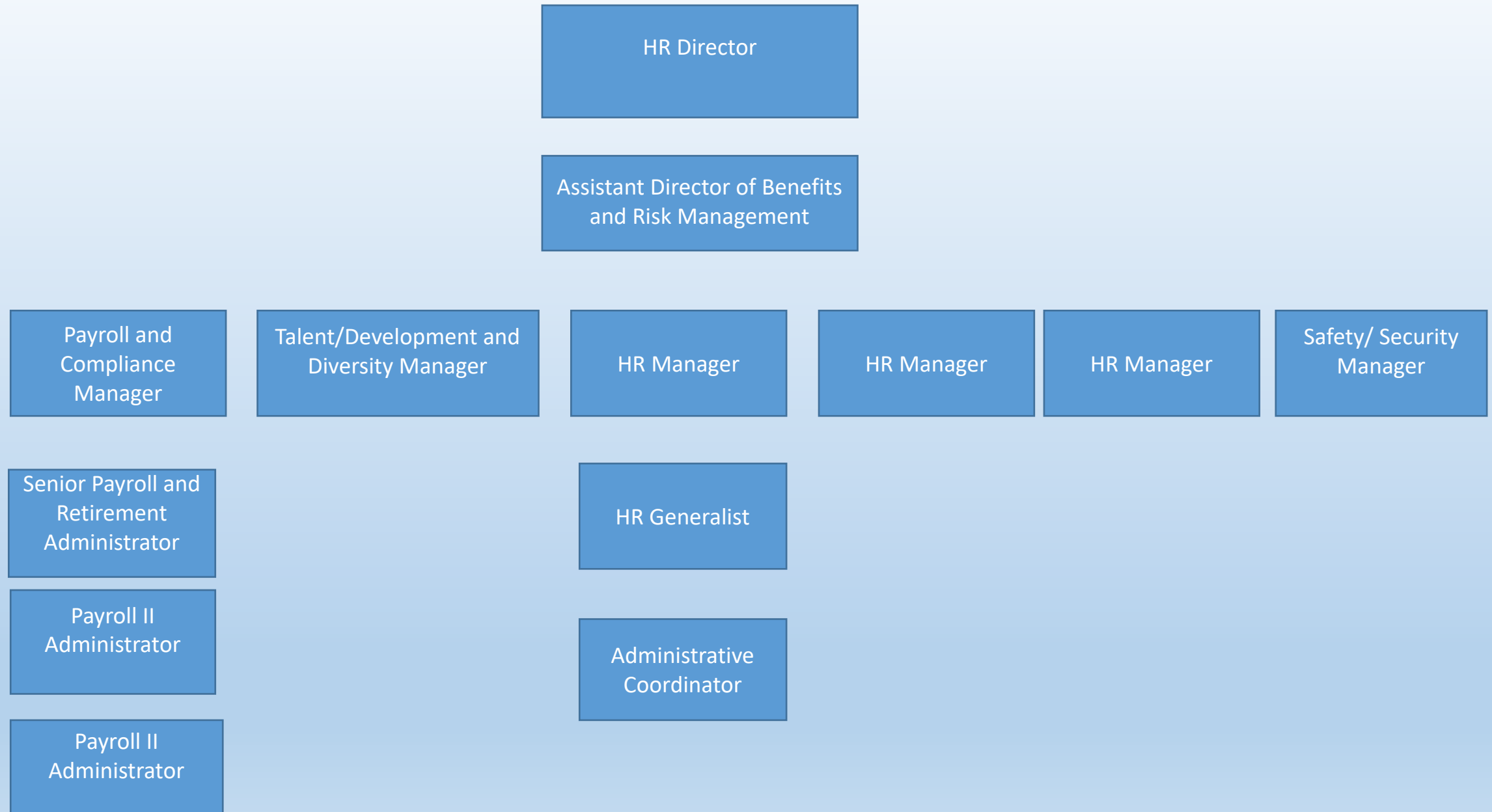


Mission Statement

The mission of the City of Burlington Human Resources Department is to provide excellent services to attract, develop, motivate, retain, compensate, and serve a diverse workforce within a supportive and culturally competent work environment.

The City of Burlington Human Resources Department supports City employees and managers by providing service and consultation in the areas of: labor and employee relations, employment and recruiting, benefits administration, accurate pay, workers' compensation, wellness activities, employee development, and legal compliance. Our department also supports the Human Resources Committee.





Director of
Human
Resources

Labor relations including negotiations, policy development, oversees all HR functions including equity initiatives and administers and supports HR functions the Mayor's office and the office of the City Attorney. Manages, recruits and develops HR staff and functions.

Assistant Director of Benefits
and Risk Management

Oversees and administers all employee benefits including the City's Paid Family Leave Plan (personal and medical) and workers' compensation, health, dental, retirement and 457 Plans. Serves as the HR office manger.

Human Resources
Talent, Development
& Diversity Manager

Recruitment and training functions, leads citywide equity initiatives and training, schedules and coordinates City wide training and recruitment events, supports the administrative HR staff and provides leadership in systems (HRIS) management.

HR Manager

Administers and supports HR functions for Parks, Recreation & Waterfront, International Airport, City Arts (BCA), Business & Workforce Development, Office of City Planning, and the Racial Equity, Inclusion & Belonging Office (REIB)

HR Manager

Administers and supports HR functions for Burlington Electric Department, Innovation & Technology, Permitting & Inspections, the Community & Economic Development Office (CEDO), the Clerk/Treasurer's Office, and the Police Department

HR Manager

Administers and supports HR functions Fire Department, Public Works, Fletcher Free Library, and the Assessor's Office

HR Generalist

Oversees and administers the City's Wellness programs, applications and initiatives, reconciles expenditures, processes invoices, on-boarding and off-boarding. Leads all departmental administrative tasks.

HR Administrative Assistant

Supports the HR Department by offering customer service at the front-desk! Cross trained in most all HR administrative duties, supports the recruitment and other daily processes.

Safety manager

Recruitment and training functions, leads citywide equity initiatives and training, schedules and coordinates City wide training and recruitment events, supports the administrative HR staff and provides leadership in systems (HRIS) management.

Payroll and Compliance Manager

Manages all aspects of the City's payroll functions, provides technical services for payroll systems-integrations, senior level accounting services and supervises payroll staff.

Senior Payroll and Retirement admin

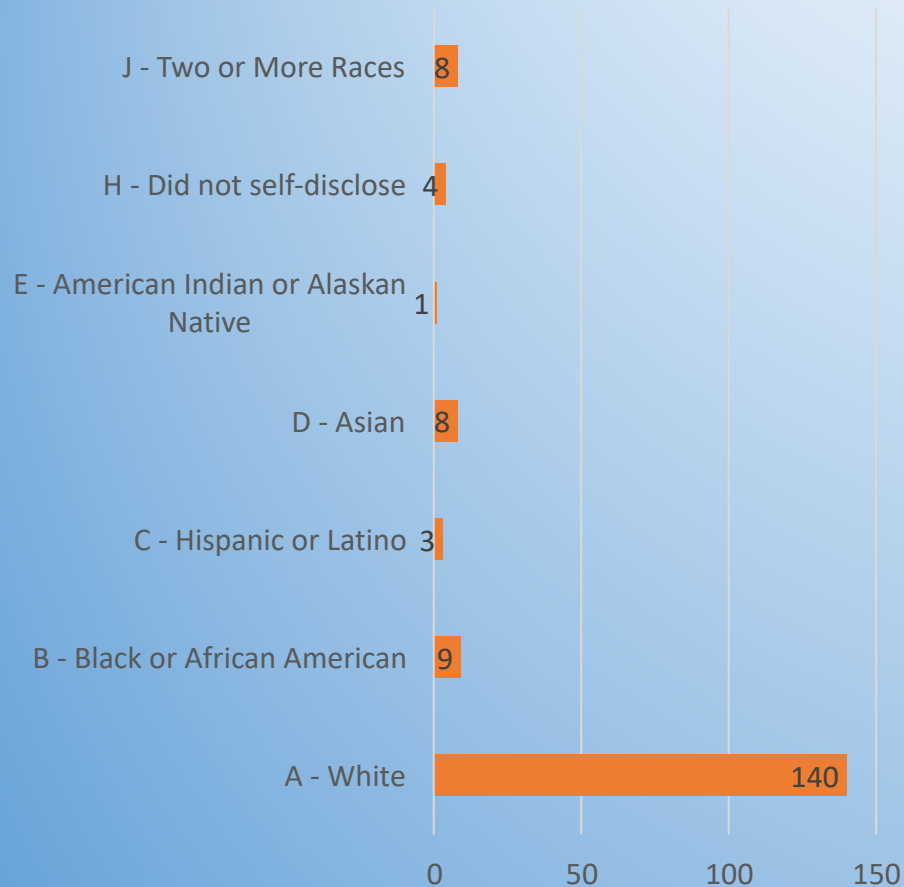
Administers payroll functions for BPD and supports the administrative end of the retirement process

Payroll II administrators

Administer the payroll process for all departments outside of BPD and BED.

Inclusive Recruitment

Recruitment Racial Demographics

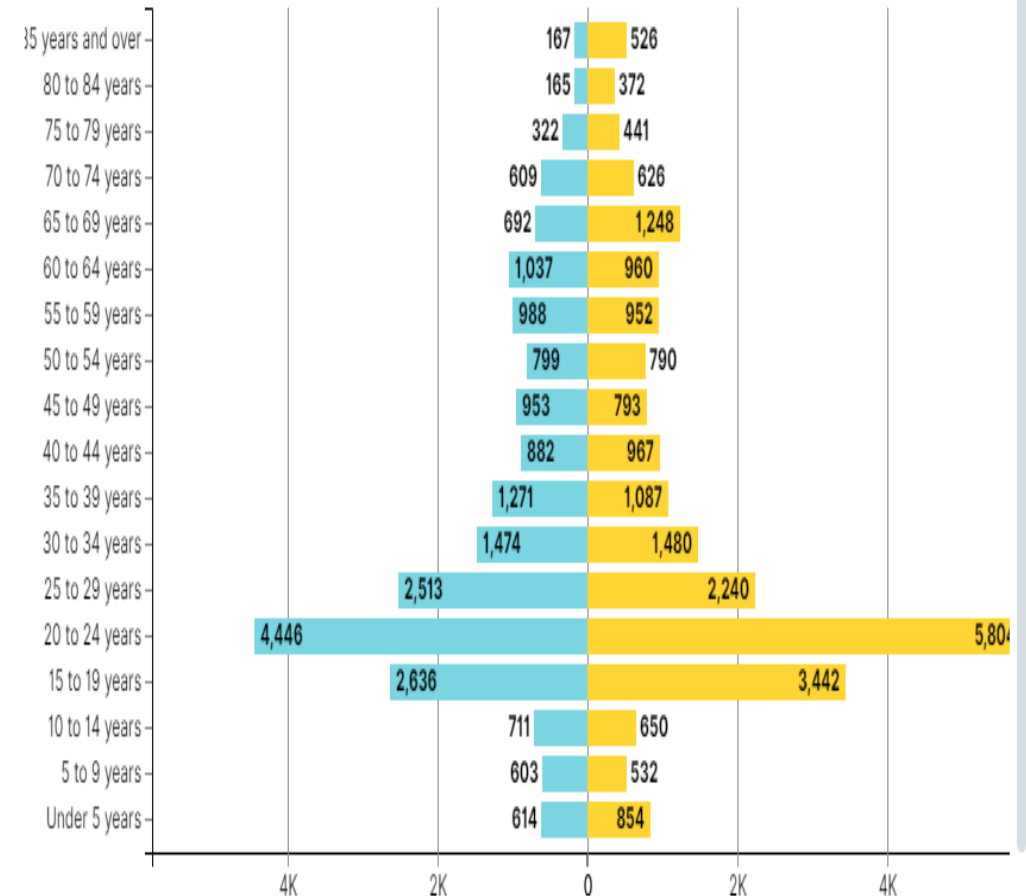


Population by Race

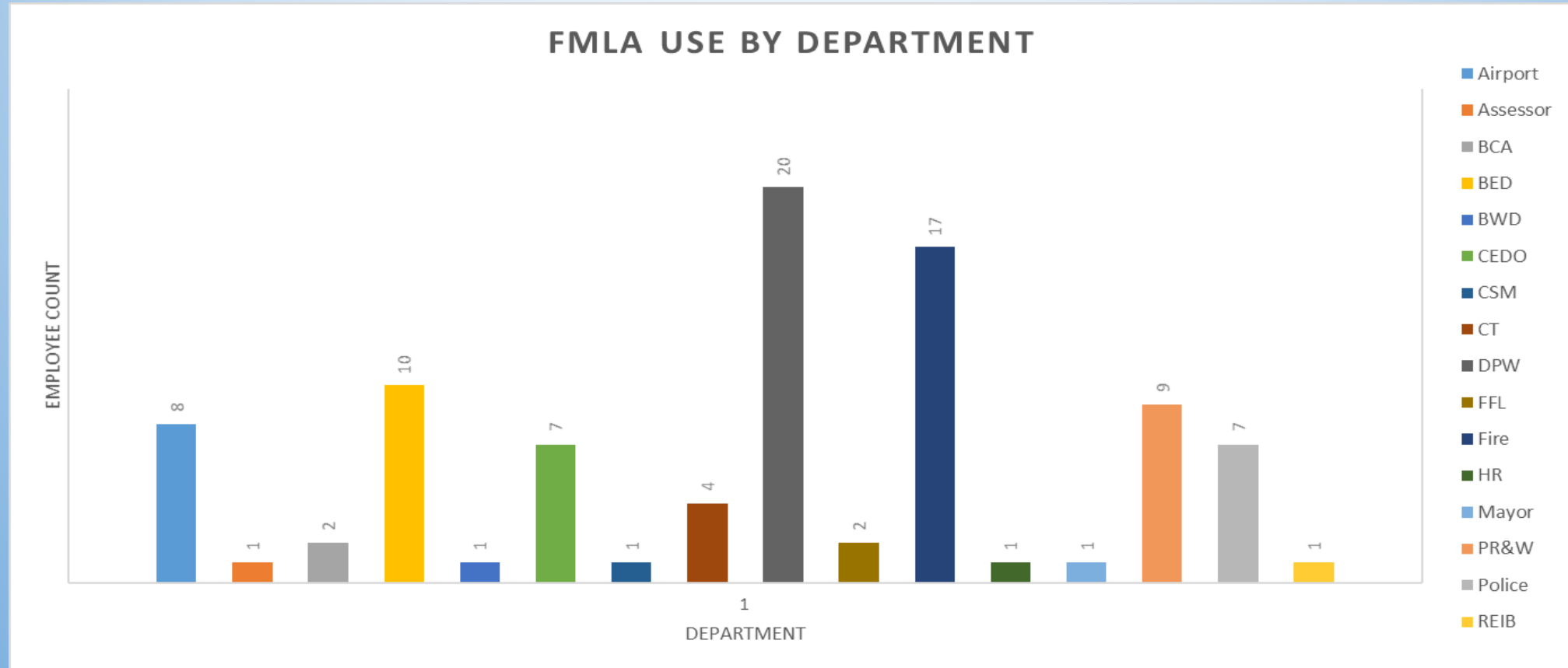
American Indian and Alaska Native: 104
Asian: 2,421
Black or African American: 2,155
Hispanic or Latino: 1,659
Native Hawaiian or Pacific Islander: 3
Some Other Race: 502
Two or More Races: 2,780
White: 36,778

Population Pyramid: Population by Age and Sex in Burlington city, Vermont

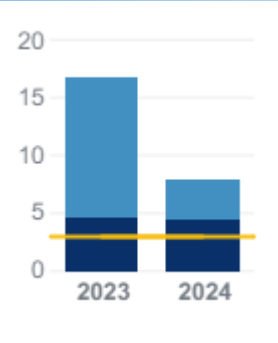
Burlington city, Vermont



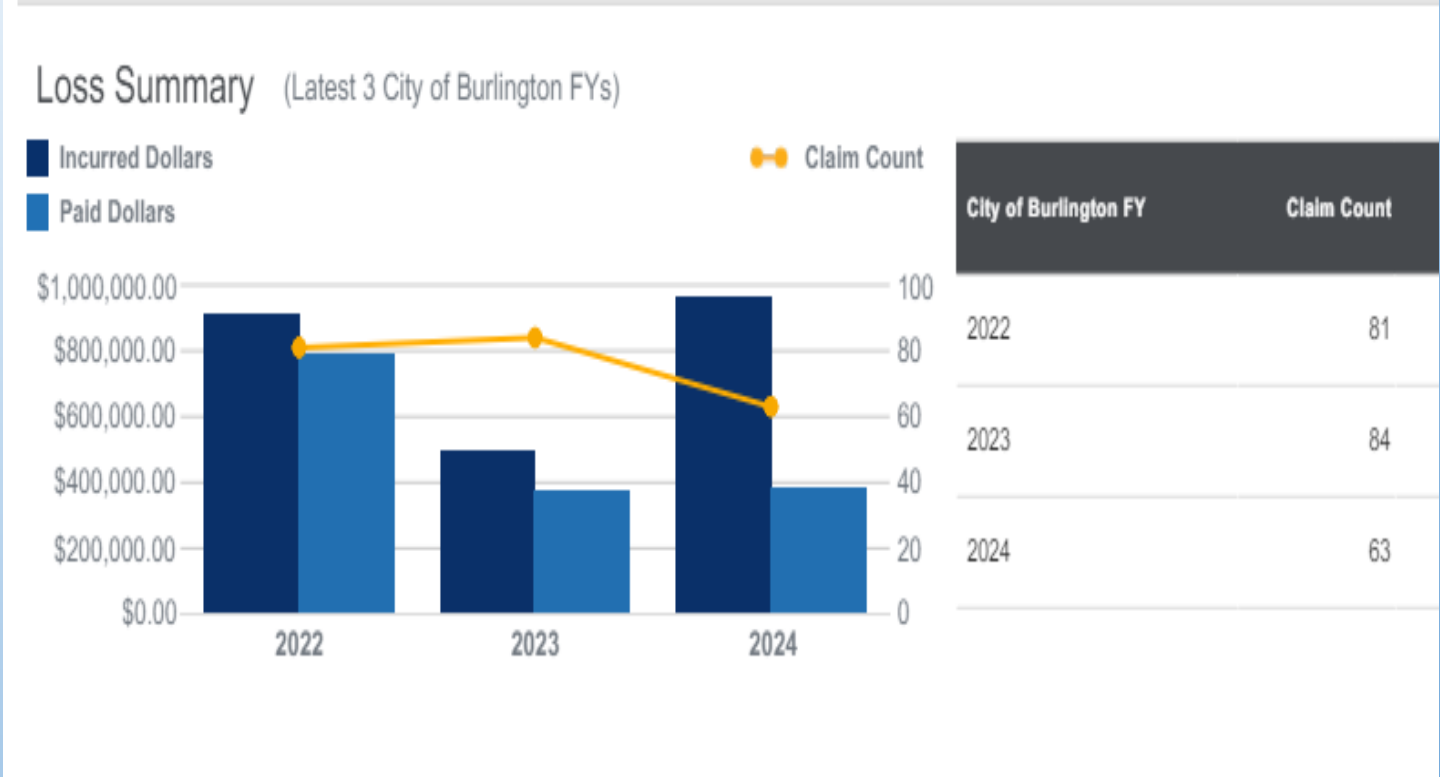
FY24 Highlights: Paid Family Leave Administration



FY24 Highlights: Workers Compensation Claims



Claim Reporting Lag (Latest 2 City of Burlington FYs)



FY 24 Safety Highlights

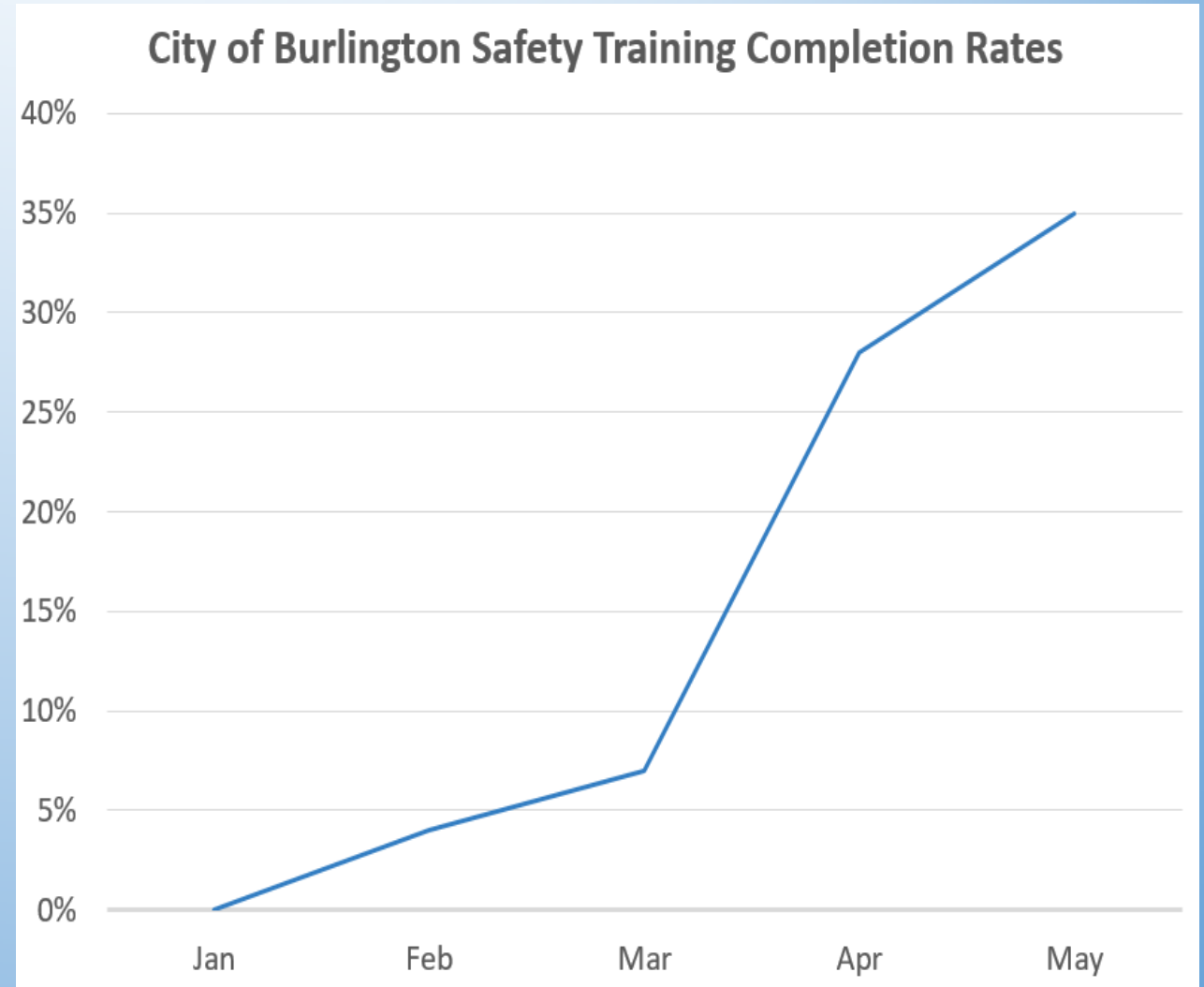
New Employee Safety Site launched January 2024

- Host safety information for employees including streamed line incident reporting

Standardizing and approach to safety programs across departments

Over 42% compliance (and counting)

These trainings continue to reduce incidents of high cost worker's compensation claims, keeping employees safe.



FY24 Highlights: Year in Review

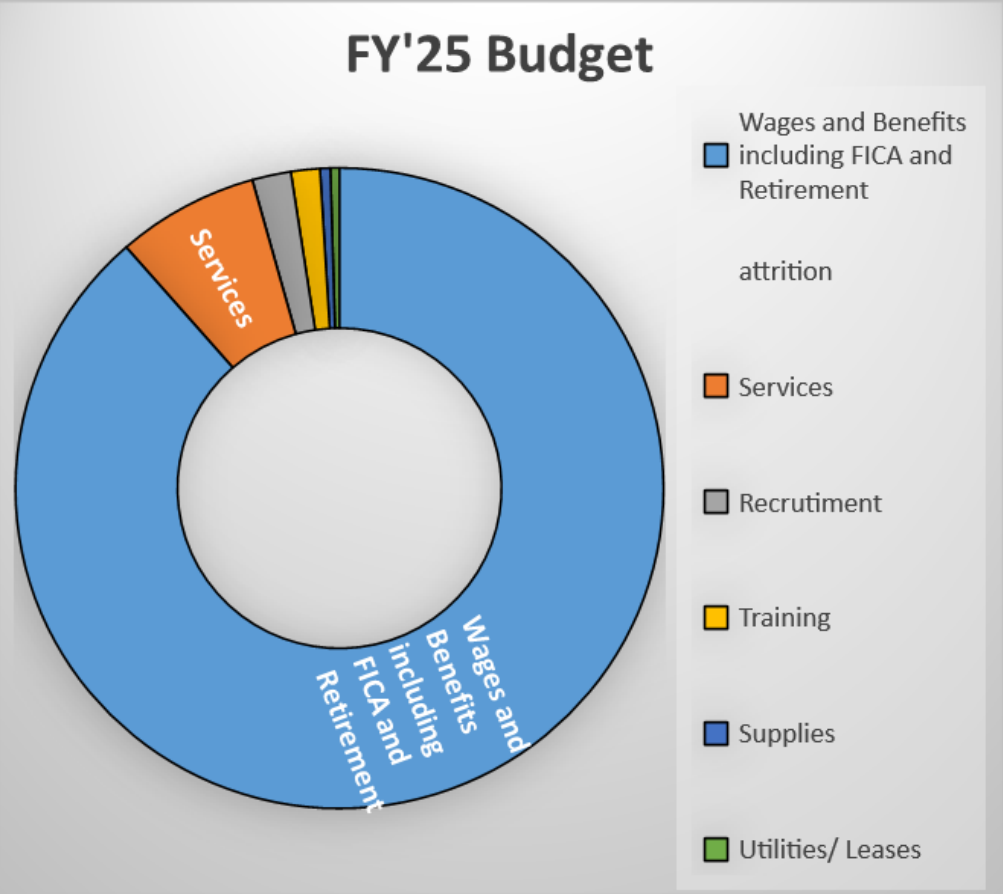
- On boarded a new administration and welcomed the City's first female Mayor!
- Offered (and completed) over 4800 trainings both virtual and in person.
- Attended 14 in-person and 3 digital job fairs
- Hosted the second City of Burlington Job Fair at City Hall.
- Recruited, hired and on boarded 140 employees.
- In partnership with the Director of Innovation, contracted with UKG to upgrade HRIS systems to host all HR/ Payroll functions from start to finish.
- Hosted COVID Vaccine and Flu clinic
- Developed a new safety portal for reporting and tracking safety incidents.
- Hosted the annual wellness fair and administered 25 wellness activities.



This year HR’s software and other IT related expenses have been moved to the IT budget to provide better vendor and account management and oversight.

Wages and benefits for employees in HR are the largest expense for the department. The second largest budget line is services provided to City employees.

Despite the tight budget we want to ensure that we are providing the EAP and other supports to employees. We will invest more in training to create a more efficient work place and enhance and empower frontline managers to make good decisions and strategically manage resources.



HR Means Prioritizing People

Realize greater efficiencies through better systems

- Move to all in one system for all things HR

Proactive Performance Reviews

- Standardize process and timeline

- Evaluations for all levels of employees

Training Focus:

- OSHA/VOSHA compliance

- Equity and Inclusion at Work with REIB

- Specific skill gaps

- Adult Education opportunities

- Positive Workplace Collaboration

Women in Leadership Empowerment series

- For new managers and frontline supervisors

Wellness and Mental Health

- Continue with Wellness Initiatives through committee

- Mental Health Tool kits Training



Thank you so much to our community partners, peers and most of all,
the employees of the City!



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1														Budget Worksheet Report Budget Year 2025											
2																									
3	Account		Account Description										2021 Actual Amount		2022 Actual Amount		2023 Actual Amount		2024 Amended Budget		2024 Actual Amount		2025 Department Requested		
4	Fund 101 - General Fund																								
5	REVENUE																								
6	Department		04 - Clerk/Treasurer																						
7	Division		000 - Admin																						
8	Taxes																								
9	4710		Interest On Taxes										588,181.52		460,388.40		521,059.52		500,000.00		387,480.86		500,000.00		
10			Taxes Totals										\$588,181.52		\$460,388.40		\$521,059.52		\$500,000.00		\$387,480.86		\$500,000.00		
11			Intergovernmental Revenues																						
12	4890_100		Grant Federal - Non Operating Cares Act Relief										.00		.00		.00		125,000.00		.00		.00		
13	4990_115		Interfund Transfer Proceeds Reserved/Committed										77,583.74		.00		.00		.00		.00		.00		
14			Intergovernmental Revenues Totals										\$77,583.74		\$0.00		\$0.00		\$125,000.00		\$0.00		\$0.00		
15			Charges for Services																						
16	4080		Recording Fees										445,709.91		407,090.16		216,193.45		300,000.00		153,389.04		350,000.00		
17	4094		Financial Services										10,000.00		24,346.52		61,338.25		50,000.00		96,945.84		50,000.00		
18	4285_100		Indirect cost Admin										1,616,502.04		1,526,592.96		1,833,800.96		2,062,569.00		1,944,696.50		2,080,369.00		
19	4440		Taxi Fees										47,334.00		56,464.25		80,254.00		125,000.00		90,824.50		125,000.00		
20	4600_100		Fees For Services General Government										26,317.65		19,675.27		19,648.26		20,000.00		12,997.26		20,000.00		
21			Charges for Services Totals										\$2,145,863.60		\$2,034,169.16		\$2,211,234.92		\$2,557,569.00		\$2,298,853.14		\$2,625,369.00		
22			Fines and Forfeits																						
23	4030_100		Late Fees General Government										596.00		336.00		318.00		.00		10.00		.00		
24	4055_100		Fines Misc General Government										300.00		150.00		.00		.00		75.00		.00		
25	4065		Rebates										.00		.00		3,616.62		.00		.00		.00		
26	4075		Penalties & Interest										22,921.24		35,150.10		44,804.08		20,000.00		.00		20,000.00		
27			Fines and Forfeits Totals										\$23,817.24		\$35,636.10		\$48,738.70		\$20,000.00		\$85.00		\$20,000.00		
28			Licenses and Permits																						
29	4100_100		Licenses And Certificates General Government										92,329.00		117,381.01		117,080.00		125,000.00		93,470.00		125,000.00		
30			Licenses and Permits Totals										\$92,329.00		\$117,381.01		\$117,080.00		\$125,000.00		\$93,470.00		\$125,000.00		
31			Investment Income																						
32	4700		Interest / Investment Income										.00		.00		.00		150,000.00		150,000.00		150,000.00		

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
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3	Account		Account Description											2021 Actual Amount		2022 Actual Amount		2023 Actual Amount		2024 Amended Budget		2024 Actual Amount		2025 Department Requested	
33	4700_300		Interest / Investment Income KB Analysis Earned Credits											45,711.00		31,439.14		20,159.14		30,000.00		14,633.57		30,000.00	
34			Investment Income Totals											\$45,711.00		\$31,439.14		\$20,159.14		\$180,000.00		\$164,633.57		\$180,000.00	
35			Other Revenue																						
36	4095_100		Purchasing Savings Procurement Card											93,296.76		48,649.13		158,447.63		95,000.00		45,266.42		95,000.00	
37	4095_105		Purchasing Savings Rebate Programs											4,797.53		1,465.62		475.00		2,000.00		6,480.79		2,384.00	
38	4566		State ED Tax Admin Fee											155,918.20		163,872.35		152,674.40		160,000.00		.00		160,000.00	
39	4725		Use of Assigned Fund Balance											.00		.00		.00		225,000.00		.00		.00	
40	4850		Cash Over											.00		1.75		.00		.00		(2.00)		.00	
41	4956		Capital Contribution											.00		.00		.00		101,000.00		.00		100,000.00	
42			Other Revenue Totals											\$254,012.49		\$213,988.85		\$311,597.03		\$583,000.00		\$51,745.21		\$357,384.00	
43			Miscellaneous																						
44	4535		Misc Rev											7,083.05		1,875.48		17,942.12		.00		28,730.12		.00	
45			Miscellaneous Totals											\$7,083.05		\$1,875.48		\$17,942.12		\$0.00		\$28,730.12		\$0.00	
46			Division 000 - Admin Totals											\$3,234,581.64		\$2,894,878.14		\$3,247,811.43		\$4,090,569.00		\$3,024,997.90		\$3,807,753.00	
47			Department 04 - Clerk/Treasurer Totals											\$3,234,581.64		\$2,894,878.14		\$3,247,811.43		\$4,090,569.00		\$3,024,997.90		\$3,807,753.00	
48			REVENUE TOTALS											\$3,234,581.64		\$2,894,878.14		\$3,247,811.43		\$4,090,569.00		\$3,024,997.90		\$3,807,753.00	
49	EXPENSE																								
50			Department 04 - Clerk/Treasurer																						
51			Division 000 - Admin																						
52			Personnel Services																						
53	5000_100		Salaries and Wages Regular, Full Time											1,243,232.26		1,368,223.10		1,674,368.03		1,922,169.00		1,442,769.84		1,943,131.00	
54	5000_110		Salaries and Wages Regular Part Time											35,069.95		25,688.05		272.53		.00		.00		.00	
55	5000_115		Salaries and Wages Seasonal/Temporary											87,419.46		86,390.98		104,406.59		115,000.00		20,093.29		115,000.00	
56	5000_900		Salaries and Wages Attrition/reorganization											.00		.00		.00		(200,000.00)		.00		(145,735.00)	
57	5100		Overtime											21,968.70		38,505.51		51,459.88		50,000.00		15,564.98		50,000.00	
58	5200_106		Other Personnel Services Staffing											.00		1,748.03		.00		.00		.00		.00	
59	5200_115		Other Personnel Services Other Compensation											9,535.08		6,071.01		6,005.79		8,000.00		6,685.92		8,351.00	
60	5200_116		Other Personnel Services Longevity Pay											3,633.11		3,322.48		2,940.00		2,940.00		2,270.42		3,045.00	
61	5200_120		Other Personnel Services Shift Differential											89.47		93.31		156.89		150.00		60.12		150.00	

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3	Account		Account Description										2021 Actual Amount			2022 Actual Amount			2023 Actual Amount			2024 Amended Budget		2024 Actual Amount		2025 Department Requested	
62	5200_130		Other Personnel Services Allowance Taxable										7,462.38			7,298.73			8,416.03			9,000.00		6,463.20		13,500.00	
63	5400_100		Employee Benefits FICA										103,197.26			113,672.69			133,909.25			161,206.00		106,937.59		163,189.00	
64	5400_115		Employee Benefits Retirement B										128,368.35			130,625.75			152,627.00			164,819.00		164,819.00		166,918.00	
65	5400_120		Employee Benefits Workers Compensation										81,810.25			80,635.91			83,106.00			57,456.00		56,791.74		70,786.00	
66	5400_125		Employee Benefits Health Insurance										240,346.00			229,735.66			316,769.00			313,781.00		313,781.00		393,776.00	
67	5400_130		Employee Benefits Dental Insurance										16,410.00			17,649.95			19,864.00			15,626.00		15,626.00		18,005.00	
68	5400_135		Employee Benefits Life Insurance										4,577.00			4,414.87			5,098.00			4,085.00		4,085.00		3,285.00	
69	5400_145		Employee Benefits Employee Parking										3,600.00			3,385.03			3,580.00			2,100.00		3,120.00		2,956.00	
70	5400_150		Employee Benefits Recognition										.00			4,281.86			7,300.52			5,100.00		2,843.61		5,100.00	
71			Personnel Services Totals										\$1,986,719.27			\$2,121,742.92			\$2,570,279.51			\$2,631,432.00		\$2,161,911.71		\$2,811,457.00	
72			General Operating																								
73	6000		Office Supplies										9,377.47			12,624.44			19,786.54			14,000.00		13,197.51		14,000.00	
74	6005		Postage										17,621.50			32,233.28			23,828.38			15,000.00		15,825.19		15,000.00	
75	6007		Shipping and Moving										.00			.00			.00			.00		35.55		85.00	
76	6010		Computer Equipment										691.38			3,098.33			824.36			1,000.00		315.92		1,000.00	
77	6020		Office Equipment										229.98			249.99			175.23			500.00		.00		500.00	
78	6025		Furnishings										109.95			.00			.00			2,500.00		136.94		2,500.00	
79	6200		Medical Fees And Supplies										205.00			1,695.31			466.00			350.00		354.00		350.00	
80	6202		Printing/Copying/Paper Mgt										19,533.77			21,795.88			35,605.03			23,000.00		19,487.13		23,000.00	
81	6203		Dues/Subscriptions										3,450.43			4,690.59			4,314.62			4,500.00		1,012.00		4,500.00	
82	6208		Special Supplies										2,274.18			6,840.58			2,942.53			3,000.00		3,167.84		4,203.00	
83	6238_500		Elections Wages & Compensation										74,515.33			70,687.90			78,902.24			61,500.00		30,280.79		85,000.00	
84	6238_600		Elections Supplies & Postage										32,272.22			53,040.89			51,011.12			35,000.00		69,319.84		55,000.00	
85	6238_620		Elections Ballots/Tabulators										15,989.65			106,792.81			65,860.29			70,000.00		19,025.20		75,000.00	
86	6238_635		Elections Legal Notices & Advertising										2,728.40			1,463.44			1,330.00			8,500.00		785.00		8,500.00	
87	6238_650		Elections AVS/Translations										6,728.00			11,159.27			23,660.15			18,000.00		5,329.25		18,000.00	
88	6238_653		Elections Facility & Equipment Rentals										12,865.36			4,086.84			12,431.24			7,000.00		9,346.47		14,000.00	
89	6300		Repair & Maintenance										.00			.00			14,399.00			.00		280.00		.00	
90	6350		Legal Notice & Advertising										24,929.92			22,171.32			33,418.48			25,000.00		24,602.64		25,000.00	

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91	6400_125		Utilities Telecommunications										7,015.52			6,772.89		5,683.32		6,000.00		3,989.52		6,000.00			
92	6400_127		Utilities Cellular Communications										9,494.94			6,400.99		9,960.44		7,000.00		6,552.15		8,113.00			
93	6500_112		Professional and Consultant Svs Audits - Melanson										27,041.25			56,100.00		87,509.00		200,000.00		82,610.00		200,000.00			
94	6500_114		Professional and Consultant Svs Union Negotiator										.00			15,959.73		.00		.00		.00		.00			
95	6500_115		Professional and Consultant Svs Legal/Arbitration										333.50			453.50		.00		.00		.00		.00			
96	6500_118		Professional and Consultant Svs Contractual Services										109,258.57			68,450.54		160,827.77		100,000.00		105,661.77		50,000.00			
97	6500_136		Professional and Consultant Svs Meeting Video										43,999.92			58,999.92		80,199.96		85,000.00		82,359.96		90,000.00			
98	6530_115		Rentals Equipment										7,620.54			6,984.76		.00		.00		.00		.00			
99	6700_100		Travel & Training Education										209.25			7,745.32		3,040.03		5,000.00		1,916.00		5,000.00			
100	6700_105		Travel & Training Special Training										.00			235.00		.00		.00		.00		.00			
101	6700_110		Travel & Training Travel Expense										.00			.00		2,672.61		.00		.00		.00			
102	6700_115		Travel & Training Mileage										.00			.00		287.41		.00		.00		.00			
103	7000		Bad Debt Expense										10.00			(30.00)		2,520.00		.00		140.00		.00			
104	7200_115		Capital Leases Equipment										4,048.77			4,002.35		10,605.49		9,000.00		12,224.33		9,000.00			
105	7303		Regulatory and Bank Fees										2,978.82			651.12		728.67		1,000.00		(81.78)		1,000.00			
106			General Operating Totals										435,533.62			585,356.99		732,989.91		701,850.00		507,873.22		714,751.00			
107			Interfund																								
108	8022		Franchise Admin Fee - BD										12,506.41			12,954.05		31,572.17		14,000.00		.00		14,000.00			
109			Interfund Totals										12,506.41			12,954.05		31,572.17		14,000.00		0.00		14,000.00			
110			Division 000 - Admin Totals										2,434,759.30			2,720,053.96		3,334,841.59		3,347,282.00		2,669,784.93		3,540,208.00			
111			Department 04 - Clerk/Treasurer Totals										2,434,759.30			2,720,053.96		3,334,841.59		3,347,282.00		2,669,784.93		3,540,208.00			
112			EXPENSE TOTALS										2,434,759.30			2,720,053.96		3,334,841.59		3,347,282.00		2,669,784.93		3,540,208.00			
113																											
114			Fund 101 - General Fund Totals																								
115																											
116			REVENUE TOTALS										3,234,581.64			2,894,878.14		3,247,811.43		4,090,569.00		3,024,997.90		3,807,753.00			
117			EXPENSE TOTALS										2,434,759.30			2,720,053.96		3,334,841.59		3,347,282.00		2,669,784.93		3,540,208.00			
118																											
119			Fund 101 - General Fund Totals										799,822.34			174,824.18		(87,030.16)		743,287.00		355,212.97		267,545.00			

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122	REVENUE GRAND TOTALS												\$3,234,581.64				\$2,894,878.14					\$3,247,811.43					\$4,090,569.00					\$3,024,997.90																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						



FY25 CT Budget Overview

May 15, 2024



The Clerk Treasurer's Office Mission

- To **oversee and manage the City's finances** by applying sound financial practices and directing the City's financial resources toward meeting its long-term goals; and
- To maintain and strengthen five basic structures of local democracy: **elections, public records, City Council proceedings, licensing, and the dissemination of public information.**





Clerk Treasurer Assessment

- Departmental organizational assessment conducted in June 2021
- Areas to improve include:
 - Staff are overworked and lack designated back-ups
 - Need more clarity on roles & responsibilities
 - Lack of written documentation for procedures
 - Benefit from managerial and customer service training

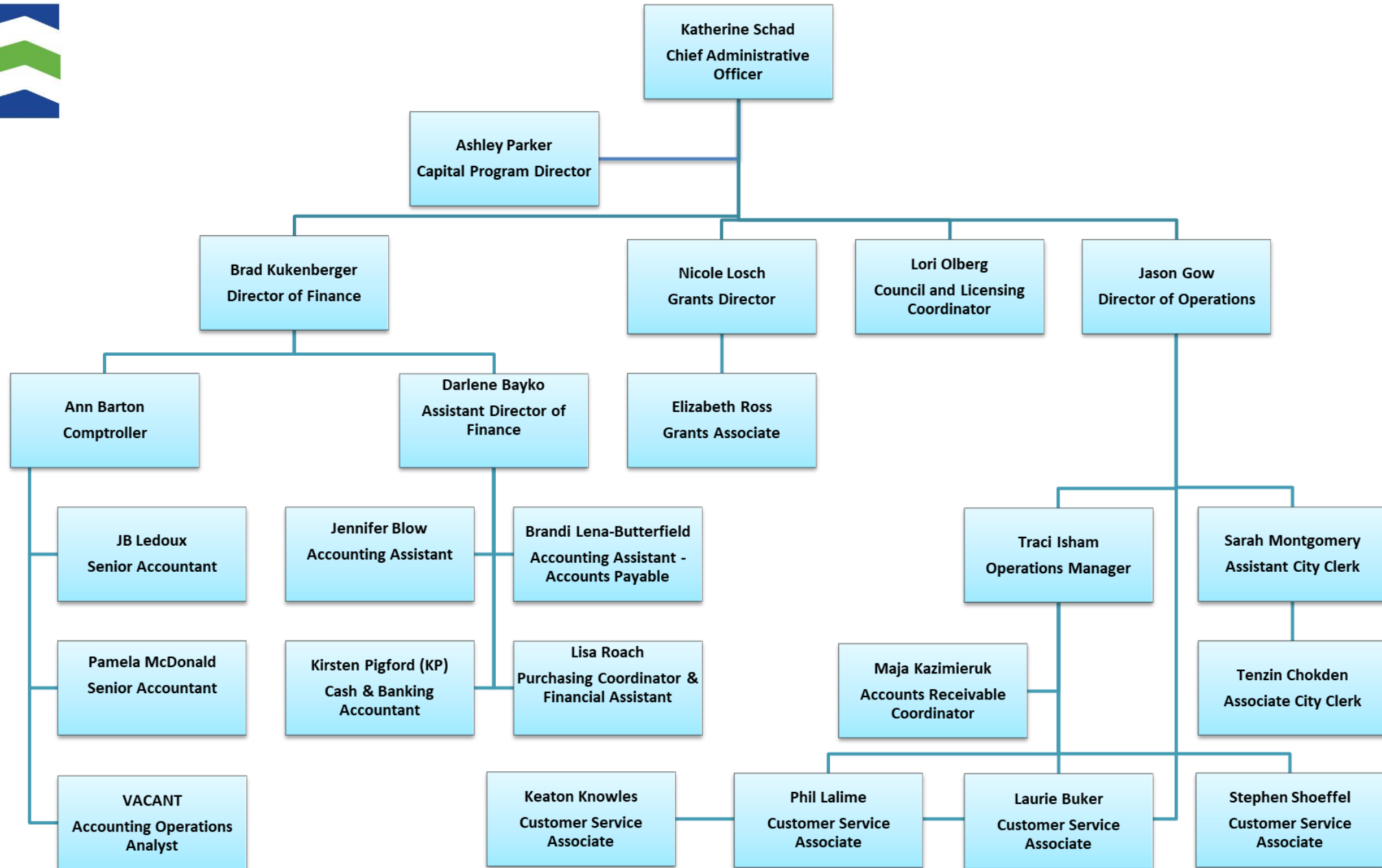




Clerk Treasurer Reorganization

- Combined AR and customer service into operations
- Added two senior accountants
- Payroll moved to HR
- Added grants function
- Developing written procedures
- Ensured all staff have back-ups
- Holding budget manager & commission associate VACANT







FY25 CT Revenue Budget

- **Fun fact: CT is a revenue generator!**
- **FY25 budget \$3.8M**
- **Sources of revenue include:**
 - **\$2M indirect fees**
 - **\$500K interest on taxes**
 - **\$350K recording fees**
 - **\$125K licenses & certificates**
 - **\$125K taxi fees**





FY25 CT Expense Budget

- Overall CT expense budget for FY24 \$3.5M
- Personnel costs account for \$2.8M (80%) of those costs
- Large general operating expenses within the CT budget include:
 - \$255K for elections
 - \$200K related to audit
 - \$90K to CCTV





FY25 CT Priorities

- **Develop policies and procedures to document best practices and ensure City is following**
- **Continue reporting on monthly financial close to ensure smooth FY24 audit**
- **Prepare for FY26 budget**



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	
1														Budget Worksheet Report Budget Year 2025												
2																										
3	Account		Account Description										2021 Actual Amount		2022 Actual Amount		2023 Actual Amount		2024 Amended Budget		2024 Actual Amount		2025 Department Requested			
4	Fund 101 - General Fund																									
5	REVENUE																									
6		Department 02 - Mayor's Office																								
7		Division 000 - Admin																								
8		Other Revenue																								
9	4952		Revenue - Other										.00		2,426.28		1,144.24		.00		799.78		.00			
10			Other Revenue Totals										\$0.00		\$2,426.28		\$1,144.24		\$0.00		\$799.78		\$0.00			
11			Division 000 - Admin Totals										\$0.00		\$2,426.28		\$1,144.24		\$0.00		\$799.78		\$0.00			
12			Department 02 - Mayor's Office Totals										\$0.00		\$2,426.28		\$1,144.24		\$0.00		\$799.78		\$0.00			
13			REVENUE TOTALS										\$0.00		\$2,426.28		\$1,144.24		\$0.00		\$799.78		\$0.00			
14	EXPENSE																									
15		Department 02 - Mayor's Office																								
16		Division 000 - Admin																								
17		Personnel Services																								
18	5000_100		Salaries and Wages Regular, Full Time										262,598.54		289,371.26		352,216.16		382,813.00		335,063.65		399,018.00			
19	5000_115		Salaries and Wages Seasonal/Temporary										17,596.06		.00		3,220.00		4,293.00		23,617.21		5,000.00			
20	5100		Overtime										.00		410.47		1,214.48		1,516.00		2,502.09		1,516.00			
21	5200_106		Other Personnel Services Staffing										.00		.00		12.55		.00		.00		.00			
22	5200_115		Other Personnel Services Other Compensation										550.00		150.00		7,344.14		1,000.00		.00		1,600.00			
23	5200_130		Other Personnel Services Allowance Taxable										82.81		923.04		153.84		205.00		384.60		2,000.00			
24	5400_100		Employee Benefits FICA										20,427.08		21,210.11		26,435.85		29,822.00		26,429.69		31,146.00			
25	5400_115		Employee Benefits Retirement B										25,339.54		27,710.53		24,671.00		31,312.00		31,312.00		38,287.00			
26	5400_120		Employee Benefits Workers Compensation										16,401.94		15,008.78		13,106.00		10,915.00		10,788.81		13,453.00			
27	5400_125		Employee Benefits Health Insurance										35,117.00		54,533.00		46,760.00		61,924.00		61,924.00		41,108.00			
28	5400_130		Employee Benefits Dental Insurance										2,666.00		2,821.00		2,665.00		2,849.00		2,849.00		2,205.00			
29	5400_135		Employee Benefits Life Insurance										781.00		729.00		769.00		654.00		654.00		657.00			
30			Personnel Services Totals										\$381,559.97		\$412,867.19		\$478,568.02		\$527,303.00		\$495,525.05		\$535,990.00			
31		General Operating																								
32	6000		Office Supplies										422.15		871.12		1,085.55		1,295.00		872.83		650.00			

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1														Budget Worksheet Report Budget Year 2025											
2																									
33	6005													30.00		.00		25.15		34.00		13.20			34.00
34	6010													.00		1,122.44		.00		.00		.00			.00
35	6020													.00		977.14		.00		.00		.00			.00
36	6200													115.00		345.00		.00		.00		500.00			.00
37	6202													93.14		1.27		16.52		12.00		9.46			12.00
38	6203													4,136.44		5,701.82		1,950.99		1,999.00		1,100.46			1,500.00
39	6400_125													1,460.09		2,254.87		2,104.33		2,088.00		1,974.40			2,088.00
40	6400_127													568.18		565.68		553.32		565.00		606.60			565.00
41	6500_142													(3,300.00)		.00		.00		.00		.00			.00
42	6700_110													255.77		9,755.65		5,054.09		3,000.00		1,586.40			2,000.00
43	7200_115													.00		.00		.00		.00		87.45			.00
44	7652													4,493.35		2,630.96		9,526.74		8,000.00		8,122.30			8,000.00
45											General Operating Totals			\$8,274.12		\$24,225.95		\$20,316.69		\$16,993.00		\$14,873.10			\$14,849.00
46											Regional Programs														
47	7650_220													.00		.00		2,681.10		1,152.00		774.83			10,000.00
48	7650_295													.00		.00		.00		2,649.00		2,000.00			4,500.00
49											Regional Programs Totals			\$0.00		\$0.00		\$2,681.10		\$3,801.00		\$2,774.83			\$14,500.00
50											Division 000 - Admin Totals			\$389,834.09		\$437,093.14		\$501,565.81		\$548,097.00		\$513,172.98			\$565,339.00
51											Department 02 - Mayor's Office Totals			\$389,834.09		\$437,093.14		\$501,565.81		\$548,097.00		\$513,172.98			\$565,339.00
52											EXPENSE TOTALS			\$389,834.09		\$437,093.14		\$501,565.81		\$548,097.00		\$513,172.98			\$565,339.00
53																									
54											Fund 101 - General Fund Totals														
55																									
56											REVENUE TOTALS			\$0.00		\$2,426.28		\$1,144.24		\$0.00		\$799.78			\$0.00
57											EXPENSE TOTALS			\$389,834.09		\$437,093.14		\$501,565.81		\$548,097.00		\$513,172.98			\$565,339.00
58																									
59											Fund 101 - General Fund Totals			(\$389,834.09)		(\$434,666.86)		(\$500,421.57)		(\$548,097.00)		(\$512,373.20)			(\$565,339.00)
60																									
61											Net Grand Totals														
62											REVENUE GRAND TOTALS			\$0.00		\$2,426.28		\$1,144.24		\$0.00		\$799.78			\$0.00

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	
1														Budget Worksheet Report Budget Year 2025												
2																										
63											EXPENSE GRAND TOTALS			\$389,834.09		\$437,093.14		\$501,565.81		\$548,097.00		\$513,172.98		\$565,339.00		
64																										
65											Net Grand Totals			(\$389,834.09)		(\$434,666.86)		(\$500,421.57)		(\$548,097.00)		(\$512,373.20)		(\$565,339.00)		

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FY'25 Budget Overview: Mayor's Office

May 15, 2024

Office of **Mayor Emma Mulvaney-Stanak**

Mayor Emma Mulvaney-Stanak

Chief of Staff Erin Jacobsen

Communications Director Joe Magee

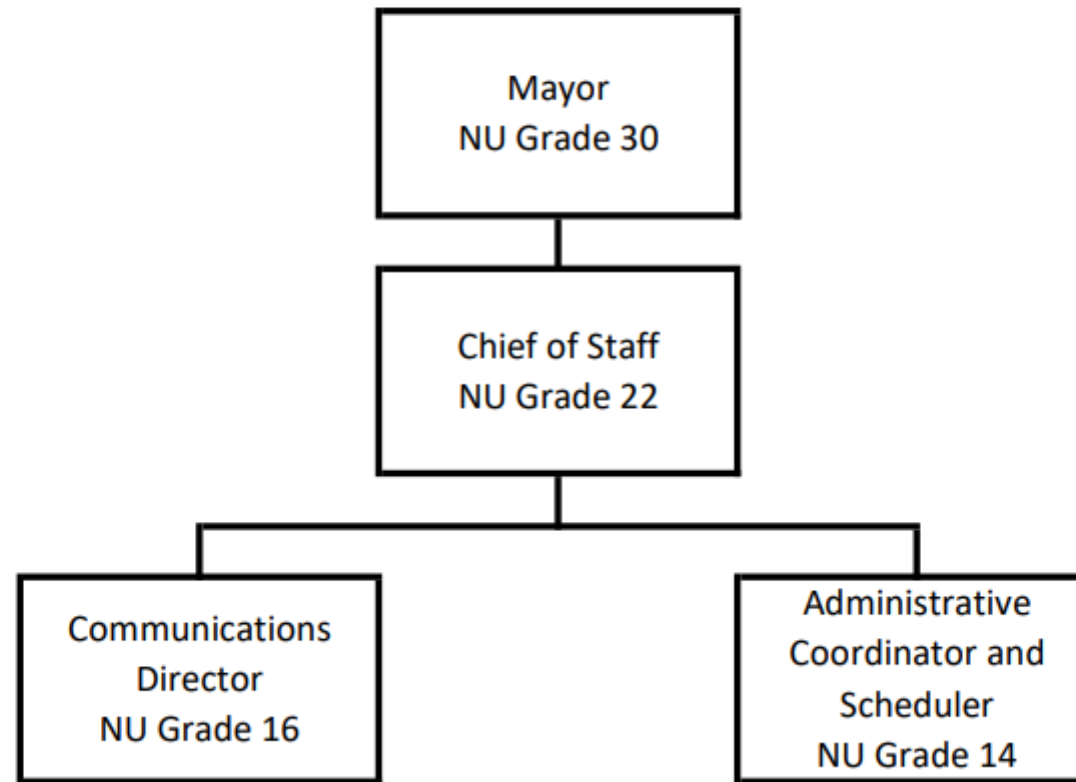
Administrative Coordinator Emma Allen

Transition Coordinator Daryn Forgeron





City of Burlington Mayor's Office Organizational Chart



The First 45 Days

- **Inauguration**
- Proclaiming April 2 as Trans Day of Visibility
- Eclipse!
- Meetings with Department Heads and Staff
- Meetings with Unions
- Meetings with Community Leaders and Stakeholders
- Leddy Park Clean-up, Pancake Breakfast at SA, Free Cone Day, Eid Celebration, Decker Towers residents meeting, Africa Day
- **The Budget!**

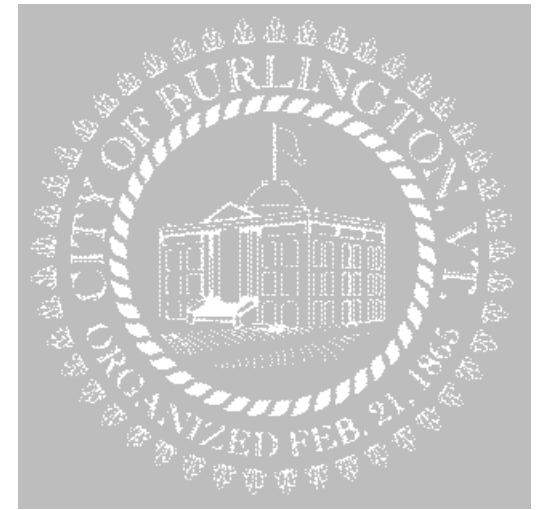


FY25 Priorities



- **Pass a budget that is sustainable and right-sized**, while also committing to affordability for Burlington taxpayers
- **Maintain transparency** about the budget and other important policy decisions
- **Advance policy priorities** like Community Safety and Climate Resiliency
- **Collaborate** with Department Heads, City Employees, Community members, and other regional, state, and federal leaders to further our work
- **Establish systems** for effective and efficient inter-departmental communication
- **Begin budget planning for FY'26 this summer**

FY25 Budget



- **Primarily comprised of personnel expenses for four full-time employees**
 - Personnel and Benefits = approximately 95%
 - Operating Cost = approximately 5%
- **The Mayor's Office GF request for FY25 is approximately \$11,000 less than for FY24***
 - We reduced expenses where we could (e.g., travel, office supplies, dues and subscriptions, emerging needs).

N.B: *We will also have some significant cost savings due to a reduction in need for health insurance (amount TBD).

437,093.14

		2022 Actual
Account	Description	Amount
101-02-000.5000_100	Salaries and Wages Regular, Full Time	289,371.26
101-02-000.5000_115	Salaries and Wages Seasonal/Temporary	
101-02-000.5100	Overtime	410.47
101-02-000.5200_106	Other Personnel Services Staffing	
101-02-000.5200_115	Other Personnel Services Other Compensation	150.00
101-02-000.5200_130	Other Personnel Services Allowance Taxable	923.04
101-02-000.5400_100	Employee Benefits FICA	21,210.11
101-02-000.5400_115	Employee Benefits Retirement B	27,710.53
101-02-000.5400_120	Employee Benefits Workers Compensation	15,008.78
101-02-000.5400_125	Employee Benefits Health Insurance	54,533.00
101-02-000.5400_130	Employee Benefits Dental Insurance	2,821.00
101-02-000.5400_135	Employee Benefits Life Insurance	729.00
101-02-000.6000	Office Supplies	871.12
101-02-000.6005	Postage	
101-02-000.6010	Computer Equipment	1,122.44
101-02-000.6020	Office Equipment	977.14
101-02-000.6200	Medical Fees And Supplies	345.00
101-02-000.6202	Printing/Copying/Paper Mgt	1.27
101-02-000.6203	Dues/Subscriptions	5,701.82
101-02-000.6400_125	Utilities Telecommunications	2,254.87
101-02-000.6400_127	Utilities Cellular Communications	565.68
101-02-000.6700_110	Travel & Training Travel Expense	9,755.65
101-02-000.7650_220	Regional Programs Special Projects -Emerging Needs	
101-02-000.7650_295	Regional Programs Us Conference Of Mayors	
101-02-000.7652	Discretionary Spending	2,630.96

501,565.81	548,097.00	589,487.00	565,339.00	(24,148.00)
2023 Actual Amount	2024 Amended Budget	2025 Posted 4/30/24	2025 Requested 5/14/24	Net Budget Increase/ (Decrease) 4/30 to 5/13
352,216.16	382,813.00	399,018.00	399,018.00	-
3,220.00	4,293.00	37,632.00	5,000.00	(32,632.00)
1,214.48	1,516.00	1,516.00	1,516.00	-
12.55	-	-	-	-
7,344.14	1,000.00	1,000.00	1,600.00	600.00
153.84	205.00	205.00	2,000.00	1,795.00
26,435.85	29,822.00	33,612.00	31,146.00	(2,466.00)
24,671.00	31,312.00	38,287.00	38,287.00	-
13,106.00	10,915.00	13,453.00	13,453.00	-
46,760.00	61,924.00	41,108.00	41,108.00	-
2,665.00	2,849.00	2,205.00	2,205.00	-
769.00	654.00	657.00	657.00	-
1,085.55	1,295.00	1,295.00	650.00	(645.00)
25.15	34.00	34.00	34.00	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
16.52	12.00	12.00	12.00	-
1,950.99	1,999.00	1,999.00	1,500.00	(499.00)
2,104.33	2,088.00	2,088.00	2,088.00	-
553.32	565.00	565.00	565.00	-
5,054.09	3,000.00	3,000.00	2,000.00	(1,000.00)
2,681.10	1,152.00	1,152.00	10,000.00	8,848.00
-	2,649.00	2,649.00	4,500.00	1,851.00
9,526.74	8,000.00	8,000.00	8,000.00	-