



Board of Finance

Monday, November 4, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall

Please click the link below to join the webinar:

<https://zoom.us/j/94964711740>

Or Telephone: +1 309 205 3325 US

Webinar ID: 949 6471 1740

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

1. Agenda

Subject	1.1. Motion to adopt agenda
Meeting	November 4, 2024 - Board of Finance Meeting - Monday, November 4, 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 adopt agenda

2. Public Forum

Subject	2.1. Verbal Comments
Meeting	November 4, 2024 - Board of Finance Meeting - Monday, November 4, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	2. Public Forum
Department	Council and Board

Type	Action Procedural
Recommended Action	open Public Forum close Public Forum

3. Consent Agenda

Subject	3.1. Motion to adopt the consent agenda and take the actions indicated
Meeting	November 4, 2024 - Board of Finance Meeting - Monday, November 4, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
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. October 21, 2024 Board of Finance Meeting Minutes, Draft
Meeting	November 4, 2024 - Board of Finance Meeting - Monday, November 4, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Minutes Information
Recommended Action	approve the minutes
Subject	3.3. Lease of Space at Old North End Community Center, 20 Allen Street - BPRW
Meeting	November 4, 2024 - Board of Finance Meeting - Monday, November 4, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Parks, Recreation, & Waterfront
Type	Action (Consent)
Recommended Action	to approve and recommend that the City Council approve and authorize the leasing of certain space, as identified in the attached lease agreement, in the Old North End Community Center, as further detailed in Exhibit B for an initial one-year term, with the option to renew for five additional and subsequent one-year terms, from Champlain Housing Trust on the terms provided in and substantially in conformance with the attached lease including an annual rent amount of \$138,168 subject to a year over year increase not to exceed 3% per year, for a total authorized expenditure not to exceed \$893,727, subject to City Council annual budgetary appropriation, and to authorize the

Director of Parks, Recreation and Waterfront to execute the lease and any related documents needed to carry out the lease agreement, subject to the review of the City Attorney's Office

Subject	3.4. B.E.D.'s Property/Boiler and Machinery (B&M) 2024-2025 Insurance renewal - BED
Meeting	November 4, 2024 - Board of Finance Meeting - Monday, November 4, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Burlington Electric Department
Type	Action (Consent)
Recommended Action	to approve and recommend that the City Council authorize the General Manager of the Burlington Electric Department or their designee, to execute the Property, Boiler & Machinery insurance coverage renewal contract with AIG/ZURICH/STARR TECH/AEGIS for the policy period 11/20/2024 through 11/20/2025 with a not to exceed premium of \$715,989, as outlined in this memo, subject to review and approval of the City Attorney's Office and the CAO

4. Deliberative Agenda

Subject	4.1. BCA Reorganization - BCA/HR
Meeting	November 4, 2024 - Board of Finance Meeting - Monday, November 4, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	City Arts
Type	Action
Recommended Action	To recommend that City Council approve and authorize the: ☐ Elimination of the Administrative Assistant Position ☐ Reclassification and retitling of the Member and Donor Relations Coordinator, a Regular, Full-time, Non-exempt ASFCME Grade 13 to Development and Administrative Coordinator, a Regular, Fulltime, Non-exempt, AFSCME Grade 15 ☐ Reclassification and retitling of the Marketing and Sponsorship Support Specialist, a Regular, Fulltime, Non-exempt, ASFCME Grade 15 position reporting to the Development Director and Communications Director to an Assistant Development Director, a Regular, Full-time, ASFCME Grade 17 position reporting to the Development Director ☐ Reclassification of the Youth & Family Program Coordinator, a Regular, Full-time, Non-exempt ASFCME Grade 15 to a Regular, Full-time, Non-exempt ASFCME Grade 16 ☐ Reclassification and retitling of the Program Coordinator, a Regular, Full-time, Non-exempt, ASFCME Grade 15 to Adult Programs Coordinator a Regular, Full-time, Non-exempt, ASFCME Grade 16 ☐ Reclassification and retitling of the Clay and Print Studio Manager, a Regular, Full-time, Nonexempt, ASFCME Grade 15 to Clay Studio Coordinator, a Regular, Full-time, Non-exempt, ASFCME Grade 16 ☐ Reclassification and retitling of the Artist Coordinator, a Regular, Full-time, Non-exempt, ASFCME Grade 14 to Art Services Coordinator a Regular, Full-time, Non-exempt, AFSCME Grade 15 ☐ Reclassification and retitling of the Art Director, a Regular, Full-time, Exempt Non-union Grade 16 to Design Director, a Regular, Full-time,

Non-exempt, Non-union Grade 17

☐ Reclassification of the Education Director, a Regular, Full-time, Exempt Non-union Grade 18 to a Regular, Full-time, Non-exempt, Non-union Grade 20

Subject	4.2. Ordinance: Technical Amendments to Article VI of Chapter 21 of the Burlington Code of Ordinances, Commencing at Section 21-80, Livable Wages, to Streamline Enforcement and Other Processes - City Attorney's Office/CT
Meeting	November 4, 2024 - Board of Finance Meeting - Monday, November 4, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	City Attorney
Type	Action
Recommended Action	to recommend that the City Council approve the proposed ordinance making technical amendments to the City's Living Wage Ordinance

5. Adjournment

Subject	5.1. Motion to adjourn
Meeting	November 4, 2024 - Board of Finance Meeting - Monday, November 4, 2024, 5:30 PM, Bushor Conference Room 1st Floor, City Hall
Category	5. 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
October 21, 2024**

MEMBERS PRESENT:

Ben Traverse
Mark Barlow
Sarah E Carpenter
Joe Kane
Emma Mulvaney-Stanak

OTHERS PRESENT:

Katherine Schad
Erik Ramakrishnan
Corey Mims
Darren Springer
Emily Stebbins-Wheelock
Ashley Parker

1.0 CALL TO ORDER and AGENDA

1.1 Motion to amend/adopt the agenda

Mayor Mulvaney-Stanak called the Board of Finance meeting to order at 5:34 PM

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

VOTING: unanimous; motion carries.

2.0 PUBLIC FORUM

2.1 Verbal Comments

Sharon Bushor expressed appreciation for the inclusion of the monthly financial review in the meeting materials. She asked whether the Administration would consider providing highlights that the public and the Board of Finance within this report that warrant closer watching, saying that this may be helpful. She asked how the City will take action to prevent findings within TIF audits and to prevent errors in accounting for TIFs in future. She also spoke about the City's purchasing policy, suggesting that purchases involving Mayoral approval be included on the Board of Finance's consent agenda.

3.0 CONSENT AGENDA

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

3.2 October 7, 2024 Special Board of Finance Meeting Minutes, Draft – approve the minutes.

3.3 Monthly Financial Review – Budget to Actuals as of September 30th, 2024 – for information only.

3.4 Ethan Allen Parkway Traffic Calming Grant Project Commitments Form – DPW - 1. To approve and recommend that the City Council authorize the Director of Public Works to execute the Project Commitments Form from the Vermont Agency of Transportation for Ethan Allen Parkway Traffic Calming, obligating the City to commit a local match of \$117,273 which includes a 10% contingency for a total project budget of \$192,273 in furtherance of accepting a reimbursable grant amount up to \$75,000, and to take such further actions and execute such further instruments as may be necessary or convenient to implement the project within existing project appropriations, subject to review and approval by the City Attorney's Office; and 2. To approve necessary amendments to the Ethan Allen Parkway Project Budget by adjusting the accounts substantially as described herein and in the attached draft budget amendment form, and further to authorize the Chief Administrative or designee to effect all necessary transfer of funds in furtherance of such amendments.

3.5 VT Center for Crime Victim Services "Victims of Crimes Act" (VOCA) grant (Grant #02160-VOCA23-4009608 – CJC - approve and recommend that the City Council approve the acceptance of Grant # 02160-VOCA23-4009608-2025 in the amount of \$140,164 for FY25 and to authorize CEDO Director Pine or his designee to sign the grant acceptance and to take such further actions and execute such further instruments as may be necessary or convenient to effectuate the transactions contemplated hereby, subject to review and approval by the City Attorney's Office, including acceptance of any additional amounts that may become available during the same fiscal year from the same source that do not require a local match or place new conditions on the City.

3.6 BED FEMA Grant for winter 2022 storm admin expenses and July 2023 flooding damage – BED - approve and authorize the BED General Manager or their designee to: (1) accept \$753.32 in additional funds under State of Vermont Public Assistance Grant# 02140-84695-003 to reimburse BED for administrative/management expenses related to seeking FEMA assistance for damages resulting from the December 2022 winter storm; and (2) subject to final review and approval by the City Attorney's Office, to accept and execute grant agreements for the State of Vermont Public Assistance Grant #:02140-84720-026 in an amount not to exceed \$75,000 to reimburse BED for 100% of certain debris removal expenses and 75% of other debris removal and damage repair expenses resulting from severe flooding in July 2023.

MOTION by City Council President Traverse, SECOND by Councilor Carpenter, to adopt the consent agenda and take the actions indicated for items 3.1-3.6.

VOTING: unanimous; motion carries.

4.0 DELIBERATIVE AGENDA

4.1 Champlain Parkway Cooperative Agreement Amendment No. 9 - DPW

Public Engineer Mims said that this agreement amendment is intended to provide funding through the end of the project, and includes an additional \$17 million with an additional \$340,000 of local match.

City Council President Traverse noted discussion about the feasibility of a dedicated left turn lane onto Maple Street related to this project. He asked whether this aspect can be built into the project in addition to the signals. Public Engineer Mims replied that the design for traffic would flow through the neighborhood to Main Street and over to Battery Street, and that the intent is not to promote additional traffic and backup of vehicles trying to make a left-hand turn at Maple Street. He noted that the City has options once constructed to change the signage for that location, but that an installation of a turn lane is not anticipated as part of the project, given that it would entail a redesign of that intersection. He said they don't anticipate that a full restriction of left-hand turns at Maple Street will be necessary.

MOTION by Councilor Barlow, SECOND by City Council President Traverse, to approve and recommend that the City Council authorize the Director of Public Works, or his designee, to execute Amendment No. 9 to the Cooperative Agreement for the Champlain Parkway Project for continued project construction by increasing the maximum limiting amount by \$17,000,000 and the local match obligation by \$340,000, for a total authorized maximum limiting amount of \$82,000,000, including a total local match obligation of \$1,640,000, subject to the prior review and approval of the City Attorney's Office.

VOTING: unanimous; motion carries.

4.2 Creation of one (1) new position, the Police Receptionist (Police Department) – HR/Police

Mayor Mulvaney-Stanak said this item is related to the creation of a new position, stemming from one of the six recommendations from community safety advisors this summer. She said there hasn't been a person staffing the front office of the police department for a number of months, and having a person there could improve the responsiveness and effectiveness of Burlington's community safety system by allowing face-to-face engagement. She said the job duties of this position would be to greet visitors, answer questions, connect people to the right resources in the Police Department and elsewhere in the City, including dispatch and the CAIP program. She said that the position would be funded this fiscal year by one-time funds from the right-of-way land sale that occurred earlier this summer on Colchester Avenue, and that the Police Department would include this in their Fiscal Year 2026 budget proposal.

Councilor Carpenter asked about backup staff for when this position is not there, saying that the City should think about how to staff this role in a backup capacity.

Councilor Barlow noted the use of one-time funds for this, and asked if there is a way to find money in the current Police Department budget for this position. Mayor Mulvaney-Stanak expressed appreciation for reluctance to use one-time funds in this manner, and noted that the intention is to fully fund this position through the Police Department the next fiscal year, and emphasized that this position was recommended as a community safety priority. Councilor Barlow said he is supportive of this position, but would like the Administration to look further into funding it through the Police Department's current budget. Mayor Mulvaney-Stanak said that the Administration will provide an update to the Board of Finance on whether this position could be funded through the Police Department instead of through the use of one-time funds.

MOTION by Councilor Barlow, SECOND by Councilor Carpenter, to approve and recommend that the City Council approve the creation of a "Police Receptionist," a Regular, Full-time, Non-exempt, AFCSME, Grade 13 position within the Burlington Police Department.

VOTING: unanimous; motion carries.

4.3 BED Customer Information System contract – BED

BED Chief Financial Officer Stebbins-Wheelock said this item relates to procuring software for BED's customer information system, customer portal, and a mobile workforce management system from SpryPoint. She noted that this would be implemented over the next two fiscal years, is cloud-based, would renew annually, and that the annual fees for all three systems is \$145,250. She noted that funds have been included in the FY25 budget for FY25-related work for this. She noted the vendor was selected through an RFP process last December, that BED received six proposals, and selected this vendor for their ability to handle BED's functional requirements, including a robust and flexible billing engine, a modern platform, and competitive pricing.

Councilor Barlow asked if this new platform would help alleviate some of the customer complaints around EV charging at peak-rate times incorrectly. General Manager Springer replied that when this system is in place, it can help customers avoid charging at peak times.

MOTION by Councilor Carpenter, SECOND by Councilor Barlow, to approve and recommend that the City Council approve and authorize the General Manager of BED to execute with SpryPoint a Master Services Agreement to purchase a SaaS subscription and receive associated implementation, support, and maintenance services for a customer information system, customer portal, and mobile workforce 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.

4.4 Downtown Tax Increment Financing District Audit – Authorization for Final Transactions – C/T

Capital Program Director Parker began by noting that each TIF district has a required 10-year audit, and that the State Auditor's Office recently concluded an audit of the Burlington Downtown TIF district for Fiscal Years 2012-2023. She noted that the City has worked hard to improve how it administers TIF districts, saying that the Auditor found all eligible costs for all projects in the Downtown TIF district. She noted that it also had better record-keeping and documentation of project accounting across the board. She noted that there were still several items that came up in the audit, and that this action tonight is intended to obtain authorization from the City to make the final bookkeeping transactions to wrap up the audit. Chief Administrative Officer Schad noted that many of the process improvements were put into place in 2022, though this audit covers a number of years prior to that. She said that audits from this point forward should continue to show fewer findings and fewer recommendations for areas of improvement.

MOTION by Councilor Kane, SECOND by City Council President Traverse, 1. To approve and recommend that the City Council authorize the Chief Administrative Officer to take all necessary steps to ensure the reimbursement of both the City's 711 and Downtown TIF Funds in the total amount of \$506,395 from remaining FY2024 Operating Budget portion of the City's Assigned Fund Balance; and 2. To approve and recommend that the City Council authorize the Chief Administrative Officer to take all necessary steps to ensure the reimbursement of the City's Downtown TIF Fund in the total amount of \$106,388 from the City's 711 Fund; and 3. To approve and recommend that the City Council authorize the Chief Administrative Officer to take all necessary steps to ensure the reimbursement of the City's Traffic Fund in the total amount of \$134,653 from the City's Downtown TIF Fund.

VOTING: unanimous; motion carries.

4.5 Resolution: Adoption of a Policy on Procurement, Property Dispositions, and Approval Authority for Public Contracts and Related Financial Transactions

Mayor Mulvaney-Stanak noted that this item relates to updating the City's procurement policy and having more realistic thresholds for approval articulated therein, as well as improving processes to have more clarity and consistency.

Chief Administrative Officer Schad noted that the City's original procurement policy was drafted in 2012 and was due for an overhaul and further input from more City staff, particularly from the City Attorney's Office. She noted that one large change was looking at exemptions and when the City can bypass the competitive procurement process and enter into a sole-source contract with a vendor. She noted that the existing policy did not articulate criteria for approving sole-source versus competitive processes, and the updates outline those criteria. She said that she does not anticipate an increase in sole-source over competitive procurements as a result of this update. She said that another

large change in the policy is updates to approval thresholds. She noted that the current policy has a threshold of \$50,000 for department head sign-off, \$100,000 for department head and Board of Finance sign-off, and anything over \$100,000 requires department head, Board of Finance, and full City Council approval. She said that the updated policy has separate thresholds for capital and enterprise funds, as certain of these categories deal with larger items. She said they are recommending a threshold of \$250,000 before those types of funds must come to Board of Finance for approval. She noted that General Fund non-capital items would have a threshold of \$150,000. She also noted improvements in the policy around advertising and diversifying it, and a final improvement in processes for on-call contracts and further codifying and clarifying when to use on-call contracts. Assistant City Attorney Ramakrishnan provided more detail on some of the advertising improvements, noting that they are leveraging state and federal databases to tap into more women-and-minority-owned businesses, and Mayor Mulvaney-Stanak added that this is one way the City can foster and center equity work, even in minor and technical adjustments to processes.

City Council President Traverse noted the use of a recording tool for the Administration to track the contracts the City is entering into. He suggested that this tool be used for all contracts, not just those that fall below the thresholds. He also suggested perhaps not using the tool for those smaller dollar-amount contracts that fall below the articulated thresholds and don't require department-head approval. He also suggested that for contracts that require Mayor approval but not necessarily Board of Finance and City Council approval, he requested that those contracts be made available to the Board of Finance and City Council within a certain timeframe for their review. He also noted the potential pegging of thresholds to CPI, but said it may be cleaner to have them pegged to defined dollar amounts that can be revisited every few years. He said that if a budget neutral adjustment involves restructuring or reclassification of positions, he asked whether those adjustments would need to come before the Board of Finance for the purposes of regrading or restructuring a position if the budget neutral adjustment falls below the thresholds articulated in the policy. He suggested that for legal settlements, they should not exclude from those thresholds the monies paid for by the City's insurer. Assistant City Attorney Ramakrishnan said the intent is not to bring reclassifications to the Board of Finance. He also noted that for legal settlements, the City uses a private insurer where the company has the authority to settle on behalf of the City. Chief Administrative Officer Schad noted that in terms of the use of CPI, she said she would be open to adding language into the policy to revisit thresholds every two years. Councilor Barlow suggested revisiting the thresholds during budget construction season.

Councilor Carpenter said that the Board of Finance spends time approving reclassifications that seem more germane to the department and less within the Board's area of expertise. Assistant City Attorney Ramakrishnan suggested that these types of reclassifications could be put on the consent agenda rather than the deliberative agenda for Board approval.

City Council President suggested modifying Article 2E that if the contract requires department head approval or it's above that threshold, then it would be subject to this requirement, and requested the addition of language that the CIO will implement a timely log and provide the public information about contracts.

The Board of Finance discussed whether to remove the reference in Article 2F to pegging thresholds to the CPI and instead reviewing the thresholds annually as part of the budget process. Mayor Mulvaney-Stanak suggested that these thresholds be articulated as a standing cost and affirmed in the budget resolution and brought to the Board of Finance and City Council on an annual basis. Other members of the Board of Finance agreed.

City Council President Traverse suggested language be added to the policy in Article 14E to ensure that if there is a City out-of-pocket contribution for a settlement award that exceeds a threshold and requires Council approval, that it will still come before the Council. Assistant City Attorney Ramakrishnan suggested adding a paragraph 14E that says that those who have approval authority shall have the discretion to bring items within their authority to the Board of Finance, even if they fall below the threshold, are cost-ineffective, or controversial.

MOTION by City Council President Traverse, SECOND by Councilor Carpenter, to waive the reading and adopt the resolution incorporating the amendments discussed above.

VOTING: unanimous; motion carries.

5.0 ADJOURNMENT

5.1 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 6:58 PM.

RScty: AACoonradt

MEMO

Date: November 4, 2024
To: Board of Finance and City Council
From: Cindi Wight, Director, Department of Parks, Recreation & Waterfront
Melissa Cate, Superintendent of Recreation Facilities
Re: Lease of Space at Old North End Community Center, 20 Allen Street

I. Purpose

This memo seeks approval to execute all necessary lease agreements related to BPRW's lease of space at the Old North End Community Center for a one-year term, with an optional renewal term of five one-year renewals.

II. Background

In 2017 the City executed a lease with Champlain Housing Trust for the second-floor space at the Old North End Community Center, 20 Allen Street. In addition to sub-leasing spaces to The Family Room, Vermont Adult Learning and Very Merry Theatre, it is the home of our CORE Adult Center. We offer youth summer camps and programs in our space and rent classroom spaces to Burlington School Districts City Lake Semester program and other groups. The leased space includes the entire second floor, which is 11,046 square feet of gymnasium, classroom, office, kitchen, restroom, and entry space as well as half of the third-floor balcony storage space and 12 parking spaces.

III. Compensation to Champlain Housing Trust & Terms of the Lease

Compensation to Champlain Housing Trust of \$138,168 per year with a 3% increase each subsequent year. The lease between the City and Champlain Housing Trust shall be for one year, with an option to extend for five additional one-year terms.

The total cost to operate the leased space is \$314,000 including the lease, staffing and program expenses. The City generates \$185,000 of revenue through program fees, rentals and sub-leases to reduce the city's subsidy of the space. All expenses, including the lease and projected revenue are in the FY25 budget.

DEPARTMENT RECOMMENDATION

Board of Finance Motion (11/04/24):

To approve and recommend that the City Council approve and authorize the leasing of certain space, as identified in the attached lease agreement, in the Old North End Community Center, as further detailed in Exhibit B for an initial one-year term, with the option to renew for five additional and subsequent one-year terms, from Champlain Housing Trust on the terms provided in and substantially in conformance with the attached lease including an annual rent amount of \$138,168 subject to a year over year increase not to exceed 3% per year, for a total authorized expenditure not to exceed \$893,727, subject to City Council annual budgetary appropriation, and to authorize the Director of Parks, Recreation and Waterfront to execute the lease and any related documents needed to carry out the lease agreement, subject to the review of the City Attorney's Office.



City Council Motion (11/12/24):

To approve and authorize the leasing of certain space in the Old North End Community Center, as identified in the attached lease agreement, for an initial one-year term, with the option to renew for five additional and subsequent one-year terms, from Champlain Housing Trust on the terms provided in and substantially in conformance with the attached lease including an annual rent amount of \$138,168 subject to a year over year increase not to exceed 3% per year, for a total authorized expenditure not to exceed \$893,727, subject to City Council annual budgetary appropriation, and to authorize the Director of Parks, Recreation and Waterfront to execute the lease and any related documents needed to carry out the lease agreement, subject to the review of the City Attorney's Office.

Board of Finance and City Council Submission ChecklistDepartment: Parks, Recreation & Waterfront Submitter: Cindi Wight & Melissa CateTitle/Subject: BPRW Lease of 20 Allen Street

	Approval:	Meeting Date:
☒	Board of Finance	11/4/2024
☒	City Council	11/12/2024
☐	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	10/28/2024	Cindi Wight
Mayor's Office informed and approved memo	Yes	10/29/2024	Joe Magee
Board/Commission, if required	N/A	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	Yes	10/23/2024	Hayley McClenahan
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	10/24/2024	Hayley McClenahan
CAO has reviewed budget, financing, and memo	Yes	10/29/2024	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	Yes	Click or tap here to enter text.
Additional Materials, if necessary	N/A	Click or tap here to enter text.
Draft Resolution or Motion?	Yes	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	No	Click or tap here to enter text.



MEMORANDUM

TO: Board of Electric Commission (BEC), Burlington Board of Finance (BOF), Burlington City Council (BCC)
FROM: Paul G. Alexander, Manager of Safety & Risk Management
DATE: October 27th, 2024
SUBJECT: **B.E.D.'s Property/Boiler and Machinery (B&M) 2024-2025 Insurance renewal**

RECOMMENDATION:

That the Burlington Electric Commission, Finance Board and City Council authorize the Electric Department to renew our Property/Boiler and Machinery (B&M) Insurance with **AIG/ZURICH/STARR TECH/AEGIS** for the policy period 11/20/2024–11/20/2025 for a **not to exceed premium of \$715,989**.

DISCUSSION:

Commercial Property/B&M insurance covers BED's **physical assets** from perils such as fire, lighting, smoke, explosions, storms, burst pipes, theft and vandalism. It is designed to protect our **tangible property**; namely buildings, boilers, transformers and property inside and outside (furniture, computers, fences, office equipment, inventory, etc.)

Our current Property/B&M Insurance coverage with AIG/Starr Tech/Zurich/AEGIS is scheduled to expire on 11/20/2024 for which we pay an annual premium of **\$679,814.70**.

Worth mentioning is that last year, the BEC/BOF/CC approved this line item with a “not-to-exceed” premium amount of \$778,683.70. We ultimately bound coverage for \$679,814.70, a decrease in premium of \$98,869 due mainly to the fact that we increased our deductibles at the McNeil Station (\$1M to \$2M) as well as at the GT & W1H (each from \$500k to \$1M).

- ❖ Our insurance agent (Hickok & Boardman: H&B “Acrisure”) has worked diligently with our existing 4 carriers and is still in negotiations with them to finalize “capacity” (the largest amount of insurance that a company or the market is able to write), Total Insurable Value (TIV)'s, deductibles and premium.
- ❖ The renewal premium is anticipated to increase from last year's amount of **\$679,814.70** to a **not to exceed \$715,989** (which is **2.6% lower** than our estimated renewal premium at 11/20/24 in the FY'25 budget of **\$735,220**). Please note our insurance agent (H&B) has shared there is the possibility of achieving a lower renewal premium using deductible options and last-minute pricing negotiations (still to be finalized).
- ❖ Our **Total Insurable Value (TIV)** will be capped at \$200,000,000 of property (same as last year) vs. our current fully scheduled TIV of \$342,784,000. The McNeil Station's TIV is listed at \$252,902,000 with a ratable TIV of \$230,000,000.

H&B CONSIDERATIONS/OPTIONS/ACTION STEPS:

- ❖ Last year, as an alternative to the in-force property insurance program, BED and Acrisure reviewed the property captive options available to single cell captive and rent-a-captives. FM Global offers both a rent-a-captive, and guaranteed cost premium option. FM Global's guaranteed cost premium indication last year was \$975,285, which was higher than the expiring and current insurance program's cost. Given this premium difference, BED/City did not pursue the captive option this year.
- ❖ Last year, AFTER the “*Not-to Exceed*” approval for \$778,683.70, BED increased the deductibles at the McNeil from \$1M to \$2M and at the Hydro as well as the Gas Turbine from \$500,000 to \$1M to offset premium increases and by doing so, successfully saved \$98,869 in premium for a final premium of \$679,814.70.
- ❖ To help offset the increase in TIV's, H&B asked the current carriers to use a ratable TIV at McNeil of \$230M, rather than \$252M.
- ❖ In addition, to support BED's efforts to get as close to possible from the budget perspective, H&B is reviewing/pursuing the following:
 - Optional deductible changes at McNeil (forthcoming)
 - Optional deductible changes at W1H and the GT (forthcoming)
 - Review of the insured asset values to identify any errors or options to separately insure an asset (such as the railroad cars; they are currently the only BED asset valued at ACV vs. RC)
- ❖ H&B looked at moving the Workers' Compensation and Auto lines from Travelers to Liberty Mutual in July, but Liberty Mutual's energy program was undergoing a restructuring that was deemed not favorable at the time to BED to consider (higher auto deductibles, etc.) They continue to review these each year.
- ❖ H&B looked at combining BED and the COB's cyber insurance policies to provide premium savings to BED. Due to the terms of the policies, it was in BED's benefit to maintain a separate policy.

IMPACT ON BUDGET:

Our FY'25 budgeted amount of \$712,134 (produced in January 2024 and adopted in June 2024) was calculated using 5 months at the “current/known” premium amount (\$679,815) and 7 months at the projected amount (\$735,220). Note this projected renewal amount of \$735,220 was derived by assuming an estimated 5% straight rate increase from H&B as well as an estimated 3% increase in our TIV's.

- ❖ Thus, using the “not to exceed” premium of **\$715,989** would amount to a **2.6% reduction** in our estimated renewal within the FY'25 budget and a **5.32%** increase over our expiring premium of \$679,815. Again, please note in our insurance agent's (H&B) cover letter, there is a possibility of a lower **estimated** renewal premium, which is still to be finalized.
- ❖ The “not to exceed” premium of **\$715,989** would amount to a **1.57 decrease in our total FY'25 budget for this line of business (from \$712,134 to \$700,916).**

MOTIONS:

Board of Finance:

“To approve and recommend that the City Council authorize the General Manager of the Burlington Electric Department or their designee, to execute the Property, Boiler & Machinery insurance coverage renewal contract with AIG/ZURICH/STARR TECH/AEGIS for the policy period 11/20/2024 through 11/20/2025 with a not to exceed premium of \$715,989, as outlined in this memo, subject to review and approval of the City Attorney’s Office and the CAO”.

City Council:

“To authorize the General Manager of the Burlington Electric Department or their designee, to execute the Property, Boiler & Machinery insurance coverage renewal contract with AIG/ZURICH/STARR TECH/AEGIS for the policy period 11/20/2024 through 11/20/2024 with a not to exceed premium of \$715,989, as outlined in this memo, subject to review and approval of the City Attorney’s Office and the Board of Finance”.

Board of Electric Commissioners:

“To authorize the General Manager of the Burlington Electric Department or their designee, to execute the Property, Boiler & Machinery insurance coverage renewal contract with AIG/ZURICH/STARR TECH/AEGIS for the policy period 11/20/2024 through 11/20/2025 with a not to exceed premium of \$715,989, as outlined in this memo, subject to review and approval of the City Attorney’s office, the City’s CAO, Board of Finance and the City Council”.

Respectfully submitted,

Paul G. Alexander, CPCU, ARM-PE, CUSP
Manager of Safety & Risk Management

c: Darren Springer, General Manager



Date: 10/27/2024

To: Paul Alexander, CPCU, ARM-PE
Manager of Safety and Risk Management
City of Burlington Electric Department
585 Pine Street
Burlington, VT 05401

RE: Property Insurance Renewal effective 11/20/2024 (for policy period 11/20/2024-2025)

Per our most recent conversation, I am sending this brief memo to summarize the state of the energy property insurance marketplace and its implications regarding Burlington Electric Department (BED) property insurance renewal effective 11/20/2024.

Energy related asset replacement cost value adequacy is an emerging concern for the insurers given pandemic driven supply chain issues and global inflationary pressures. Certain energy destroyed assets have exceeded scheduled asset values by more than 60%. BED's asset valuation this year aligns with this trend: total TIV reported to us by BED was \$342M (compared to \$319M last year), with McNeil's assets increasing from \$235M to \$252M. BED utilizes the Handy Whitman index (the industry standard) to value its assets.

Alternative Insurance Options:

- Captive Model and FM Global:
Last year, as an alternative to the in-force property insurance program, BED and Acrisure reviewed the property captive options available to single cell captive and rent-a-captives. FM Global offers both a rent-a-captive, and guaranteed cost premium option. FM Global's guaranteed cost premium indication last year was \$975,285, which was higher than the expiring and current insurance program's cost. Given this premium difference, BED/City did not pursue the captive option this year.

Last Year's Program Change Made to Reduce Premium/Improve Coverage:

- BED increased the deductibles at the McNeil Station from \$1M to \$2M and at Hydro/Gas Turbine from \$500,000 to \$1M to offset premium increase and successfully saved \$98,869.70 in premium.
- Policy Limit: A \$200M limit was secured with AIG/Zurich/Starr Tech without any additional premium cost to BED.



BED's FY' 25 suggested budgeted renewal premium of \$713,805.44 (5% above the current expiring policy rate) is a challenge to achieve with the reported TIV. Like last year, to offset the increase in TIV, we've asked the current carriers to use a ratable TIV at McNeil of 230M, rather than 252M, which reduces the overall TIV increase to 7.7%. The lower TIV is acceptable to the carriers based on their own calculations of PML (probable maximum loss) at the location and reduces the premium cost to BED.

In addition, to support BED's efforts to get as close to possible from a budget perspective, we will present the following:

- 1) Optional deductible changes at McNeil (forthcoming)
- 2) Optional deductible changes at W1H and GT (forthcoming)
- 3) Review of the insured asset values to identify any errors or options to separately insure an asset (such as the railroad cars; they are currently the only BED asset valued at ACV vs RC.)

Program Consolidation or Separation Options:

1. We looked at moving the Workers' compensation and Auto lines from Travelers to Liberty Mutual in July, but Liberty Mutual's energy program was undergoing a restructuring that was deemed not favorable at the time to BED to consider (higher auto deductibles, etc.) We continue to review these each year.
2. Combining BED and the COB cyber insurance policies to provide a premium savings to BED. Due to the terms of the policies, it is in BED's benefit to maintain a separate policy.

In summary, we anticipate we can secure the property insurance renewal with policy limits terms and conditions to the current in-force program (see attached slide) at an estimated annual premium of a "not to exceed" premium of \$715,989.

City of Burlington Electric
Property Quota Share Program Structure
Current as of 10/26/2024

November 20, 2024 through November 20, 2025				
	Assets other than McNeil	McNeil		
Total Values	\$89,882,000	\$230,508,520		
Policy Limit	89MM	200MM		
Carrier Quota Share % Share Premium Rate	AEGIS 75% \$67,411,500 \$128,670 0.1909	Zurich 35% \$70,000,000 \$234,119 0.306		Carrier Quota Share % Share Premium Rate
		Starr Tech 40% \$80,000,000 \$221,203.00 0.252		
	Carrier Quota Share % Share Premium Rate	AIG 25% \$22,470,500 \$38,321.22 0.171	AIG 25% \$50,000,000 \$93,675.78 0.171	
			McNeil & Other	
Total Premium	\$166,991.37	\$548,997.63	\$715,989.00	



BURLINGTON ELECTRIC DEPARTMENT
Property/B&M Insurance Policies
Premium/TIV History
10/27/2024

POLICY PERIOD:																				(Excl. W1H)	W1H		
#	Carrier	Broker/ Agent	From mm dd yyyy	To mm dd yyyy	Actual **** Premium	Annual Premium	Annual % Chg	TIV *** (Excl W1H)	(Excl. W1H) Change	TIV (W1H)	W1H Change	Price per \$100 TIV	Price per \$100 TIV	TOTAL TIV	TOTAL TIV % Chg								
1	AIG/Starr Tech/Zurich/AEGIS (TBF)	H&B	11 20 2024	11 20 2024	\$715,989	\$715,989	5.32%	\$314,127,000	7.68%	\$28,657,000	5.06%	"n/a"	"n/a"	\$342,784,000	7.45%								
2	AIG/Starr Tech/Zurich/AEGIS (TBF)	H&B	11 20 2023	11 20 2024	\$679,815	\$679,815	-0.48%	\$291,733,000	21.51%	\$27,276,000	17.20%	"n/a"	"n/a"	\$319,009,000	21.13%								
3	AIG/Starr Tech/Zurich/AEGIS (TBF)	H&B	11 20 2022	11 20 2023	\$683,117	\$683,117	2.96%	\$240,093,000	-0.49%	\$23,273,000	0.99%	"n/a"	"n/a"	\$263,366,000	-0.36%								
4	AIG/Starr Tech/Zurich/AEGIS (TBF)	H&B	11 20 2021	11 20 2022	\$663,508	\$663,508	2.95%	\$241,268,000	2.03%	\$23,044,000	3.79%	"n/a"	"n/a"	\$264,312,000	2.18%								
5	AIG/Starr Tech/Zurich/AEGIS	H&B	11 20 2020	11 20 2021	\$644,506	\$644,506	11.25%	\$236,462,000	-1.67%	\$22,203,000	2.83%	"n/a"	"n/a"	\$258,665,000	-1.30%								
6	AIG/Starr Tech/Zurich/AEGIS	H&B	11 20 2019	11 20 2020	\$579,330	\$579,330	153.25%	\$240,473,000	-2.83%	\$21,591,000	4.19%	"n/a"	"n/a"	\$262,064,000	-2.29%								
7	NU/Chartis/AIG	H&B	10 1 2018	10 (**) 1 2019	\$228,762	\$228,762	-5.94%	\$247,487,000	-5.95%	\$20,722,000	-8.17%	\$0.07962	\$0.148761	\$268,209,000	-6.13%								
8	NU/Chartis/AIG	H&B	10 1 2017	10 1 2018	\$243,200	\$243,200	-5.67%	\$263,146,000	-0.09%	\$22,565,000	0.69%	\$0.07962	\$0.148761	\$285,711,000	-0.03%								
9	NU/Chartis/AIG	H&B	10 1 2016	10 1 2017	\$257,812	\$257,812	-4.64%	\$263,396,000	0.70%	\$22,410,000	0.95%	\$0.08522	\$0.148761	\$285,806,000	0.72%								
10	NU/Chartis/AIG	H&B	10 1 2015	10 1 2016	\$270,355	\$270,355	8.42%	\$261,570,000	6.11%	\$22,198,774	36.73%	\$0.09003	\$0.157	\$283,768,774	8.01%								
11	NU/Chartis/AIG ⁽⁵⁾	H&B	10 1 2014	10 1 2015	\$249,354	\$249,354	10.53%	\$246,501,000	-0.79%	\$16,235,108	n/a	\$0.09082	\$0.157	\$262,736,108	4.47%								
12	NU/Chartis/AIG	H&B	10 1 2013	10 1 2014	\$225,600	\$225,600	11.68%	\$248,460,000	8.00%			\$0.0908		AVG 5 years	4.47%								
13	NU/Chartis/AIG	H&B	10 1 2012	10 1 2013	\$202,000	\$202,000	11.13%	\$230,060,000	3.55%			\$0.0878		AVG 3 years	7.60%								
14	NU/Chartis ^{(3) (4)}	H&B	9 25 2011	10 1 2012	\$184,750	\$181,762	2.69%	\$222,183,000	5.14%			\$0.082											
15	NU/Chartis/AIG ⁽²⁾	GRA	8 25 2010	9 25 2011	\$191,750	\$177,000	-6.8%	\$211,323,000	0.47%			\$0.084											
16	NU/Chartis/AIG ⁽¹⁾	GRA	8 25 2009	8 25 2010	\$190,000	\$190,000	18.4%	\$210,339,000	18.66%			\$0.090											
17	HS&B/AIG	GRA	8 25 2008	8 25 2009	\$160,420	\$160,420	-8.3%	\$177,259,000	7.66%			\$0.091											
18	HS&B/AIG	GRA	8 25 2007	8 25 2008	\$175,000	\$175,000	-2.5%	\$164,645,000	7.05%			\$0.106											
19	HS&B/AIG	GRA	8 25 2006	8 25 2007	\$179,500	\$179,500	-13.3%	\$153,799,000	6.29%			\$0.117											
20	Starr Tech/HS&B/AIG	GRA	8 25 2005	8 25 2006	\$207,000	\$207,000	-8.0%	\$144,695,000	0.86%			\$0.143											
21	Starr Tech/HS&B/AIG	GRA	8 25 2004	8 25 2005	\$225,000	\$225,000	-4.3%	\$143,460,000	3.55%			\$0.157											
22	Starr Tech/HS&B/AIG	GRA	8 25 2003	8 25 2004	\$235,000	\$235,000	27.0%	\$138,539,000	n/a			\$0.170											
23	Starr Tech/HS&B/AIG	GRA	8 25 2002	8 25 2003	\$185,000	\$185,000	5.7%																
24	FM Global	GRA	8 25 2001	8 25 2002	\$175,000	\$175,000	146.1%																
25	CIGNA/ACE USA	GRA	8 25 1998	8 25 2001	\$213,353	\$71,118	-24.2%																
26	CIGNA	GRA	8 25 1995	8 25 1998	\$281,291	\$93,764	-6.9%																
27	HS&B	SS	1 20 1995	1 20 1996	\$100,720	\$100,720	10.4%																
28	HS&B	SS	1 20 1994	1 20 1995	\$91,244	\$91,244	n/a																

Note: AIG sold HS&B to Munich Re in December, 2008
AIG renamed P/C business as "Chartis" on July 27, 2009

GRA=Global Risk Associates
SS=Starkweather & Shepley: NEPPA
H&B=Hickok & Boardman, Inc.

- ⁽¹⁾ TIV was limited to \$200,000,000 coverage on 8/25/09
⁽²⁾ Policy period extended to 13 months at same rate (now expires on 9/25/11)
⁽³⁾ Policy period extended by 6 days to 10/1 (now expires on 10/1/12)
⁽⁴⁾ TIV back to full limits (\$222,183,000 on 9/25/11)
⁽⁵⁾ TIV "bid" limited at \$246,501,000 but expected to be raised to full \$262,736,108 (for Winooski One)
Rate of \$0.09082 is for all property except Hydro (W1) = \$0.157
* AIG's quote comes with a rate-lock through the following policy period 10/1/18-19
Reflecting AIG's rate lock for 10/1/18-19
** Policy expiration extended from 10/1/19 to 11/1/19 and then 11/20/19
*** TIV capped at \$175M

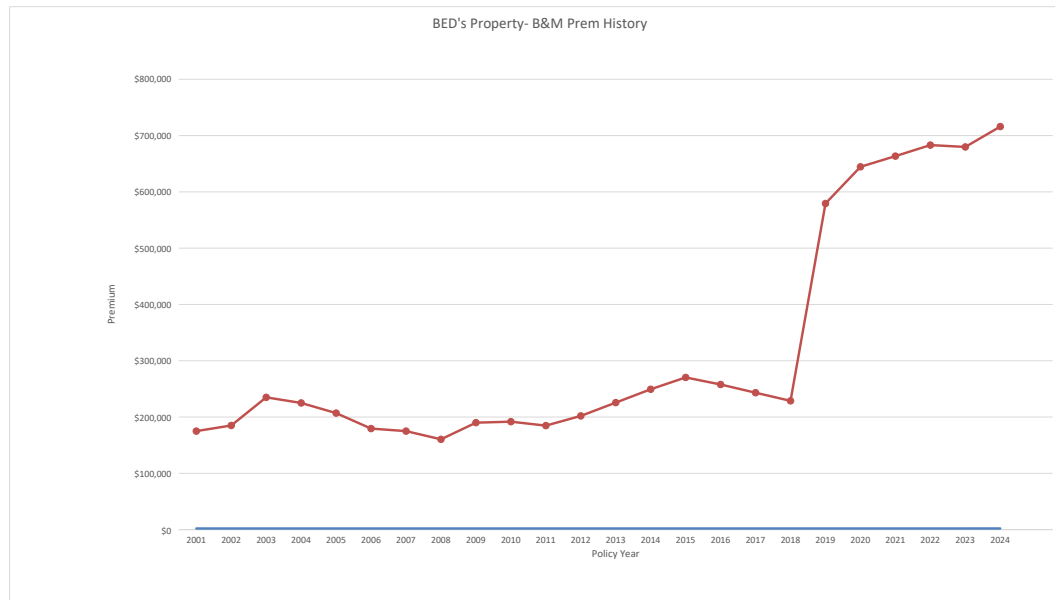
**** Not to exceed Premium eff 11/20/2024 of \$715,989



BURLINGTON ELECTRIC DEPARTMENT
Property/B&M Insurance Policies
Premium History
#####

#	PY	Property Premium
1	2001	\$175,000
2	2002	\$185,000
3	2003	\$235,000
4	2004	\$225,000
5	2005	\$207,000
6	2006	\$179,500
7	2007	\$175,000
8	2008	\$160,420
9	2009	\$190,000
10	2010	\$191,750
11	2011	\$184,750
12	2012	\$202,000
13	2013	\$225,600
14	2014	\$249,354
15	2015	\$270,355
16	2016	\$257,812
17	2017	\$243,200
18	2018	\$228,762
19	2019	\$579,330
20	2020	\$644,506
21	2021	\$663,508
22	2022	\$683,117
23	2023	\$679,815
24	2024	\$715,989

Deductible at McNeil raised from \$1M to \$2M , \$500k to \$1M at GT and WHH (reduced preium from "NTE" \$778,683.70 to \$679, Note: Final premium still TBD. NTE = \$715,989
FY'25 budget used an estimated 5% budgeted **rate** increase at renewal along with a 3% **TIV** impact)



Board of Finance and City Council Submission Checklist

Department: BED Submitter: Darren Springer and Paul Alexander

Title/Subject: BED Property/B&M Insurance Renewal 11-20-2024

	Approval:	Meeting Date:
☒	Board of Finance	11/4/2024
☒	City Council	11/12/2024
☐	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	10/27/2024	Click or tap here to enter text.
Mayor's Office informed and approved memo	Yes	10/27/2024	Click or tap here to enter text.
Board/Commission, if required	Yes	10/27/2024	Meeting on 11/13/24
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	Choose an item.	10/27/2024	Pending
CAO has reviewed budget, financing, and memo	Choose an item.	10/27/2024	Pending
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	Yes	H&B Cover memo, BED Premium History, H&B Quota Share chart, BED Cover memo
Draft Resolution or Motion?	Yes	Motions in memo
If for submission to Council, are sponsors identified?	Yes	BOF

BCA

To: Board of Finance
City Council

From: Doreen Kraft, BCA Director
Lynn Reagan, Interim Director of Human Resources
Orieta Glozheni, Human Resources Manager

Date: November 4, 2024

Subject: BCA Reorganization

Executive Summary

BCA proposes the elimination of its Administrative Assistant position and reclassification of 8 positions as follows:

- Reclassification and retitling of the Member and Donor Relations Coordinator, a Regular, Full-time, Non-exempt ASFCME Grade 13 step 7 to Development and Administrative Coordinator, a Regular, Full-time, Non-exempt, AFSCME Grade 15 step 4
- Reclassification and retitling of the Marketing and Sponsorship Support Specialist, a Regular, Full-time, Non-exempt, ASFCME Grade 15 step 5 to an Assistant Development Director, a Regular, Full-time, ASFCME Grade 17 step 1
- Reclassification of the Youth & Family Program Coordinator, a Regular, Full-time, Non-exempt ASFCME Grade 15 step 4 to a Regular, Full-time, Non-exempt ASFCME Grade 16 Step 4
- Reclassification and retitling of the Program Coordinator, a Regular, Full-time, Non-exempt, ASFCME Grade 15 step 10 to Adult Programs Coordinator a Regular, Full-time, Non-exempt, ASFCME Grade 16 Step 9
- Reclassification and retitling of the Clay and Print Studio Manager, a Regular, Full-time, Non-exempt, ASFCME Grade 15 step 3 to Clay Studio Coordinator, a Regular, Full-time, Non-exempt, ASFCME Grade 16 Step 3
- Reclassification and retitling of the Artist Coordinator, a Regular, Full-time, Non-exempt, ASFCME Grade 14 step 13 to Art Services Coordinator a Regular, Full-time, Non-exempt, AFSCME Grade 15 Step 12
- Reclassification and retitling of the Art Director, a Regular, Full-time, Exempt Non-union Grade 16 step 7 to Design Director, a Regular, Full-time, Non-exempt, Non-union Grade 17 Step 7
- Reclassification of the Education Director, a Regular, Full-time, Exempt Non-union Grade 18 step 15 to a Regular, Full-time, Non-exempt, Non-union Grade 20 Step 5

This proposed plan will still result in savings in FY25 and beyond due to the elimination of the Administrative Assistant Position. The plan has been approved by the Union.

Background

The BCA Administrative Assistant position became vacant in March 2024, long prior to the release of the efficiency study. BCA was interested at that time in the opportunity the vacancy created to achieve immediate and long-term savings, recognizing that it is the first of several changes that will be needed to find additional efficiencies and reduce overall impact on the general fund.

This reorg based on the Administrative Assistant elimination will meet the following pressing management goals:

1. Find administrative efficiencies within existing positions by eliminating one position and redistributing tasks across several job descriptions.
2. Update job descriptions that had not been reviewed when BCA joined the Union in FY23.
3. Distribute a portion of savings from eliminated position across positions that absorbed increased responsibilities due to elimination and those that have absorbed increases due to programmatic growth over the past decade.
4. Strengthen BCA revenue potential by adding 20 more hours per week dedicated to fundraising activities, with the goal of increasing revenue capacity year-over-year to adjust to inflation, loss of one-time funds, and keep up with COLA increases. This will be accomplished by increasing the fundraising responsibilities of the Marketing and Sponsorship Support Specialist position and transferring the social media and content management components of the role to a temporary part time role for a year. The increased fundraising capacity will also aid in BCA efforts to hire a development director, which is crucial to meeting annual revenue goals but is a large job that has been difficult to fill in recent months.

Financial Impact

The overall impact of this proposed plan will result in FY25 and long term savings in BCA's operating budget. The table outlines the FY25 financial impact of this reorg plan.

Current Title	Current Grade/Step	FY25 Budgeted Annual Salary	Proposed Title	Proposed Grade/Step	FY25 Proposed Annual Salary	Reorg Salary FY 25 8 months	FY25 Budget Impact
Member & Donor Relations Coordinator	13-7	56,544	Development and Administrative Coordinator	15/4	61,152	59,631	3,088
Youth & Family Prog. Coordinator	15-4	61,512	No Change	16/4	65,062	63,891	2,379
Mark. & Sponsorship Support Spec	15-5	63,803	Assistant Development Director	17/1	65,603	65,009	1,206
Programs Coordinator	15-10	49,822	Adult Programs Coordinator	16/9	52,322	51,497	1,675
Art Director	16-7	68,499	Design Director	17/7	72,862	71,422	2,924
Clay and Print Studio Manager	15-3	45,025	Clay Studio Coordinator	16/3	47,923	46,967	1,942
BCA Administrative Assistant	13-1	53,348	Eliminated		0	0	-53,348
Artist Coordinator	14-13	64,149	Artist Services Coordinator	15/12	67,205	66,196	2,047
Education Director	18-15	83,326	No Change	20/5	88,462	86,767	3,441
FY25 REORG IMPACT		546,027			503,900		-34,646
Development Director, savings calculation 6 months		96,892					-48,446
Digital Content Coordinator, PT	Temp	-	Digital Content Coordinator	Temp	23,400	19,890	19,890
TOTAL FY25 Personnel Savings							-63,202

The plan will result in an immediate savings of \$34,646 in FY25 in regular salary lines, a portion of which will be used to fund a part time temporary Content Coordinator to accommodate duties that were previously included in the Marketing and Sponsorship support position. Additional savings in FY25 will also be attributed to attrition related to BCA's Development Director position, which was budgeted for a full year in FY25 at \$96,892 but has not resulted in a successful hire to date. This is resulting in a projected 6 month savings, but also impacting fundraising capacity in revenue lines. With permission from the CAO, BCA will relist the position immediately and anticipates a hiring process that will take 2 months. Overall, we are projecting a savings of \$63,202 in FY25 salary lines with the Development Director attrition and the proposed reorg plan.

Again, these savings are only the first steps towards BCA's ongoing work to reduce its impact on the general fund.

Motions

Board of Finance Motion:

To recommend that City Council approve and authorize the:

- Elimination of the Administrative Assistant Position
- Reclassification and retitling of the Member and Donor Relations Coordinator, a Regular, Full-time, Non-exempt ASFCME Grade 13 to Development and Administrative Coordinator, a Regular, Full-time, Non-exempt, AFSCME Grade 15
- Reclassification and retitling of the Marketing and Sponsorship Support Specialist, a Regular, Full-time, Non-exempt, ASFCME Grade 15 position reporting to the Development Director and Communications Director to an Assistant Development Director, a Regular, Full-time, ASFCME Grade 17 position reporting to the Development Director
- Reclassification of the Youth & Family Program Coordinator, a Regular, Full-time, Non-exempt ASFCME Grade 15 to a Regular, Full-time, Non-exempt ASFCME Grade 16
- Reclassification and retitling of the Program Coordinator, a Regular, Full-time, Non-exempt, ASFCME Grade 15 to Adult Programs Coordinator a Regular, Full-time, Non-exempt, ASFCME Grade 16
- Reclassification and retitling of the Clay and Print Studio Manager, a Regular, Full-time, Non-exempt, ASFCME Grade 15 to Clay Studio Coordinator, a Regular, Full-time, Non-exempt, ASFCME Grade 16
- Reclassification and retitling of the Artist Coordinator, a Regular, Full-time, Non-exempt, ASFCME Grade 14 to Art Services Coordinator a Regular, Full-time, Non-exempt, AFSCME Grade 15
- Reclassification and retitling of the Art Director, a Regular, Full-time, Exempt Non-union Grade 16 to Design Director, a Regular, Full-time, Non-exempt, Non-union Grade 17
- Reclassification of the Education Director, a Regular, Full-time, Exempt Non-union Grade 18 to a Regular, Full-time, Non-exempt, Non-union Grade 20

City Council Motion:

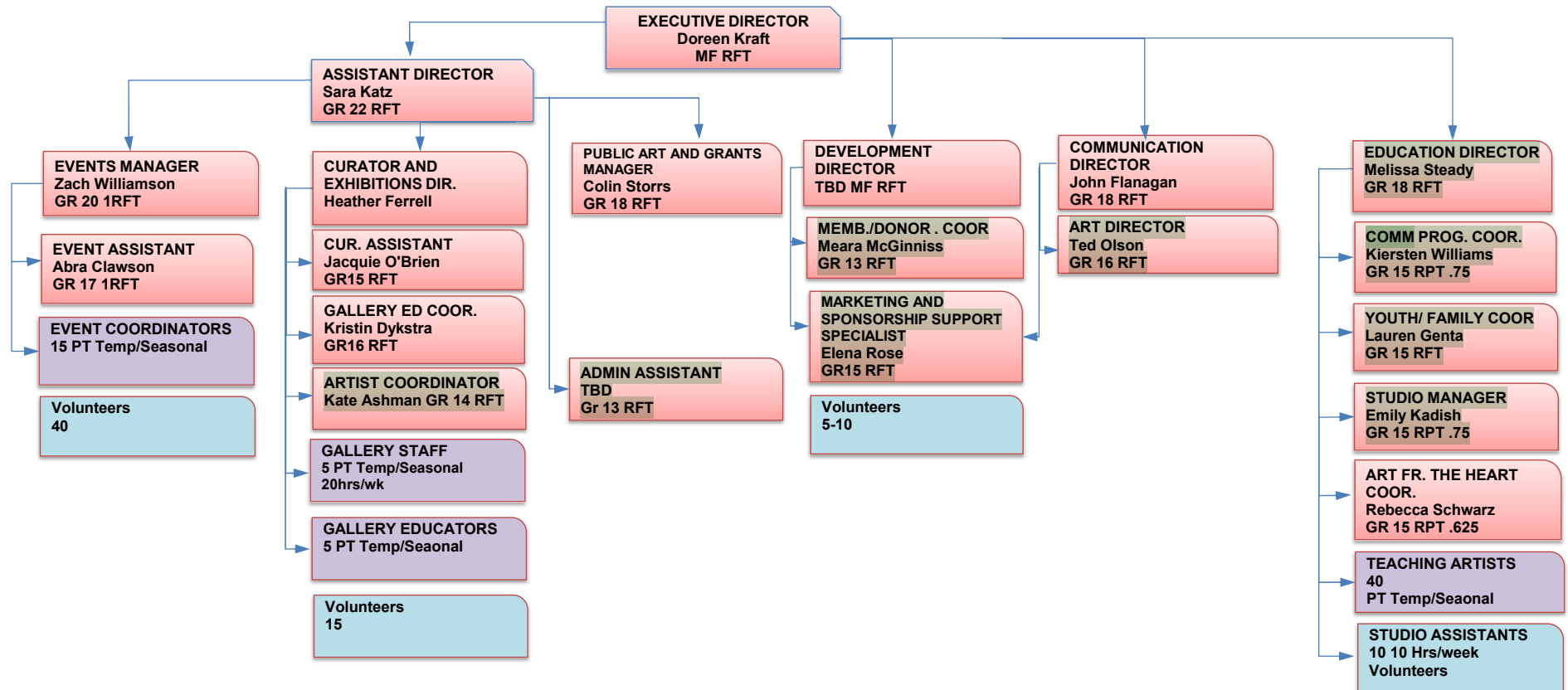
To approve and authorize the:

- Elimination of the Administrative Assistant Position
- Reclassification and retitling of the Member and Donor Relations Coordinator, a Regular, Full-time,

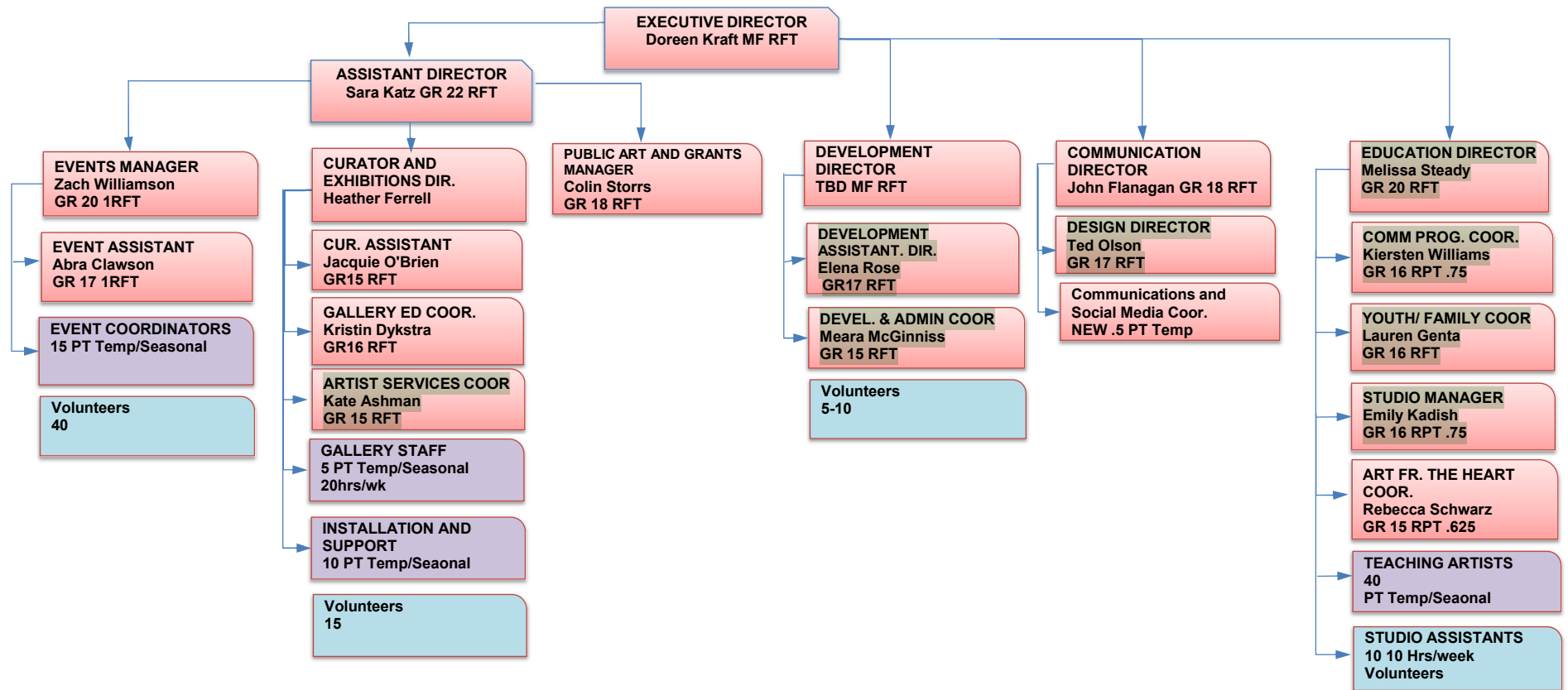
Non-exempt ASFCME Grade 13 to Development and Administrative Coordinator, a Regular, Full-time, Non-exempt, AFSCME Grade 15

- Reclassification and retitling of the Marketing and Sponsorship Support Specialist, a Regular, Full-time, Non-exempt, ASFCME Grade 15 position reporting to the Development Director and Communications Director to an Assistant Development Director, a Regular, Full-time, ASFCME Grade 17 position reporting to the Development Director
- .Reclassification of the Youth & Family Program Coordinator, a Regular, Full-time, Non-exempt ASFCME Grade 15 to a Regular, Full-time, Non-exempt ASFCME Grade 16
- Reclassification and retitling of the Program Coordinator, a Regular, Full-time, Non-exempt, ASFCME Grade 15 to Adult Programs Coordinator a Regular, Full-time, Non-exempt, ASFCME Grade 16
- Reclassification and retitling of the Clay and Print Studio Manager, a Regular, Full-time, Non-exempt, ASFCME Grade 15 to Clay Studio Coordinator, a Regular, Full-time, Non-exempt, ASFCME Grade 16
- Reclassification and retitling of the Artist Coordinator, a Regular, Full-time, Non-exempt, ASFCME Grade 14 to Art Services Coordinator a Regular, Full-time, Non-exempt, AFSCME Grade 15
- Reclassification and retitling of the Art Director, a Regular, Full-time, Exempt Non-union Grade 16 to Design Director, a Regular, Full-time, Non-exempt, Non-union Grade 17
- Reclassification of the Education Director, a Regular, Full-time, Exempt Non-union Grade 18 to a Regular, Full-time, Non-exempt, Non-union Grade 20

BCA Departmental Organizational Chart FY25



BCA Departmental Organizational Chart FY25 with Reorg



City of Burlington Job Description

Position Title: Education Director

Department: City Arts

Reports to: Director of City Arts

Pay Grade: ~~18-20~~

Job Code: 1040

Exempt/Non-Exempt: Exempt

Union: Non-Union Remote Tier 2

General Purpose:

~~This position is responsible for developing and managing the arts education program and related services for the Firehouse Center for the Visual Arts (FCVA). In addition this position is responsible for fostering lifelong learning opportunities through the arts.~~

This position is responsible for directing BCA's Education ~~department~~division in all aspects, including programming, staffing, budgeting, and supervision of operations at the BCA Studios.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The related job requirements and physical, mental and reasoning requirements outlined in the next two sections state the underlying requirements that an employee must meet in order to perform these essential functions. The three sections together describe the essential functions of this position)

- ~~• Create, plan, schedule, promote and oversee the educational programs, classes and workshops at the Firehouse Center for the Visual Arts.~~
- ~~• Create and produce program and class brochures and flyers and post throughout the community.~~

BCA Studios (405 Pine Street)

- Supervise, manage and oversee the BCA Studios facility and all onsite activities including all the education classes, camps and studio memberships.
- Manage the Cbord electronic door system for the BCA Studios.
- Authorize and manage employee parking subscriptions at 405 monthly.
- Authorize and schedule maintenance for the BCA Studios and communicate with maintenance and custodial staff as necessary.
- ~~• Contact, interview, assess and schedule art teachers and educators. Write related contracts and handle payments as necessary.~~
- ~~• Manage and create promotional material, advertising, etc.~~
- ~~• Supervises and advises BCA's education staff including the Clay Studio Director, Clay + Print Studio Manager, Photography Director, Early Arts Coordinator and Summer Camp Coordinator.~~

BCA Education Staff and Seasonal Employees

- Supervise and direct four regular union classified staff and 40-50 non-union seasonal employees.
- Authorize the hires of new employees and lead interviews.
- Approve and reconcile all education employee timecards and time-off requests in the Kronos system weekly and bi-weekly.
- Direct employee trainings and create professional development opportunities.

- ~~Organize and purchase materials for classes.~~
- ~~Assess and document programs, classes and events.~~
- ~~Work closely with the Gallery Education Coordinator to develop and refine BCA's *See.Think.Do!* gallery education program~~
- Coordinate and attend meetings of the Community Arts Education Council and act as liaison to the arts education community.
- ~~Develop policies and administrative procedures for the use of classroom and workshop space at the FCVA.~~
- ~~Assist in the development of educational program grants.~~
- ~~Assist in fundraising activities for programs and scholarships.~~
- ~~Supervise other arts education staff, interns and volunteers.~~
- Oversee budget for education department.

Program Administration

- Supervise, manage and oversee overall budget for education department, totaling \$320k.
- Direct and authorize the scale of education programs offered.
- Develop and authorize all policies and administrative procedures for the BCA Studios.
- Manage and process 400+ individual and group scholarships for BCA Education, awarding up to \$75,000 scholarships annually.
- Authorize and manage the supply purchases for the BCA Studios and off-site community programs, totaling \$55k.
- Manage and create all the vendor and supply PO's required for the education department.
- Manage and reconcile all credit card purchases for education department.
- Execute many administrative duties, including general customer service, camp/class registrations, payments, refunds, gift certificates and journal entries for scholarships.
- Evaluate the effectiveness of BCA Education programs and initiatives against benchmarks and departmental priorities and adjust delivery of programs in response to results as necessary.
- ~~Collaborate with other community organizations to coordinate art activities for special events.~~
- ~~Work with public and private schools and other organizations to help launch Firehouse education programs within their structures.~~
- ~~Performs other duties as assigned.~~

Community Initiatives/Programs

- Authorize and supervise arts residencies in Burlington schools, youth community centers

and in Head Start Arts preschool classrooms.

- Direct and authorize new education collaborations and partnerships.
- Serve as a leader for the Community Arts Education Council. Coordinate, attend and lead several meetings scheduled throughout the year.
- Serve as liaison to the local and regional arts education community.
- Collaborate with other community organizations to coordinate art activities for special events.

Other Duties

- Participate in BCA strategic and equity planning and work with other senior staff on organizational goals.
- Develop, enhance and maintain working relationships with outside organizations, non-profits, businesses and teaching artists inside and outside of Burlington.
- Seek professional development opportunities for BCA education staff, including safety and emergency preparedness trainings, as well as equity and inclusion trainings.
- Collaborate with BCA Communications, Development and Administration divisions to develop promotional materials.
- Prepare and submit reports to Assistant Director, Director and Development Director.
- Assist BCA Development team in fundraising activities for programs and scholarships.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- ~~Bachelor of Arts or related degree and two years of Art/Education related experience required.~~
- Bachelor's degree and three years of experience in arts education or related fields required. Experience in non-profit organization preferred.
- ~~Ability to work in PC format with knowledge of Microsoft Office software (Word, Excel, PowerPoint)~~
- ~~Extensive knowledge of the arts and cultural activities desired, preferably in the greater Burlington area.~~
- Knowledge of current-day principles and practices in arts education and program administration.
- Ability to direct and train full-time, part-time, temporary and seasonal staff.
- Highly developed organizational skills.
- Ability to work independently and set own tasks.
- ~~Grant writing experience preferred.~~
- ~~Ability to work evenings, weekends and holidays as required.~~ Ability to work evenings and weekends as required.
- ~~Ability to obtain and maintain a valid Vermont driver's license required.~~
- ~~Ability to multi-task and work in a fast paced, pressurized environment.~~

- ~~Strong interpersonal skills required.~~
- ~~Strong communication skills, both verbal and written, required.~~
- Ability to communicate effectively orally and in writing.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- ~~Ability to professionally represent City Arts and the City of Burlington inside and outside of City Hall.~~
- Ability to understand and comply with City standards, safety rules, and personnel policies.
- Ability to develop and adapt a schedule of programs to meet the needs of a diverse population.
- Knowledge of budgetary and reconciliation procedures.
- Must be able to operate standardized office equipment.
- Ability to establish and maintain effective working relationships with City staff and the general public.
- Ability to use and master BCA's registration system and other systems that support administrative and programming needs.
- 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.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

☒ seeing

☐ color perception

(red, green, amber)

☒ hearing/listening

☒ clear speech

☒ ability to move
distances ☒ lifting (specify)
within and

between
☐ 40 pounds
warehouses/offices
☒ carrying (specify)
☐ climbing
☐ 40
pounds

☐ ability to mount
and ☒ driving

☒ touching

☒ dexterity

☒ hand

☒ finger

☐ reading - basic

☒ reading - complex

☐ writing - basic

☒ writing - complex

☐ shift work

☒ works alone

☒ works with others

☒ verbal contact w/others

☒ face-to-face contact

☒ inside

(local/over

forklift/truck
road)

dismount

the

☐ pushing/pulling

☒ math skills - basic

☒

analysis/comprehension

☐ math skills - complex

☒

judgment/decision

☒ clerical

making

☐ outside

pressurized equipment

☐ extreme heat

☐ moving

objects

☐ extreme cold

☐ high places

☐ noise

☐ fumes/odors

☐ mechanical equipment

☐ hazardous

materials

☐ electrical

equipment

dirt/dust

Supervision:

Directly Supervises: 4

Indirectly Supervises: 40

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____

Date: _____

Human Resources: _____ Date: _____

Finance Board 8/12/02
Updated October 2024

City of Burlington Job Description

Position Title: ~~Artist Coordinator~~ Art Services Coordinator

Department: Burlington City Arts

Reports to: BCA Curator and Director of Exhibitions

Pay Grade: ~~14-15~~

Job Code: 1180

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME Remote Tier 2

General Purpose:

This position is responsible for ~~providing assistance to the Arts Sales and Leasing program by curating / coordinating exhibitions for leasing clients managing~~ managing the BCA's Art Sales and External Exhibitions and Art Sales program, coordinating fine art exhibitions for BCA's art leasing program, including engaging and developing artist relationships, providing BCA clients with access to local artists' work on a rotating basis, working closely with regional artists, clients and partner venues to which curates regional artists' work coordinate art exhibits, facilitate art sales, and supporting BCA's mission by providing ongoing support to Vermont artists opportunities for Vermont artists to show and sell their work in public and private settings in public settings and client spaces and generates revenue through leasing fees and art sales

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.)

- ~~Work with Arts Sales & Leasing Coordinator and clients to select works for exhibitions on an ongoing rotating basis for various sites in and around the Burlington area.~~
- ~~Assist with planning and coordinating each exhibition based on client needs.~~ Coordinate rotating fine art exhibitions for local and regional leasing clients and partner sites within the gr greater Burlington area, which includes the following activities:
 - ~~Coordinating with artists to obtain images of new and available artworks either digitally or through in-person studio visits and artworks and~~
 - Working closely with clients to select artworks that meet site-specific requirements or selecting work on their behalf as necessary arrange transportation of artwork to BCA, and supporting clients and partners in the selection of artworks for each site Managing transportation, safe storage, and

professional handling and installation of artwork

○

- Planning and scheduling Schedule and project manage exhibits including installation and de-installation with artists and clients , de-installation, and artwork inventory
- Manage transportation, safe storage, and professional handling and installation of artworkCollecting, coordinating and creating materials related to exhibition installations, including but not limited to insurance forms and inventory, price lists, labels, and artist statements
- Maintain relationships with clients
- Visit studios to see new work, select work for exhibitions. Conduct studio visits with artists to view and select new work
- Maintain client base, including rResponding to potential client requests for art services with customized proposals
- Acquire new clients through networking, referrals, and research as needed
- Facilitate art sales -and other art services to both corporate and private clients
- Maintain relationships with clients, donors and corporate sponsors in collaboration with Development team?Create and send leasing invoices to clients on a monthly basis and conduct accounts receivable follow up for the program as needed
- Keep an updated list of art inventory, including details such as artist name, title, scale, value and current location.
- Maintain database of local over 200 artists for the purpose of sharing work with clients and the general public through partner spaces, including updating artist files, images, artist info etc. and Vermont Artist web page
- Provide professional development for artists in the program through individualized coaching, customized communication and sharing of artist opportunities
- Outreach to and create partnerships withExpand representation of artists from marginalized-underrepresented- demographics within the arts community through community connections
- Maintain relationships and correspondence with artists and clients.
- Collaborate with communications team to promote program through the website, social media and other promotional outlets
- Compile paperwork related to installations, including insurance, price lists, labels, artist statements etc. Create materials related to exhibit installations, including but not limited to insurance forms, price lists, labels, and artist statements
- Create and send leasing invoices to clients on a monthly basis and conduct follow ups as needed
- Work with purchasers and artists to facilitate and process art sales and artist payments
- Work closely with BCA Directors to facilitate contract details and fee structures with new and existing leasing clients
- Assist with intern supervision and special projects. Conduct hiring, training and supervising of interns, and for temporary staff to assist with installation services as needed as budget allows

-
- Collect, organize and provide program data for reports and strategic planning
- ~~Assist with planning and coordinating for special events, including arts festivals, fine art auctions, and other yearly fundraising events as required.~~ Support planning and coordination for special events, including art festivals, fine art auctions, gallery and exhibition installations, and other annual fundraising events as needed
-

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- A Bachelors degree in studio art, art history, museum studies, or related field preferred.
- One year minimum of experience handling art in a museum or gallery required.
- ~~or 2 years of experience can be replaced for each year of schooling.~~
- Ability to professionally represent the City of Burlington and the City Arts Department in all dealings with artists, members of the general public, local officials, City Arts Board members, etc. of Directors
- Ability to ~~complete curated installation~~ execute exhibitions within varying space conditions that may not be prioritized for art installation
- Experience with and strong understanding of ~~of exhibited artwork using~~ professional hanging techniques, including, but not limited to lifting, use of a ladder, and use of a drill, as well as other power and manual tools, ~~etc.~~
- Ability to work effectively with a wide variety of artists, clients, and public and vendors ~~the public~~
- Knowledge of art world and contemporary artists with a regional emphasis
- Familiarity Proficiency working in a Windows-type OS, including knowledge of spreadsheet and word processing software ~~preferred.~~
- Ability to multi-task and work in a fast paced and community responsive, ~~pressurized~~ environment.
- ~~Knowledge of art world and contemporary artists with a regional emphasis~~
- Ability to actively support City diversity, equity and inclusion as evidenced by ongoing trainings and professional development
- Regular attendance is necessary and essential to meeting the expectations of the job functions
- Ability to understand and comply with City standards, safety rules, and personnel policies
- Strong communication skills, both oral and written, required.
- Ability to work evenings, weekends and holidays as required.
- Must have reliable transportation and current driver's license
- ~~Ability to multi-task and work in a fast paced, pressurized environment.~~
- Strong interpersonal skills required.

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	within and between	50__ pounds
(red, green, amber)	warehouses/offices	☒ carrying (specify)
☒ hearing/listening	☒ climbing	50__ pounds
☒ clear speech	__ ability to mount and	☒ driving (local/over
☒ touching	dismount forklift/truck	the road)
☒ dexterity	☒ pushing/pulling	
☒ hand		
☒ finger		
__ reading - basic	__ math skills - basic	☒ analysis/comprehension
☒ reading - complex	☒ math skills - complex	☒ judgment/decision
__ writing - basic	☒ clerical	making
☒ 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: -1-2 interns and temp annually

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

(BOF Approved 08-01-2011, CC Approved 09-12-2011), Updated ~~September~~ October 2024~~1~~

City of Burlington Job Description

Position Title: Youth and Family Programs Coordinator

Department: Burlington City Arts

Reports to: Education Director

Pay Grade: ~~15-16~~

Job Code: 1128

Exempt/Non-Exempt: Non-Exempt

Union: ~~NU~~ AFSCME

Remote Tier 2

General Purpose: ~~This position is responsible for all administrative aspects of youth and family art programs at the BCA Studios including youth and family classes, afterschool classes, school break workshops, summer camps and other programs. This is an essential position that works directly with the BCA Education Director, BCA Community Programs Coordinator, 20-25 teaching artists, and numerous community members, students and parents.~~

This position is responsible for overseeing classes, camps, residencies and community art programs for Youth, Teen and Family Programs at the Burlington City Arts Studios on Pine Street. This position also supports education programs throughout the entire organization. This position represents BCA while engaging in community outreach and relationship building with numerous community organizations, other City departments, seasonal teaching staff and hundreds of students and customers annually. This is an essential position that works directly with the BCA Education Director.

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.)

The primary tasks of this position include:

- ~~• Develop, plan and schedule BCA youth and family studio art classes, afterschool classes, school break workshops, summer camps and other programs at the BCA Studios in close collaboration with the Education Director, Community Programs Coordinator and instructors. This includes creating class/camp descriptions for BCA's six studios: Clay, Draw/Paint, Print, Darkroom Photography, Digital Photography and Jewelry.~~
- Oversee all aspects/stages of youth, teen and family programs for the BCA Studios, including classes and camps in the Clay, Print, Drawing/Painting, Darkroom Photography, Digital Photography and Jewelry Studio. This includes producing approximately 115-130 classes and camps annually.

Youth and Family Programs Coordinator

Page 2 of 7

- ~~— Recruit, hire, train and manage all instructors required for the programs.~~
- In collaboration with the Education Director, recruit qualified teaching artists, guide staff through the seasonal hiring process, handle personnel issues and coordinate 30-40 seasonal teaching artists and teaching assistants following the city's HR requirements.
- ~~• —~~
- ~~Responsible for instructor HR paperwork completion and timely submission of bi-weekly timesheets.~~
- Responsible for trainings for teaching artists, including safety requirements in compliance with OSHA.
- Guide teaching artists on class curriculum ensuring relevancy and inclusivity.
- Perform assessment meetings with teaching artists to evaluate performance and share feedback.
- ~~Support all youth/family instructors with class planning, class rosters and administer class evaluations.~~
- Collaborate in strategic planning with BCA Education Director and BCA team to improve quality and access in youth, teen and family classes. Analyze current and past programs with art trends and community interests to create successful programs while meeting financial goals.
- Produce original youth, teen and family class catalog text/content for three catalogue seasons and numerous community programs throughout the year.
- ~~• —~~
- ~~Order/purchase required materials/supplies for all youth programs.~~
- ~~Assist BCA education team with studio organization, cleaning and maintenance.~~
- ~~Communicate with students, the general public and BCA staff in a welcoming, professional, and timely manner.~~
- ~~Assist with class/camp registrations, payments, customer service and correspondence.~~
- ~~Plan and manage youth/family program budget and track youth/family program incomes and expenses.~~
- ~~Attend weekly staff meetings with BCA education team, monthly BCA staff meetings, Arts Education Committee meetings and other meetings and trainings as required.~~
- ~~Run BCA Studio camp operations in the summer for 8 weeks. Tasks include: communication with campers, parents, instructors, and camp volunteers; preparing detailed camp rosters and ensuring all student info forms are complete for all campers; managing camper check ins and check outs every day; supervision of campers during camp lunch break; managing two seasonal Camp Assistants, scheduling, training and managing 10-15 camp volunteers; and other camp duties as required.~~
- Design and oversee eight week summer camp and school break programs at the BCA Studios. This includes curriculum development, descriptions and preparing/entering camps in BCA's registration system, coordinating teaching artist and studio schedules, ongoing customer service and communication with parents, preparing detailed camp rosters and ensuring all student info forms are complete, supporting camp teaching artists and teaching assistants onsite, and other camp duties as required.

- Maintain student records including sensitive information including health and learning information.
- Perform assessment meetings with teaching artists and teaching assistants to evaluate performance and share feedback.
- Enter and maintain all youth, teen and family classes in the City of Burlington's CRM and registration database, trouble shoot and, report technical issues to the IT department, assist in training other BCA staff in database processes, as well as organize class photos for promotion.
- Ensure the studio environment is as inclusive as possible and provide special accommodations as needed for staff and students (including coordinating teaching assistants, specialty equipment, translators and physical assistance).
- Coordinate and oversee art supplies and inventory for all youth, teen and family programs by collecting teaching artist supply lists and collaborating with studio assistants on supply ordering.
- Support teaching artists with class administrative needs, providing updated rosters, collecting class waivers and evaluations.
- Responsible for youth, teen and family class registrations, student paperwork and customer service needs, including keeping accounting records up to date in the registration software and communicate changes with customers and staff as needed.
- Provide general customer support via phone calls, emails and in person visits.
- Process camp/class registrations, payments, refunds and gift certificates while providing a welcoming environment and good relations with staff, volunteers, students and members of the public.
- Responsible for cancellation of classes dependent on minimum student requirements and the organization's mission and budgetary goals.

Community Initiatives/Programs

- Responsible for the writing and submission of small grants when required.
- ~~Coordinate the annual Children's Art Exhibit and Ceremony in March.~~
- ~~Liaise with local youth organizations on behalf of BCA to connect BCA Programming to their needs (such as King Street, Sara Holbrook Center, Boys and Girls Club, etc.).~~
- Coordinate and schedule arts residencies in Burlington schools, youth community centers and in Head Start Arts preschool classrooms.
- Collaborate in new education collaborations and partnerships.
- Collaborate with other community organizations to coordinate art activities for special events.
- ~~Collaborate with internal BCA education staff and other city departments including Parks and Recreation and Fletcher Free Library to increase access to community programs/events focused on youth/families including Kids Day, Police Athletic League (PAL) camp, etc..~~
- ~~Work with other BCA key staff including the BCA Communications Director to promote programs.~~

~~Assist with BCA community festivals including Highlight (Dec. 31) and Festival of Fools in July or~~

August.

Other Duties

- Assist with general building needs at the BCA Studios in collaboration with the Education Director.
- Collaborate with other BCA key staff including the BCA Communications Director to promote programs and create effective marketing and engagement practices including promotional photos, social media schedule, email blasts, and community events.
- Share responsibilities for the front desk duties of the studios by answering phone calls, general emails and in-person inquiries while providing a welcoming environment and excellent customer service for staff, volunteers, students and members of the public.
- Participate in weekly education team meetings, monthly staff meetings and board meetings when applicable.
- Participate in Community Arts Education Council meetings and other relevant meetings.
- Prepare and submit youth, teen and family class data seasonally to the Education Director and provide data for BCA's annual report.
- Assist and support BCA's community festivals including Highlight (New Year's Eve) and Festival of Fools.
- Participate in BCA strategic and equity planning and work with other staff members.
- Develop and cultivate partnerships/working relationships with outside organizations, non-profits, businesses and teaching artists inside and outside of Burlington.
- Serve as subject matter expert and point of contact to members of the public and other nonprofits, schools and organizations who are interested in creating new initiatives in youth, teen and family educations programs with BCA.
- —

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- 2 years experience in arts education or related field required. Bachelor's degree preferred.
- Experience in non-profit organization preferred.
- ~~Bachelor's degree and 1-2 years of experience in arts education, studio art, or or related fields required. Additional experience may be substituted for a degree requirement on a two-for-one per year basis.~~
- ~~1-2 years of experience in arts program coordination/management or related field preferred.~~
- Must have a desire to work with youth, parents and families.
- Proficiency in variety of art-making techniques including clay, printmaking, drawing, painting, photography and fine metals preferred.
- Knowledge of current-day principles and practices in arts education and program administration preferred.
- Experience working with a range of learning types, including English language learners,

and learners with disabilities.

- Highly developed organizational skills and attention to detail to maintain multiple classes operating simultaneously.
- Ability to assume administrative responsibility for a departmental area, problem solve and carry out tasks with minimal instruction.
- —
- ~~Must be available to work all camp days onsite from 7:30am-2pm for 8 weeks during the summer (with the exception of July 4th week). The weekly schedule is more flexible during the school year, but one must be able to work all hours onsite at the BCA Studios and be available to work some evenings and weekends when required for community events and other work related tasks.~~
- ~~Must demonstrate a cooperative team player attitude and a high level of enthusiasm, punctuality, and dependability.~~
- ~~Strong organizational skills and experience working with computer applications (Microsoft office programs including Excel) required.~~
- Strong communication skills, both oral and written, required.
- —
- ~~Must be able to work independently under general supervision in a fast paced environment and be able to adapt to a changing schedule.~~
- Ability to develop and adapt a schedule of programs to meet the needs of a diverse population.
- Computer literacy and experience working in a Windows-type OS and web-based CRM systems required.
- Ability to work independently and set own tasks.
- —
- ~~Must demonstrate ability to professionally represent the City of Burlington and the City Arts Department in all dealings with community members, students, artists, local officials, and City Arts Board members. Must demonstrate ability to represent, in a professional manner, the City of Burlington and the City Arts Department in all dealings with community members, students, artists, local officials, and City Arts Board members.~~
- Ability to use BCA's registration system and other systems that support administrative and programming needs.
- Must be able to work hours onsite at the BCA Studios and ability work evenings and weekends when required for programs.
- 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.
- —
- ~~Must pass a criminal background check.~~

- ~~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.
- Must be able to lift 50 lbs.
- ~~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.

X	seeing	X	ability to move distances within warehouses and offices
X	color perception (red, green, amber)	X	lifting (specify _50_ pounds)
X	hearing/listening	X	carrying (specify 50_ pounds)
X	clear speech		climbing
X	touching		driving
X	dexterity x hand x finger		ability to mount and dismount forklift
X	reading – basic		pushing/pulling
X	reading – complex		shift work
X	math skills – basic		moving objects
	math skills – complex		pressurized equipment
X	writing – basic		extreme heat
X	writing – complex		extreme cold
X	analysis/comprehension		high places
X	judgment/decision making		noise
X	clerical		fumes/odors
X	inside		dirt/dust
	outside		hazardous materials

Youth and Family Programs Coordinator

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	works alone		electrical equipment
X	works with others		mechanical equipment
X	face-to-face contact		
X	verbal contact w/others		

Supervision:

Directly Supervises: 0 Indirectly Supervises: 30-40 Temp/Seasonal-s _____

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Creation Date: March 5, 2020, Updated October 2024

City of Burlington Job Description

Position Title: Adult Programs Coordinator

Department: Burlington City Arts

Reports to: Education Director

Pay Grade: 15-16 **Job Code:** 1145

Exempt/Non-Exempt: Non-Exempt **Union:** Non-Union AFSCME Remote Tier 2

General Purpose:

~~This position is responsible for all administrative aspects of art programs at the BCA Studios. This is an essential position that works directly with the BCA Education Director, 25-30 teaching artists, and numerous community members and students.~~

This position is responsible for overseeing classes, professional development and community art programs for adult students (ages eighteen and older) at the Burlington City Arts Studios on Pine Street. Working directly with the Education Director, this position represents BCA while engaging in community outreach and relationship building with numerous community organizations, other City departments, seasonal teaching staff and hundreds of students and customers annually.

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.)

- ~~• Develop, plan and schedule BCA art classes for adults and other community members at the BCA Studios in close collaboration with the Education Director and instructors. This includes creating class descriptions for BCA’s six studios: Clay, Draw/Paint, Print, Darkroom Photography, Digital Photography and Jewelry.~~
- Oversee all aspects/stages of adult programs for the BCA Studios, including catalog classes, professional development and community workshops for the Clay, Print, Drawing/Painting, Darkroom Photography, Digital Photography, Lighting, and Jewelry Studio.
- ~~• Recruit, hire, train and manage all instructors and models required for the programs.~~
- ~~• Responsible for instructor HR paperwork completion and timely submission of bi-weekly timesheets.~~
- In collaboration with the Education Director, recruit qualified teaching artists, guide staff through the seasonal hiring process, handle personnel issues and coordinate 15-20

seasonal teaching artists and 3-5 seasonal life drawing models following the city's HR requirements.

- Support instructors with class planning, class roster and administer class evaluations. Responsible for trainings for teaching artists, including safety requirements in compliance with OSHA.
- Guide teaching artists on class curriculum ensuring relevancy and inclusivity.
- Perform assessment meetings with teaching artists to evaluate performance and share feedback.
- Collaborate in strategic planning with BCA Education Director and BCA team to improve quality and access in adult classes. Analyze current and past programs with art trends and community interests to create successful programs while meeting financial goals.
- Produce original adult class catalog text/content for three catalogue seasons and numerous community programs throughout the year.
- Enter and maintain all adult classes in the City of Burlington's CRM and registration database, trouble shoot and, report technical issues to the IT department, assist in training other BCA staff in database processes, as well as organize class photos for promotion.
- Ensure the studio environment is as inclusive as possible and provide special accommodations as needed for staff and students (including coordinating teaching assistants, specialty equipment, translators and physical assistance).
- —
- Order/purchase required materials/supplies required for the programs. Coordinate art supplies and inventory for all adult programs by collecting teaching artist supply lists and collaborating with studio assistants on supply ordering.
- Support teaching artists with class administrative needs, providing updated rosters, collecting class waivers and evaluations.
- —
- Assist BCA education team with studio organization, cleaning and maintenance.
- Communicate with students, the general public and BCA staff in welcoming professional and timely manner.
- Assist with class registrations, payments, customer service and correspondence. Responsible for adult class registrations, student paperwork and customer service needs, including keeping accounting records up to date in the registration software and communicate changes with customers and staff as needed.
- Provide general customer support via phone calls, emails and in person visits.
- Process camp/class registrations, payments, refunds and gift certificates while providing a welcoming environment and good relations with staff, volunteers, students and members of the public.
- Responsible for cancellation of classes dependent on minimum student requirements and the organization's mission and budgetary goals.
- —
- Plan and manage program budget and track program incomes and expenses.
- Attend weekly staff meetings with BCA education team, monthly BCA staff meetings, Arts Education Committee meetings and other meetings and trainings as necessary.
- Work with other BCA key staff including the BCA Communications Director to promote

programs.

Other Duties

- Assist with general building needs at the BCA Studios in collaboration with the Education Director.
- Collaborate with other BCA key staff including the BCA Communications Director to promote programs and create effective marketing and engagement practices including promotional photos, social media schedule, email blasts, and community events.
- Share responsibilities for the front desk duties of the studios by answering phone calls, general emails and in-person inquiries while providing a welcoming environment and excellent customer service for staff, volunteers, students and members of the public.
- ~~Assist BCA education team with all aspects of the BCA summer camp program.~~
- ~~Assist with BCA community festivals including Highlight (Dec. 31) and Festival of Fools in July or August.~~
- Participate in weekly education team meetings, monthly staff meetings and board meetings when applicable
- Participate in Community Arts Education Council meetings and other relevant meetings.
- Prepare and submit adult class data seasonally to the Education Director and provide data for BCA's annual report.
- ~~Administrative tasks and other duties as assigned.~~ Assist and support BCA's summer camp program onsite.
- Assist and support BCA's community festivals including Highlight (New Year's Eve) and Festival of Fools.
- Participate in BCA strategic and equity planning and work with other staff members.
- Develop and cultivate partnerships/working relationships with outside organizations, non-profits, businesses and teaching artists inside and outside of Burlington.
-

Non-Essential Job Functions:

Performs other duties as required.

•

Qualifications/Basic Job Requirements:

- ~~Bachelor's degree and 1-2 years experience~~ in arts education, ~~studio art~~, or related field required. Bachelor's degree preferred.
- ~~1-2 years of experience in arts program coordination/management or related field.~~
- Experience in non-profit organization preferred.
- Proficiency in a variety of art-making techniques including ceramics, printmaking, screen printing, drawing, painting, photography, digital arts and fine metals required.
- Current teaching license in K-12 Art Education or comparable teaching experience preferred.
- Knowledge of current-day principles and practices in arts education and program administration, preferred.
- Highly developed organizational skills and attention to detail to maintain multiple programs operating simultaneously.

- Ability to assume advanced administrative responsibilities for a departmental area, problem solve and carry out tasks, with minimal instruction.
- Strong communication skills, both oral and written, required.
- Ability to develop and adapt a schedule of programs to meet the needs of a diverse population.
- Computer literacy and experience working in a Windows-type OS and web-based CRM systems required.
- ~~Must be able to work hours onsite at the BCA Studios and be available to work some evenings and weekends when required for community events and other work related tasks.~~
- ~~Must demonstrate a cooperative team player attitude and a high level of enthusiasm, punctuality, and dependability.~~
- ~~Strong organization skills and experience working with computer applications (Microsoft office programs including Excel) required.~~
- ~~Must be able to work independently under general supervision in a fast paced environment and be able to adapt to a changing schedule.~~
- ~~Must demonstrate ability to professionally represent the City of Burlington and the City Arts Department in all dealings with community members, students, artists, local officials, and City Arts Board members.~~
- Must demonstrate ability to represent, in a professional manner, the City of Burlington and the City Arts Department in all dealings with community members, students, artists, local officials, and City Arts Board members.
- Ability to use BCA's registration system and other systems that support administrative and programming needs.
- Must be able to work hours onsite at the BCA Studios and ability to work evenings and weekends when required for programs.
- Ability to work evenings and weekends as 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.
- ~~Must pass a criminal background check.~~
- Ability to actively support City 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.
- Must be able to lift 50 lbs.
- Must pass a criminal background check.
- ~~—~~
- ~~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.

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

Supervision:

- Directly Supervises: Indirectly Supervises: 20-25 seasonal employees

Disclaimer:

- The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

- Department Head: Date:

- Human Resources: Date:

City of Burlington Job Description

Position Title: DesignArt Director

Department: Burlington City Arts

Reports to: Communications Director

Pay Grade: ~~16-17~~16

Job Code: 1146

Exempt/Non-Exempt: Exempt

Union: Non-Union Remote Tier 2

General Purpose:

This position is responsible for developing, designing, and producing -all promotional and marketing materials as well as public-facing signage and assets for Burlington City Arts and its related events.

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.)

- Provide creative visual direction for all BCA-led programs and collaborations. This responsibility includes formulating, monitoring, and developing BCA’s brand.
- Design and produce all creative materials related to BCA’s exhibitions, programs, and events. This includes but is not limited to social media posts, email graphics, print and digital ads, brochures, catalogs, signs, promotional postcards and posters, newspaper and magazine ads, annual reports, event-related identity systems, wayfinding signage, gallery labels and vinyl, and other materials as required etc.
- Manage seasonal and temporary design employees, interns, and contract designers.
- Formulate BCA’s brand look and feel for all design concepts within all digital and print materials. Work collaboratively cross-departmentally to lead branding concepts and creative direction for citywide events and programs.
- Consult with Communications Director on broader marketing and communications strategies.
- Conceive and assign or commission production of material from artists and photographers.
- Reviews and approves, and present all final layouts, monitoring all assets for brand consistency and alignment to department head or appropriate staff member for approval.
- Oversee print production of material from outside vendors.
- Design and maintain materials for BCA website and all digital interactive BCA projects,

including board presentations, development and fundraising initiatives, and other endeavors as needed. using HTML and CSS.

- ~~• Create and build out targeted audience email campaigns for BCA programming.~~
- Produce and direct photo shoots as needed.
- Manage and facilitate large database of digital media and image files, sharing with outside organizations and cross-departmentally as appropriate. for Burlington City Arts.
- Assist with social media management and engagement.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- A Bachelors' degree in graphic arts or related degree, with a minimum of one year's experience in design.
- ~~• Additional experience may be substituted for a degree requirement on a two for one per year basis.~~
- Demonstrated working knowledge of Design software including Adobe Suite and website programs, including but not limited to Wordpress, Squarespace and Drupal.
- Ability to create a cohesive vision in branding, advertising and all web and printed materials.
- Ability to professionally represent the City of Burlington and the City Arts Department in all dealings with artists, members of the general public, local officials, City Arts Board members, etc.
- Ability to work effectively with a wide variety of clients, public and vendors.
- 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.
- Strong organization and communication skills required.
- Ability to work evenings, weekends and holidays as required.
- Ability to multi-task and work in a fast paced, pressurized environment.
- Strong interpersonal skills required.

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	within and between	20__ pounds
(red, green, amber)	warehouses/offices	☒ carrying (specify)
☒ hearing/listening	☐ climbing	20__ pounds

~~Senior-Design Director~~**Designer**

Page 3 of 3

☒ clear speech	☐ ability to mount and	☐ driving (local/over
☒ touching	☐ dismount forklift/truck	☐ the road)
☒ dexterity	☐ pushing/pulling	
☒ hand		
☒ finger		
☐ reading - basic	☐ math skills - basic	☒ analysis/comprehension
☒ reading – complex	☒ math skills - complex	☒ judgment/decision
☐ writing - basic	☒ clerical	☐ making
☒ 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.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Updated July, 2017

Updated October 2024

City of Burlington Job Description

Position Title: ~~Donor and Member Relations Coordinator~~ Development and Administrative Coordinator

Department: Burlington City Arts

Reports to: Development Director, Burlington City

Arts Pay Grade: ~~13-15~~

Job Code: 1176

Exempt/Non-Exempt: Non-Exempt

Union: ~~Non-Union~~ ACSFME

Remote Tier 2

General Purpose: The ~~Donor and Member Relations Coordinator~~ Development and Administrative Assistant supports the development and administrative staff of BCA by stewards and expands the relationships between BCA and its donors and members by providing excellent customer service and ensuring donor data integrity, preparing communications with donors and board members, supporting financial administration, and providing general customer service to BCA's public by phone and email. The Development and Administrative Assistant ~~Coordinator~~ Donor and Member Relations Coordinator is a full time position reporting to the Development Director.

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.)

- Assist the Development Director, ~~fellow staff~~ Executive team, and department in reaching annual goals and fundraising campaigns ~~under the direction of the Development Director,~~
- ~~including peer-to-peer,~~ Manage Responsible for meeting -fundraising goals portfolio of donors in the General Donations category of the annual fund (\$499.00 and under) including Coordinating and executing e-annual-mailing appeals, membership and capital campaigns by managing outreach via including establishing timelines and list building for various mailing types. mail, email and social media platforms and other means.
- Manage-Maintain donor ~~and member~~ Customer Relationship Management (CRM) database platform, including entering donations and pledges, ownership of pre ee nsuring accuracy of data management, of giving/pledge records, reporting, analysis and instilling quality control practices.
- Execute data integrity projects including returned mail, address updates, duplicate/merge and inactivation processes, as well as maintaining stakeholder identification/interest coding.
- Send out thank you letters, ~~membership cards,~~ tax receipts and draft personalized letters of

thanks and solicitations for various fund drives in a timely manner. Ensure letter content is accurate and appropriate to the campaign and donor intention in coordination Development Director.

- ~~• Ensure donations are deposited with the City and reconcile the GL and database on a regular basis.~~
- ~~• Support Board activities and needs including organizing development and executive committee meetings, taking minutes and posting agendas and minutes as required.~~
- Assist ManageProject manage Special Events donation category of the annual fund including creating event workflow and timelines, programs, and guestlists and working with colleagues within BCA onwith special events and meetings including onsite hospitality, production of invitations, event mailings, nametags and event logistics.
- Participate in the brainstorming process for advancing donor engagement and ~~membership~~ growth.
- ~~• Research and develop a pipeline for prospective individual and institutional funding partners.~~
- Participate in development of best practices and documentation and training of staff in maintaining accurate database records.
- Maintain digital and hard copy files of deposited checks.
- Ensure donations and miscellaneous revenues from fees are deposited with the City, weekly for credit card transactions and checks, and cash daily as needed.
- Reconcile donation deposits in the City Accounting ledger with internal BCA databases and systems monthly.
- ~~• Prepare and send invoices to BCA clients for services and follow up with accounts receivable monthly~~
- ~~• Enter new vendors in New World for all staff members and process POs as needed for executive staff~~
- Work with Clerk Treasurer's office to prepare accounts payable for the organization on a weekly basis
- ~~• Prepare and send invoices to BCA clients for services and art sales and follow up with accounts receivable monthly~~
- Code credit card charges on BCA main credit card, retrieve receipts and pProvide weekly reminders for staff to code charges on BCA main credit card.
- Assist staff with office supply orders as needed.
- Answer BCA's main number, return phone calls and reroute public questions to the appropriate BCA staff
- Ensure phone system, including auto attendant, call bounce and call forwarding, is working and adjusted to provide updated customer information as needed.
- Support registration process by taking phone registrations and answering questions as needed, with particular emphasis around class and camp launch dates quarterly
- ~~• Ensure that office supplies are ordered, including printing and paper supplies, stationary, including PO management according to POs approved by department managers and CT office.~~

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor's Degree and/or administrative training degree in non-profit management, arts management or related field required preferred., ~~Bachelor's Degree~~ preferred.
- Minimum of one year of administrative experience or fundraising experience.
- Highly detail oriented with a passion for data integrity.
- Demonstrated experience providing quality customer service to diverse clientele.
- Experience working in a team environment and ability to work independently.
- Natural ability to listen well, communicate and relate to others personally and professionally.
- Experience managing multiple, simultaneous projects successfully.
- Excellent command of English grammar and spelling.
- Common sense and sensitivity to handling financial information on behalf of donors ~~and~~ **members**.
- Proficient in basic computer skills; MS Office (Outlook, Excel and mail merge functions).
- Experience with Customer Relationship Management database solutions preferred.
- Interest in the mission of Burlington City Arts and some knowledge of the local arts and culture sector preferred.
- Ability to actively support City diversity, equity and cultural competency efforts within stated job responsibilities and work effective across diverse cultures and constituencies.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

☒ seeing	☐ ability to move distances	☐ lifting (specify)
☐ color perception	☐ within and between	☐ pounds
☐ (red, green, amber)	☐ warehouses/offices	☐ carrying (specify)
☒ hearing/listening	☐ climbing	☐ pounds
☒ clear speech	☐ ability to mount and	☐ driving (local/over
☒ touching	☐ dismount forklift/truck	☐ the road)
☒ dexterity	☐ pushing/pulling	
☒ hand		
☒ finger		
☐ reading - basic	☐ math skills - basic	☒
☐ analysis/comprehension		
☒ reading - complex	☒ math skills - complex	☒
☐ judgment/decision		
☐ writing - basic	☒ clerical	☐ making

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

Supervision:

Directly Supervises: 0 Indirectly Supervises: 0

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Created July 2017

Updated October 2024

City of Burlington Job Description

Position Title: Clay Studio Coordinator ~~Manager~~

Department: Burlington City Arts

Reports to: Education Director

Pay Grade: 15-16

Job Code: 1144

Exempt/Non-Exempt: Non-Exempt
Remote Tier 2

Union: AFSCME

Regular Part-Time 32 Hours Per Week

General Purpose:

~~This position is responsible for managing all technical, administrative and community aspects of the Burlington City Arts Clay Studio. The Clay Studio Manager will maintain highly specialized clay/pottery equipment including kilns and pottery wheels, oversee studio inventory, ensure health and safety, manage Clay Studio volunteers/monitors and coordinate Clay Studio membership for 60+ adults. This is an essential position that works directly with the BCA Education Director and education team to help keep the BCA Studio facility and education programs running smoothly and efficiently for a wide variety of community members. This position serves as the community leader for the BCA Clay Studio. The Clay Studio Coordinator is responsible for all the technical, administrative and personnel aspects, including overseeing and maintaining highly specialized clay and pottery equipment (kilns, pottery wheels, etc...), studio inventory, ensuring health and safety practice and protocol, coordinating Clay Studio membership for 60+ adults and responsible for the necessary studio assistants.~~

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.)

TECHNICAL

- Maintain and repair highly specialized pottery studio equipment and tools including electric kilns and kiln exhausts, pottery wheels, pug mill, and slab roller.
- ~~Maintain clean studio premises and set healthy cleaning standards in accordance with best practices relating to hazardous materials associated with pottery making, specifically microcrystalline silica and metal oxides. Responsible for a clean studio premises, setting healthy cleaning standards in accordance with best practices relating to hazardous materials associated with pottery making, specifically microcrystalline silica and metal oxides.~~
- Maintain up-to-date Safety Data Sheet (SDS) binder of all materials in the studio for OSHA compliance.

- Maintain safe handling and execute hazmat disposal procedures for applicable materials used in glaze formulation.
- ~~Provide training for studio volunteers/monitors, instructors/assistants, staff, studio members, and students for upholding facility safety standards. Train and hold accountable studio volunteers/assistants, instructors, staff, studio members, and students for upholding facility safety standards.~~
- ~~—~~
- Select, develop, test, troubleshoot and mix house glazes for general studio use.
- Identify, test and troubleshoot clay bodies for general studio use.
- ~~Maintain organized storage of pottery and extra materials. Responsible for organized storage of pottery and extra materials.~~
- ~~—~~
- Coordinate HVAC, electrical and plumbing repairs both directly with contracted vendors (for studio-specific equipment/systems) or via Redstone Facilities Maintenance (building infrastructure issues).
- ~~Comfortable with taking risks while being as safe as possible in order to learn new skills.~~
- Serve as BCA's expert in the field of ceramics.

CLAY STUDIO MEMBERSHIP

- Act as community leader of the Clay Studio for studio members, students, studio assistants, teaching artists, outside arts organizations and artists as well as members of the public.
- ~~—~~
- Serve as the point of contact for all Clay Studio membership inquiries.
- Plan and ~~execute~~ coordinate seasonal membership lottery for single-season members.
- Bill, process payments, record and report all revenue from studio membership fees.
- Onboard and train new studio members each season.
- Provide exemplary ongoing customer service to studio members in the form of face-to-face interaction and regular written communication (studio updates and newsletters, member engagement, cross-promotion of other BCA events and opportunities).
- Develop and publish evolving studio policies in accordance with BCA's and the City's missions as well as the the needs of the community -to promote and increase accessibility, diversity, equity and inclusion.
- Provide special opportunities for Clay Studio Members to exhibit work during the BCA Studios annual Art Hop weekend.
- Maintain personal ceramic portfolio, keeping up to date with current art practices, trends and setting exemplary studio practices.
- ~~—~~

~~—~~CLAY STUDIO VOLUNTEERS/ASSISTANTS MONITORS

- In collaboration with the BCA Education Director, supervise 20-22 Clay Studio volunteers/assistants.
- ~~Recruit, hire, train, schedule and manage 15-20 Clay Studio volunteers/monitors.~~

- In collaboration with the BCA Education Director, supervise a seasonal Clay Studio Assistant.
- Develop and pProvide ongoing technical and safety training and host seasonal staff meetings.
- Provide support for Clay Studio volunteers/~~assistants~~monitors when programs are happening onsite (including some evening/weekend phone calls seeking technical assistance, building security and/or facilities issues).
- Coordinate and produce ~~Provide~~ special opportunities for Clay Studio volunteers/~~assistants~~ monitors to exhibit work during the BCA Studios annual Art Hop weekend.
- Respond to urgent questions/issues via phone when necessary, including ~~(may include occasional during the early evening or on /weekends s-calls).~~

ADMINISTRATIVE

- Work with BCA Education Director to develop annual budget for the Clay Studio.
- Collaborate with the BCA Programs Coordinator and the BCA Youth and Family Programs Coordinator to develop and support Clay Studio classes and camps for youth, families and adults and to ensure a positive experience for instructors and students.
- Proactively ~~Order~~ and maintain adequate supply of all pottery/ceramic materials and community-use tools to support the needs of the studio membership program and youth and adult classes.
- Maintain up-to-date account records of all studio users.
- Process all transactions for studio membership fees and retail clay purchases.
- ~~Manage a timely kiln firing schedule to ensure all member and student clay work is ready for pick-up within 3-4 week timeline and coordinate and organize finished clay work.~~
- Manage a timely kiln-firing schedule of up to five firings a week to ensure all member and student clay work is ready for pick-up within 3-4 week timeline and coordinate and organize finished clay work. This involves thousands of ceramics pieces per session.
- Prepare and deliver seasonal reports of Clay Studio activity and revenue to be reported to the BCA Board of Directors.
- Attend weekly staff meetings with BCA education team, monthly BCA staff meetings, Arts Education Committee meetings and other meetings and trainings as required.
- ~~Support and collaborate with BCA's Development and Communications teams when fundraising and marketing campaigns intersect with the clay studio and/or BCA Studios.~~

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor's ~~Bachelor's~~ degree in ceramics or studio art with a concentration in ceramics, or related field ~~required~~preferred. ~~Additional experience may be substituted for a degree requirement on a two-for-one per year basis.~~

- ~~1-22~~ years of experience in Clay Studio coordination/management or related field ~~preferred~~required.
- ~~1-22~~ years of teaching experience in pottery/clay preferred or willingness to learn.
- Working knowledge of electric kilns, pottery wheels, pug mill and other pottery related equipment and materials required.
- Working knowledge of pottery/clay-specific health and safety risks and mitigation strategies required.
- Working knowledge of glaze chemistry and glaze mixing.
- Must have a desire to work in a community arts setting with a wide variety of students, community members, volunteers, youth, parents and families.
- Must be able to do physical tasks that are hazardous such as glaze mixing, grinding shelves, working with heavy equipment and electrical elements.
- Ability to assume advanced technical and administrative responsibilities for a departmental area, problem solve and carry out tasks, with minimal instruction, while appropriately dealing with stress such that it does not interfere with performing job duties and functions.
- ~~—~~
- ~~Must be available to work all hours onsite at the BCA Studios and must be available to work some evenings and weekends when required for community events and other work-related tasks.~~
- ~~Must be able to respond to urgent questions/issues via phone when necessary (may include occasional early evening/weekend calls).~~
- ~~Strong communication and organizational skills and experience working with computer applications (Microsoft office programs including Excel) required.~~
- Ability to recruit, train and motivate a team of volunteers.
- Highly developed organizational skills and attention to detail to maintain multiple program and technical needs operating simultaneously.
- Comfort with taking risks while being as safe as possible in order to learn new skills.
- ~~—~~
- Strong problem solving skills required.
- Computer literacy and experience working in a Windows-type OS and web-based CRM systems required.
- Ability to communicate effectively orally and in writing using advanced communication skills
- Ability to develop and adapt a schedule of programs to meet the needs of a diverse population.
- Must be able to operate standardized office equipment.
- ~~—~~
- ~~Must be able to work independently under general supervision in a fast-paced environment and be able to adapt to a changing schedule.~~
- ~~Must demonstrate a cooperative team-player attitude and a high level of enthusiasm, punctuality, and dependability.~~
- Ability to establish and maintain effective working relationships with co-workers, supervisors, staff and the general public.
- Ability to use BCA's registration system and other systems that support administrative and programming needs.

- Must be able to work hours onsite at the BCA Studios and ability to work evenings and weekends as required.
- Must demonstrate ability to professionally represent the City of Burlington and the City Arts Department in all dealings with community members, students, artists, local officials, and City Arts Board members.
- 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.
- Must pass a criminal background check.
- Must be able to lift 50 lbs.

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 within and between 50__ pounds
(red, green, amber) warehouses/offices ☒ carrying (specify)
☒ hearing/listening ☐ climbing 50__ pounds ☒ clear speech ☐ ability to mount and
☐ driving (local/over
☒ touching dismount forklift/truck the road)
☒ dexterity ☐ pushing/pulling
☒ hand
☒ finger
☒ reading - basic ☒ math skills - basic ☒ analysis/comprehension
☐ reading - complex ☐ math skills - complex ☒ judgment/decision
☒ writing - basic ☒ clerical making
☐ 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: 1 seasonal 22 volunteers

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Updated October 2024

City of Burlington Job Description

Position Title: ~~Marketing and Corporate Sponsorship Specialist~~
Assistant Development Director

Department: BCA

Reports to: ~~Communication Development~~ Director

Pay Grade: ~~15~~ 17

Job Code: 1401

Exempt/Non-Exempt: ~~Non~~ Exempt
Remote Tier 2

Union: AFSCMNU

General Purpose:

The primary function of this position ~~is~~ to support BCA's annual fundraising goals and increase revenue from corporate supporters through event sponsorships, program underwriting, and in-kind partnerships, and to manage board relationships and giving through continual stewardship and support of multiple boards and committees. Specifically, the position is responsible for the corporate donor fundraising category of the annual fund, including prospecting, solicitations, stewardship and donor relations, as well as for supporting the boards of Burlington City Arts, both administratively and each board member's annual fund giving. ~~raise awareness and support for BCA by managing marketing assets and relationships with corporate partners to meet BCA's outreach, fundraising, and promotional goals. This position reports to the Development Director and works closely with Executive, Development, and Communication teams.~~ ~~works closely with the Communications and Development Directors to project manage multiple independent and collaborative timelines and deliverables.~~

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.)

Essential Functions

- ~~— Create, manage, and track digital and print marketing and communications assets for Burlington City Arts' programming and development needs, including oversight of social media channels and BCA website content.~~
- ~~— Track and manage relevant data for informing broader communications and development strategies, and to increase sponsor retention and aid recruitment of new sponsors.~~

- ~~Work with development and communications directors to create proposals for effective and dynamic sponsorship opportunities that align with BCA's strategic goals and staffing/infrastructure capacity.~~
- Support Responsible for BCA's corporate sponsorship and board giving portfolios, including developing and stewarding relationships, prospecting, making direct requests, and managing the fundraising activities of BCA's boards as it relates to the annual fund.
- Ensures accurate data and reporting for both corporate and board giving portfolios at all times.
- Support Manages Board activities and needs including organizing development and executive committee meetings, taking minutes and posting agendas and minutes.
- Creates the development messaging strategy for the department in collaboration with development and communications team.
- Project manages the creation of multimedia development communications collateral.
- ~~BCA's development team to increase revenue from corporate supporters through event sponsorships, program underwriting, and in-kind partnerships.~~
- Track digital reach statistics and provide reports for corporate supporters and the BCA executive team~~Track and manage~~Identifies and analyze relevant data for informing broader communications and development strategies, and to increase sponsor retention and aid recruitment of new sponsors.
- ~~Work~~Develops systems with communication and events teams to ensure that all event/program collateral accurately reflects sponsorship goals and deliverables.
- Provides on-site sponsor relations at events, festivals, gallery openings, and meetings, including on holidays, to ensure that sponsorship goals and deliverables are met.
- Maintain and manage donor records including pledges, campaigns and appeals in Art Center Canvas~~the donor~~ database and participate in regular trainings.
- Maintain and build a list of prospects and strategies for corporate sponsorships and board recruitment
- Develop and Builds and stewards relationships that support BCA development efforts through enhance community outreach with individuals, -outreach and working relationships with outside organizations, non-profits, ~~service clubs~~, businesses, and event sponsors.
- ~~Assist communications and development teams in discovering new paths to reaching underserved communities.~~
- Creates content for proposals to funders, including individuals, businesses and granting agencies, in coordination with the development team.
- Develops decks for corporate sponsorship requests and reporting including program description, program impact and benefits of sponsorship that align with BCA's strategic goals and staffing/infrastructure capacity.

- Assists development team with special events including list development and event logistics.
- Connects donors and potential donors from a range of backgrounds, ages and abilities to BCA's mission through personal outreach and direct experiences with BCA programs.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

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.

Proof of COVID-19 vaccination required, reasonable accommodations will be considered.

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.

- Associate's degree Bachelor's degree and at least three (3) years of experience in nonprofit fundraising, sales, customer service, or digital media/marketing.
- Practical experience can be substituted for a degree on a two for one-year basis.
- Demonstrated achievement of performance goals through high level of motivation, organization, creativity, and teamwork.
- Highly developed organizational skills required to manage multiple relationships at varying stages of development, as well as multiple deadlines in a fast-paced work environment. Commitment to
- clear Strong communication skills, both written and oral and providing excellent customer service required at all times in a fast-paced work environment.
- Knowledge of principles and practices of digital media/marketing and nonprofit fundraising required.
- Experience using fundraising databases preferred.
- Ability to communicate enthusiasm for BCA's mission, and able to inspire generosity and confidence in businesses and organizations to support that mission.
- Ability to serve as an ambassador for BCA in the community, with partners, and at business events.
- Ability to use web-based platforms, including Zoom, Teams, ~~Google Hangout~~, and ~~Art Center Canvas~~ other database programs employed by BCA for various tasks and communication purposes.
- Ability to follow internal processes and guidelines.
- Ability to work independently and set own tasks.
- ~~Ability to communicate effectively orally and in writing.~~
- Ability to operate standardized office equipment and computer programs.

- Ability to establish and maintain effective working relationships with City staff and the general public.
- Ability to maintain a valid driver's license.
- Ability to work in all weather conditions.
- Ability to work occasional evenings, weekends and holidays.

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 within and between warehouses/offices carrying (specify) ☐ pounds
☒ lifting (specify) ☐ 50_ pounds	
☐ color perception (red, green, amber)	
☒ hearing/listening	☐ climbing
☐ clear speech	☐ ability to mount and ☐ driving (local/over
☐ touching	dismount forklift/truck the road)
☒ dexterity	☐ pushing/pulling
☒ hand	
☒ finger	
☐ reading - basic	☐ math skills - basic
	☒ analysis/comprehension
☒ reading - complex	☐ math skills - complex
	☒ judgment/decision
☐ writing - basic	☐ clerical
	making
☒ writing - complex	
☐ shift work	☐ outside
	☐ pressurized equipment

X works alone

___ extreme heat

___ moving

objects

___ extreme cold

___ high places

X works with others

___ noise

___ fumes/odors

X_ verbal contact w/others

___ mechanical equipment

___ hazardous

X face-to-face contact

materials

X_ inside

___ electrical

equipment

___ dirt/dust

Supervision:

Directly Supervises: 0

Indirectly Supervises: 0

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____

Date: _____

Human Resources: _____

Date: _____

Created November 2021, Updated October 2024

Board of Finance and City Council Submission Checklist

Department: Arts Submitter: Sara Katz

Title/Subject: BCA Reorganization

	Approval:	Meeting Date:
☒	Board of Finance	11/4/2024
☒	City Council	11/12/2024
☐	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	10/29/2024	Doreen Kraft
Mayor's Office informed and approved memo	Yes	10/31/2024	Erin Jacobson
Board/Commission, if required	No		
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A		
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	10/31/2024	Hayley McClenahan
CAO has reviewed budget, financing, and memo	Yes	10/31/2024	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	Yes	10/31/2024	Lynn Reagan, Orieta Glozheni
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	BCA Director, Includes Resolutions
Contract Attached, if applicable?	N/A	Subject to City Attorney Review and Approval
Additional Materials, if necessary	Yes	Org Charts, Job Descriptions
Draft Resolution or Motion?	Choose an item.	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	Choose an item.	Click or tap here to enter text.

CITY OF BURLINGTON

In the Year Two Thousand Twenty-Four

An Ordinance in Relation to

Technical Amendments to Article VI of Chapter 21 of the Burlington Code of Ordinances, Commencing at Section 21-80, Livable Wages, to Streamline Enforcement and Other Processes

ORDINANCE _____

Sponsor: Traverse
Public Hearing Dates: _____

First reading: October 28, 2024
Referred to: _____

Rules suspended and placed in all stages of passage: _____
Second reading: _____

Action: _____
Date: _____

Signed by Mayor: _____

Published: _____

Effective: _____

It is hereby Ordained by the City Council of the City of Burlington as follows:

That Chapter 21, of the Code of Ordinances of the City of Burlington be and hereby is amended by amending Article VI (Livable Wages) thereof, commencing at Section 21-80, to read as follows:

Section 21-80, as written.

Section 21-81, Definitions:

Subsections (a) to (d), as written.

(e) *Designated accountability monitor* shall mean ~~a nonprofit organization, business, or individual hired or retained by the city that is independent of the city contractors it is monitoring~~ one or more city employees or a city contracted consultant tasked with responsibility for enforcement of provisions of this article.

(f) *Employee* means a person who is employed on a full-time or part-time regular basis. In addition, ~~commencing with the next fiscal year,~~ a seasonal or temporary employee of the City of Burlington who works ten (10) or more hours per week and has been employed by the City of Burlington for a period of four (4) years shall be considered a covered employee commencing in the fifth year of employment. "Employee" shall not refer to volunteers working without pay or for a nominal stipend, persons working in an approved apprenticeship program, ~~persons who are hired for a prescribed period of six (6) months or less to fulfill the requirements to obtain a professional license as an attorney,~~ persons who are hired through youth employment programs or student workers or interns participating in established educational internship programs.

(g) *Employer-assisted health care* means health care benefits provided by employers for employees (or employees and their dependents) at the employer's cost or at an employer contribution towards the purchase of such health care benefits, provided that the employer cost or contribution consists of at least ~~one~~ two dollar and ~~twenty-five~~ twenty cents (\$~~21.1520~~ 21.20) per hour. ~~(S~~ Commencing July 1, 2025, said amount shall be

adjusted every ~~fiscal year two (2) years~~ for inflation, by the chief administrative officer of the city by the percentage increase from March 1 in the prior calendar year to March 1 in the current calendar year in the Consumer Price Index for All Urban Workers: Medical Care in the U.S. City Average (CPIMEDSL), or, if the U.S. Department of Labor ceases to publish such measure of inflation, a reasonably similar measure of medical inflation chosen by the chief administrative officer.)

Subsections (h) to (j), as written.

(k) Joint Fiscal Office estimate means the hourly rate needed to support the basic needs budget as determined in the most recently published report of the Joint Fiscal Office of the State of Vermont for a single person using a model of two (2) adults residing in a two (2) bedroom living unit in an urban area with the moderate cost food plan.

(l) CPI-U means the increase in the Consumer Price Index for All Urban Workers (Northeast Region) from March 1 in the prior calendar year until March 1 in the current calendar year, or, if the U.S. Department of Labor ceases to publish such index, a reasonable alternative measure of inflation selected by the chief administrative officer.

Section 21-82, Livable wages required:

(a) Every covered employer shall pay each and every covered employee at least a livable wage no less than:

(1) For a covered employer that provides employer assisted health care, the livable wage shall be at least ~~thirteen dollars and ninety-four cents (\$13.94) per hour~~ seventeen dollars and ninety-six cents (\$17.96) per hour on the effective date of the amendments to this article. Effective July 1, 2025, the chief administrative officer shall adjust this amount to be the greater of either the most recent Joint Fiscal Office estimate or the previous year's rate increased by CPI-U, as the terms Joint Fiscal Office estimate and CPI-U are defined in Section 21-81 hereof. This rate shall again be adjusted every July 1 thereafter using the same methodology for each such subsequent year.

(2) For a covered employer that does not provide employer assisted health care, the livable wage shall be at least ~~fifteen dollars and eighty-three cents (\$15.83) per hour~~ nineteen dollars and fifteen cents (\$19.15) per hour on the effective date of the amendments to this article. Effective July 1, 2025, the chief administrative officer shall set this amount as the amount set forth in the foregoing paragraph (1) increased by the amount calculated as set forth in Section 21-81(g) of this article. This amount shall again be adjusted accordingly every July 1 thereafter.

(3) Covered employees whose wage compensation consists of more or other than hourly wages, including, but not limited to, tips, commissions, flat fees or bonuses, shall be paid so that the total of all wage compensation will at least equal the livable wage as established under this article.

~~(b) The amount of the livable wage established in this section shall be adjusted by the chief administrative officer of the city as of July 1 of each year based upon a report of the Joint Fiscal Office of the State of Vermont that describes the basic needs budget for a single person but utilizes a model of two (2) adults residing in a two (2) bedroom living unit in an urban area with the moderate cost food plan. Should there be no such report from the Joint Fiscal Office, the chief administrative officer shall obtain and utilize a basic needs budget that applies a similar methodology. The livable wage rates derived from utilizing a model of two (2) adults residing in a two (2) bedroom living unit in an urban area with a moderate cost food plan shall not become effective until rates meet or exceed the 2010 posted livable wage rates. Prior to May 1 preceding any such adjustment and prior to May 1 of each calendar year thereafter, the chief administrative officer will provide public notice of this adjustment by posting a written notice in a prominent place in City Hall by sending written notice to the city council and, in the case of covered employers that have requested individual notice and provided contact information to the chief administrative officer, by notice to each such covered employer. However, once a livable wage is applied to an individual employee, no reduction in that employee's pay rate is permissible due to this annual adjustment.~~

(b) Annually prior to May 1, the chief administrative officer shall provide public notice of the wage rates required under this section effective July 1 of the same year. Public notice shall, at a minimum, include posting online and at City Hall, issuance of a press release, and written notice to the members of the city council and the officers or steering committees of the neighborhood planning assemblies.

(c) Covered employers shall provide at least twelve (12) compensated days off per year for full-time covered employees, and a proportionate amount for part-time covered employees, for sick leave, vacation, personal, or combined time off leave. For a contract with a covered employer with a duration of less than one (1) fiscal year, the minimum number of compensated days off shall be prorated according to the length of the contract. If compensated days off are designated by the covered employer for vacation or combined leave, then covered employees shall have the ability to cash out unused leave accrued during the term of the covered employer's contract with the City.

Section 21-83, as written.

Section 21-84, Enforcement:

(a) Each service contract or grant covered by this article shall contain provisions requiring that the covered employer or grantee submit a written certification, under oath, during each year during the term of the service contract or grant, that the covered employer or grantee (including all of its subcontractors and subgrantees, if any) is in compliance with this article. The failure of a contract to contain such provisions does not excuse a covered employer from its obligations under this article. The covered employer shall agree to post a notice regarding the applicability of this section in any workplace or other location where employees or other persons contracted for employment are working. The covered employer shall agree to provide payroll records or other documentation for itself and any subcontractors or subgrantees, as deemed necessary by the chief administrative officer of the City of Burlington, within ten (10) business days from receipt of the City of Burlington's request. For contracts or grants with a maximum limiting amount of \$50,000 or more per fiscal year not otherwise covered under the Davis-Bacon Act, 40 U.S.C. § 3141 et seq., as the same may be renumbered, renamed, or amended from time to time (the "Davis-Bacon Act"), the chief administrative officer shall develop a form of payroll record, which shall be required to accompany each invoice or other request for payment from the covered employer. All such records shall be forwarded to the designated accountability monitor for review and retention.

(b) The ~~chief administrative officer of the City of Burlington~~ designated accountability monitor may require that a covered employer submit proof of compliance with this article at any time, including but not limited to:

- (1) Verification of an individual employee's compensation;
- (2) Production of payroll, health insurance enrollment records, or other relevant documentation; or
- (3) Evidence of proper posting of notice.

If a covered employer is not able to provide that information within ten (10) business days of the request, the ~~chief administrative officer~~ designated accountability officer may turn the matter over to the city attorney's office for further enforcement proceedings.

(c) ~~The City of Burlington shall appoint one or more designated accountability monitors that shall have the authority~~ The designated accountability monitor shall have the following authority, in addition to the authority set forth in subsection (b), above:

- (1) To inform and educate covered employers and their employees about all applicable provisions of this article and other applicable laws, codes, and regulations;

(2) To work with the ~~chief administrative officer~~city attorney to create a system to receive complaints under this article;

(3) To visit work sites of city contractors (and their subcontractors) or communicate directly with contractors' employees to check for compliance with this article;

(4) To ~~assist the chief administrative officer to~~ conduct periodic audits of payroll and leave records of covered employees; and

(5) To refer credible complaints to the city attorney's office for potential enforcement action under this article and assist in enforcement actions.

~~The designated accountability monitor shall forward to the City of Burlington all credible complaints of violations within ten (10) days of their receipt.~~

Subsections (d) to (f), as written.

(g) A violation of this article shall be a civil offense subject to a civil penalty of from two hundred dollars (\$200.00) to five hundred dollars (\$500.00). All law enforcement officers, the designated accountability monitor, the city attorney or designee, and the chief administrative officer or designee, and ~~any other duly authorized municipal officials~~ are authorized to issue a municipal complaint for a violation of this article. Each day any covered employee is not compensated as required by this article shall constitute a separate violation.

Subsections (h) to (j), as written.

Section 21-85, Other provisions:

Subsections (a) to (c), as written.

(d) Notwithstanding subsection (c) of this section, where employees are represented by a bargaining unit or labor union pursuant to rights conferred by state or federal law and a collective bargaining labor agreement is in effect governing the terms and conditions of employment of those employees, ~~this chapter shall not apply to those employees, and~~ the collective bargaining labor agreement shall control. Likewise for employees covered under the Davis-Bacon Act, payment of wages and provision of benefits as required under that act shall be deemed compliance with the wage rate and benefits provisions of this article.

Subsection (e), as written.

(f) The chief administrative officer of the city shall have the authority to promulgate rules as necessary or convenient to administer the provisions of this article, which shall ~~become effective upon approval by the city council~~ posted on the City's website. Whenever such rules are made or substantively

amended, notice of the same and a web address providing access to the rules shall be published once in a newspaper of general circulation, and the rules shall become effective fifteen (15) days from publication. The city council may amend or repeal any published rule by motion.

Sections 21-86 and 21-87, as written.

Section 21-88, Annual reporting:

On or before April 15 of each year, the city attorney's office shall submit a report to the city council that provides the following information:

(a) A list of all covered employers broken down by department. This list also shall be provided upon request to the Vermont Department of Labor.;

(b) A list of all covered employers whose service contract did not contain the language required by this article. ~~;~~ ~~and~~

(c) All complaints filed and investigated by the city attorney's office and the results of such investigation.

Section 21-89, Effective date:

The amendments to this article shall take effect on January 1, 2025~~14~~, and shall not be retroactively applied; provided that the prior version of this article shall theretofore remain effective.

* Material stricken out deleted.

** Material underlined added.



OFFICE OF THE CLERK TREASURER

City of Burlington

City Hall, Room 20, 149 Church Street, Burlington, VT 05401

Voice (802) 865-7000

Fax (802) 865-7014

TTY (802) 865-7142

MEMORANDUM

TO: Board of Finance

FROM: Erik Ramakrishnan, Esq., on behalf of Chief Administrative Officer

DATE: November 4, 2024

RE: Ordinance Amending Livable Wage Ordinance, B.C.O, Ch. 21, Art. VI

CC: Katherine Schad, Chief Administrative Officer

Context

Chapter 21, Article VI of the Burlington Code of Ordinances requires payment of a livable wage to City employees and to employees of contractors and grantees their subcontractors at any tier. To enforce the ordinance, the City hires or engages compliance monitors. The City's part-time compliance monitors retired at the end of FY24, and the City has had difficulty procuring new compliance monitors. Based on suggestions received from the former compliance monitors, the City Attorney's Office and Clerk-Treasurer's Office believe that compliance monitoring could be done in-house with existing staff if administration of the livable wage program were streamlined through technical amendments to the Livable Wage Ordinance.

Among the changes proposed, one is to align the Livable Wage Ordinance with the federal Davis-Bacon Act so that for contracts subject to it, compliance with the Davis-Bacon Act will be regarded as compliance with the Livable Wage Ordinance. For reference, the Davis-Bacon Act is a federal law that requires workers on federally funded construction contracts to be paid a wage calculated based upon amounts the U.S. Department of Labor determines using survey data to be prevailing rates for workers in the geographic area where the project occurs. Prevailing wage rates under Davis-Bacon include an hourly base rate plus a fringe benefit rate that can be paid as cash or in the form of fringe benefits.

Executive Summary

The proposed ordinance makes technical amendments to the City's Livable Wage Ordinance to streamline its administration so that compliance monitoring can be done in-house by existing staff. The proposed ordinance is supported by the Administration and is sponsored by the City Council President. Because the amendments are technical in nature, and to allow time for the City Attorney's Office and Clerk-Treasurer's Office to take necessary steps for the amendments to take effect January 1, 2025, both departments respectfully ask the City Council to suspend the rules and place the proposed ordinance through all stages of passage on the first reading.

Overview of Proposed Ordinance

The proposed ordinance would accomplish the following:

- ✓ Amend B.C.O. § 21-81 to: (1) authorize the City to use existing staff to monitor compliance;

(2) update the definition of “employee” to eliminate language that is no longer relevant; and (3) update the credit for employer-provided healthcare to reflect inflation since the ordinance was adopted, and to allow the credit to increase going forward based on an inflation factor specific to medical services.

- ✓ Amend B.C.O. § 21-82 to state the current livable wage rates as determined for July 1, 2024, and to allow the livable wage rate to continue to inflate based on the greater of the Consumer Price Index or the most recently published wage recommended in the Joint Fiscal Office’s report on the basic needs budget and livable wage, as specified in greater detail in the ordinance. This change will simplify administration, and it resolves the anomaly that currently the rate inflates annually based on a report published biennially.
- ✓ Also amend B.C.O. § 21-82 to: (1) include additional means to notify the public annually when the livable wage rate adjusts forward, and (2) clarify how paid time off required under the ordinance will apply to short-term contracts. The amendment regarding paid time off is consistent with existing practice.
- ✓ Amend B.C.O. §§ 21-84 & 21-85 to simplify monitoring by: (1) aligning the ordinance to federal prevailing wage law for contracts covered under the Davis-Bacon Act; (2) requiring non-Davis-Bacon contractors with contracts with the City in excess of \$50,000 to provide certified payroll information with invoices. Regarding the Davis-Bacon Act, federally funded construction contracts are already covered under a federal prevailing wage law that *in most cases* requires payment of prevailing wages in excess of the City’s livable wage. In no case can a covered employee be paid less than a minimum wage set by the federal government for federally funded construction contracts, which is only slightly less than the City’s current livable wage rate (i.e., \$17.20 versus \$17.96). Traditionally, most of the City’s monitoring activity has been focused on contracts already covered under the Davis-Bacon Act, which is duplicative because a prevailing wage law already applies to those contracts. Currently, compliance with a collective bargaining agreement is deemed compliance with the ordinance, and this provision would work similarly. Highway construction project wage rates under Davis-Bacon are available here: <https://sam.gov/wage-determination/VT20240059/0>.
- ✓ Amend B.C.O. § 21-85 to allow the Chief Administrative Officer to exercise existing rulemaking authority without first coming to the City Council. However, language is included that would require the rulemaking process to be transparent, and the City Council would retain ultimate control over rules promulgated.
- ✓ Amend other provisions of the ordinance to: (1) clarify enforcement authority; (2) indicate that the amendments will take effect on January 1, 2025, and (3) allow information sharing with the Vermont Department of Labor in case opportunities for cooperation in the enforcement of state and local wage laws arise that will avoid duplication of effort.

Next Steps

On October 28, 2024, the City Council voted to waive and approve the first reading of the proposed ordinance and to suspend the rules to send it to the Board of Finance for consideration. If the Board recommends approval as proposed or as amended, the ordinance will proceed back to City Council for second reading before the end of November.

Proposed Motion

To recommend that the City Council approve the proposed ordinance making technical amendments to the City's Living Wage Ordinance.