



Board of Finance

Monday, February 10, 2025, 5:00 PM, Bushor Conference Room 1st Floor, City Hall

Join from PC, Mac, iPad, or Android:

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1. Agenda

Subject	1.1. Motion to amend/adopt agenda
Meeting	February 10, 2025 - Board of Finance Meeting - Monday, February 10, 2025, 5:00 PM, Bushor Conference Room 1st Floor, City Hall
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to amend/adopt agenda

2. Public Forum

Subject	2.1. Verbal Comments
Meeting	February 10, 2025 - Board of Finance Meeting - Monday, February 10, 2025, 5:00 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	February 10, 2025 - Board of Finance Meeting - Monday, February 10, 2025, 5:00 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. January 27, 2025 Board of Finance Meeting Minutes, Draft - C/T
Meeting	February 10, 2025 - Board of Finance Meeting - Monday, February 10, 2025, 5:00 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Communication Information Minutes
Recommended Action	approve the minutes
Subject	3.3. 2025 VTRANS Certificate of Highway Mileage - DPW
Meeting	February 10, 2025 - Board of Finance Meeting - Monday, February 10, 2025, 5:00 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Public Works Department
Type	Action (Consent)
Recommended Action	to approve and recommend that the City Council accept the recorded mileage for the City of Burlington with the Vermont Agency of Transportation in the 2025 Highway Mileage Certificate, and authorize Chapin Spencer, Director of Public Works, to execute the certificate on behalf of City Council

Subject	3.4. Authorization to Sponsor The Flynn Center for Performing Arts' Co-Production & Management of the Black Experience 2025 Event - REIB
Meeting	February 10, 2025 - Board of Finance Meeting - Monday, February 10, 2025, 5:00 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Racial Equity, Inclusion, & Belonging (REIB)
Type	Action (Consent)
Recommended Action	to approve and recommend to the City Council that the Director of Racial Equity, Inclusion, and Belonging executes a grant agreement with the Flynn Center for Performing Arts for the production and management of the Black Experience 2025 event in an amount not to exceed \$10,000.000, subject to review by the City Attorney's Office
Subject	3.5. Grant Approval for Electric Bucket Truck - BED
Meeting	February 10, 2025 - Board of Finance Meeting - Monday, February 10, 2025, 5:00 PM, Bushor Conference Room 1st Floor, City Hall
Category	3. Consent Agenda
Department	Burlington Electric Department
Type	Action (Consent)
Recommended Action	to recommend the City Council authorize the General Manager of the Burlington Electric Department to enter into a grant agreement with the Vermont Agency of Natural Resources, as described above, to accept up to \$564,000 in grant funds to support the purchase of an all-electric bucket truck for Burlington Electric's fleet, subject to final review and approval from the City Attorney's Office

4. Deliberative Agenda

Subject	4.1. Burlington Police Department Interior Flooring Replacement - BPRW
Meeting	February 10, 2025 - Board of Finance Meeting - Monday, February 10, 2025, 5:00 PM, Bushor Conference Room 1st Floor, City Hall
Category	4. Deliberative Agenda
Department	Parks, Recreation, & Waterfront
Type	Action
Recommended Action	to approve and authorize the execution of a contract with Farrington Construction, Inc., for a price not to exceed \$290,192.95 for the Burlington Police Department flooring project, plus a project contingency of \$29,000, for a total approved project expenditure including contingency not to exceed \$319,182.95), and to authorize Cindi Wight, Director of Parks, Recreation and Waterfront, to execute the contract and any related documents needed to carry out the project, subject to the review of the City Attorney's Office
Subject	4.2. Reclassification and Retitling an Assistant City Attorney to Assistant City Attorney - Director of General Government & Transactional Services - City Attorney's Office

Meeting February 10, 2025 - Board of Finance Meeting - Monday, February 10, 2025, 5:00 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 eliminate the vacant position of Deputy City Attorney, Regular, Full-time, Non-Union, Grade 26 and approve the reclassification and retitling to Assistant City Attorney – Director of General Government & Transactional Services, Regular, Full-time, Exempt, Non-Union, Grade 26

Subject 4.3. Reclassification of Operations Director to Financial and Budget Manager and Elimination of Budget Manager - C/T

Meeting February 10, 2025 - Board of Finance Meeting - Monday, February 10, 2025, 5:00 PM, Bushor Conference Room 1st Floor, City Hall

Category 4. Deliberative Agenda

Department Clerk/Treasurer's Office

Type Action

Recommended Action

- To approve and recommend that City Council approve the elimination of the vacant Budget Manager position, a Regular, Non-union, Full-Time, Exempt, Non-Union, Grade 22, role in the Clerk/Treasurer's Office.
- To approve and recommend that City Council approve the reclassification of the Operations Director, a Regular, Non-union, Full-time, Exempt, Grade 24 position to Financial and Budget Manager, a Regular, Non-union, Full-time, Exempt, Grade 22 position in the Clerk/Treasurer's Office.

Subject 4.4. Reclassification of existing Planner position to Senior Planner - Planning

Meeting February 10, 2025 - Board of Finance Meeting - Monday, February 10, 2025, 5:00 PM, Bushor Conference Room 1st Floor, City Hall

Category 4. Deliberative Agenda

Department Planning

Type Action

Recommended Action to approve and recommend that the City Council approve and authorize the reclassification of the Planner, a regular, exempt Grade 18 position to a regular, exempt Grade 19 position within the Office of City Planning

Subject 4.5. Municipal Resolution For Downtown Transportation Fund - C/T & DPW

Meeting February 10, 2025 - Board of Finance Meeting - Monday, February 10, 2025, 5:00 PM, Bushor Conference Room 1st Floor, City Hall

Category 4. Deliberative Agenda

Department Clerk/Treasurer's Office

Type	Action Resolution
Recommended Action	to approve and recommend that the Board of Finance authorize the Director of Public Works and the Grants Team to apply for the Downtown Transportation Fund grant administered by VACCD for the Main St amenities in the amount of \$200,000, obligating the City to commit a local match of \$50,000 of the total project budget of \$250,000, subject to approval by the City Attorney's Office

5. Adjournment

Subject	5.1. Motion to adjourn
Meeting	February 10, 2025 - Board of Finance Meeting - Monday, February 10, 2025, 5:00 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

January 27, 2025

MEMBERS PRESENT:

Ben Traverse (via Zoom)
Mark Barlow
Sarah E Carpenter
Joe Kane (at 5:29 PM)
Emma Mulvaney-Stanak

OTHERS PRESENT:

Katherine Schad
Jessica Brown
Cindi Wight
Kim Bleakley
Ashley Parker
Brad Kukenberger
Chapin Spencer
Megan Moir

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 5:31 PM

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

VOTING: unanimous; motion carries (Councilor Kane absent for vote).

2.0 PUBLIC FORUM

2.1 Verbal Comments

Sharon Bushor spoke about the bond items on the agenda. She expressed support for the \$20 million General Obligation bond and asked for confirming of how much that would impact residents' taxes. She also asked about the ramifications of the water bond passing and the wastewater/stormwater bond failing, in terms of whether it would go forward and what the financial implications would be. She applauded the Department of Public Works for trying to reduce the maximum bond amount as much as they have, but said she is still gravely concerned about implications for affordability. She asked whether a longer repayment term or a repayment structure that contains a balloon payment at the end of the term (which could then be refinanced) are possibilities for repaying the bond debt, given concerns about the impact for rate payers.

3.0 CONSENT AGENDA

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

3.2 January 13, 2025 Board of Finance Meeting Minutes, Draft – approve the minutes.

MOTION by Councilor Barlow, SECOND by Councilor Carpenter, to adopt the consent agenda and take the actions indicated for items 3.1-3.2.

VOTING: unanimous; motion carries.

4.0 DELIBERATIVE AGENDA

4.1 Re-classification of one position, the HVAC Technician, in the Department of Parks, Recreation, and Waterfront to Central Facilities Working Foreperson Heating, Ventilating and Air Conditioning (HVAC) Technician – BPRW/HR

Director Wight said that this position is within the Central Facilities team, and would reclassify one of the trades team members to a role that can provide more support to the trades team as a working foreperson, to coordinate day-to-day work and scheduling for the team (which is currently performed by the Central Facilities Manager).

MOTION by Councilor Barlow, SECOND by Councilor Carpenter, to approve and recommend that the City Council authorize the reclassification of the HVAC Technician, a regular, full-time, non-exempt, AFSCME, Grade 17 position to the Central Facilities Working Foreperson Heating, Ventilation and Air Conditioning (HVAC) Technician, a regular, full-time, non-exempt, AFSCME , Grade 18 position in the Department of Parks, Recreation & Waterfront.

VOTING: unanimous; motion carries.

4.2 Resolution: March 4, 2025 Annual City Meeting – Pledging The Credit Of The City Issue General Obligation Bonds For City's Five-Year Capital Plan – C/T

Capital Program Director Parker provided a brief overview of the \$20 million General Obligation bond, why it is needed, and what assets the funding would go toward. She spoke about what the current \$2 million in annual bonding capacity the City has the authority to borrow under, noting that it is not enough to invest in the capital assets that need funding currently. She said that the \$20 million would be spread out over three years and would provide stable funding to focus on critical infrastructure, such as fleet, sidewalks, streets, bridges, transportation safety, buildings, and parks. She provided a summary of proposed allocation of the \$20 million between these asset classes. She noted that there is enough headroom in debt capacity for the City to be comfortable with this ask. She said that even with this bond, the City will be working on developing a sustainable, strategic capital funding plan for the future.

City Council President Traverse noted that grand list growth is an important component in ensuring that the City remains within its expected debt to value ratio, and asked how the grand list growth will occur. He also asked for more detail about the City's aggressive approach for paying off the high school bond. He further asked whether conversations have occurred with Moody's or the City's bond advisors to ensure that any additional incurred debt does not negatively impact the City's credit rating. Finance Director Kukenberger replied that the grand list growth projections used in 2022 were lower than what is currently being experienced, that two large developments will be coming online in the next several years (CityPlace and additional Cambrian Rise buildings), and that a reappraisal will likely be triggered in the next several years, all of which contribute to growth in the grand list. He provided more details about debt repayment, noting that certain debts will be cleared when the City goes to take on debt related to this GO bond. He said that the City has been in touch with its bond counsel at PFC but not with Moody's, but said that because the City is well within its debt capacity, he doesn't foresee negative impacts on credit ratings.

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

VOTING: unanimous; motion carries.

4.3 Resolution: March 4, 2025 – Annual City Meeting Issuance Of Revenue Bonds For Drinking Water Utility Projects – DPW/Water Resources

Director Spencer began by expressing appreciation for the Board of Finance's engagement on these two bonds, appreciation for its participation in tours of the wastewater plants, appreciation for its engagement with constituents about the bonds, and for its ideas on phasing and other affordability strategies.

Division Director Moir began by recognizing the engagement and collaboration in bringing down the bond asks from \$21 million to \$20 million for the water bond, and from \$218 to \$152 million for the wastewater/stormwater bond. They also noted the language in the resolution that would require DPW to provide frequent updates to the public and Board of Finance/City Council/DPW Commission on the projects after certain milestones are met, as well as requirements to procure an engineering entity to conduct a comprehensive peer review at 60% final design and pursuing a construction management at-risk methodology for the construction phase of the project. They then spoke briefly about the

impact on rates, saying that current forecasts estimate that water resources bills could increase up to 89% between 2025 and 2030 (over a series of annual increases).

Councilor Carpenter asked what would happen if the water bond passes but the lake bond (stormwater/wastewater bond) does not. Division Director Moir replied that what will likely happen is that infrastructure and wastewater facilities may break and require repair, and that the City will begin to hit up against its capacity for growth, both of which could be detrimental for the City's permits. Councilor Carpenter asked if using a construction management at-risk methodology would limit the number of qualified bidders for the construction contract, and Division Director Moir replied that this model fits in best with several of the contractors the City has in mind for this project, but will keep this in mind as a potentially limiting factor as it moves forward.

Councilor Kane asked if there is flexibility in how the question appears on the ballot, in terms of putting it into plain language for voters' consideration. Division Director Moir replied that state requirements might not be very flexible, but that they are working with the City Attorney's Office on plain language versions for supplemental information along with the ballot. City Attorney Brown replied that her office has been working on neutral language for all charter changes that will be posted on the City's website, and Chief Administrative Officer Schad confirmed this, and confirmed that the language will be translated.

City Council President Traverse noted that constituents continue to have concerns about affordability, even though they acknowledge the critical need for these investments. He expressed appreciation for the additional of requirements for third-party assessment and the inclusion of the construction management at-risk methodology for contracts, as they provide guardrails and help ensure that costs remain under control for the projects associated with these bonds. He noted that if these bonds pass, the City will need to work very diligently to ensure that affordability concerns are addressed in FY26 and beyond.

MOTION by Councilor Carpenter, SECOND by City Council President Traverse, to approve and recommend that the City Council waive the reading and adopt the attached resolution authorizing the placement of a bond request for an amount not to exceed \$20,000,000 for capital improvements and additions to the waterworks system on the ballot of the Annual City Meeting to be held March 4, 2025 as more specifically set forth in the attached resolution.

VOTING: unanimous; motion carries.

4.4 Resolution: March 4, 2025 – Annual City Meeting Issuance Of Revenue Bonds For Wastewater And Stormwater Utility Projects – DPW/Water Resources

MOTION by Councilor Carpenter, SECOND by City Council President Traverse, to approve and recommend that the City Council waive the reading and adopt the attached resolution authorizing placement of a bond request for an amount not to exceed \$152,000,000 for capital improvements and additions to the wastewater and stormwater systems on the ballot of the Annual City Meeting to be held March 4, 2025 as more specifically set forth in the attached resolution.

VOTING: unanimous; motion carries.

5.0 ADJOURNMENT

5.1 Motion to Adjourn

With no further business and without objection the meeting was adjourned at 6:27 PM.

RScty: AACoonrad



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Post Office Box 849
Burlington, VT 05402-0849
802.863.9094 VOX
802.863.0466 FAX
802.863.0450 TTY
www.burlingtonvt.gov

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

TO: Board of Finance/City Council

FROM: Caleb Manna, Associate Public Works Engineer, Department of Public Works

DATE: February 10, 2025

CC: Chapin Spencer, Director of Public Works
Laura Wheelock, P.E., City Engineer/ Division Director of Public Works
Corey Mims, P.E., Senior Public Works Engineer

RE: 2025 VTRANS Certificate of Highway Mileage

Background

The Vermont Agency of Transportation (VTRANS) annually reviews and certifies accepted highway mileage in each Vermont municipality to be used towards determining the amount of state and federal aid each municipality is eligible for, and to ensure the Town Highway Map remains accurate.

The roadway miles verified in the Certificate of Highway Mileage and shown on the Town Highway Map, are used by VTRANS to determine financial support for maintenance items such as plowing, salting, and pothole filling of our Class 1, Class 2, and Class 3 roads. In FY24, VTRANS was estimated to pay the City approximately \$290,000 to DPW Streets budget for this road maintenance work. These funds are received by the state quarterly.

As part of this annual review process, additions, subtractions, modifications, and reclassifications of streets are reviewed. Any changes in mileage or classification are recorded and updated in the certificate of highway mileage sent annually to municipalities for review and approval. The certificate, once accepted by City Council, is then signed and returned to the state agency. The certificate will be approved as described, and current mileage will be updated by VTRANS in the 2025 Town Highway Map.

Changes

This year, the City of Burlington has included an additional .703 miles of new Class 2 roadway for the Champlain Parkway between Lakeside Avenue and Home Avenue. Lakeside Avenue,

consisting of .1 miles between Pine Street and the Champlain Parkway was reclassified from a Class 3 Town Highway to a Class 2 Town Highway.

Under the Champlain Parkway Project, the effected intersecting streets of Batchelder, Briggs, Ferguson, and Lyman were remeasured to capture adjustments made to roadway lengths under the project. There were no changes in roadway classification to these streets.

The Town Highway Map was last updated in 2023. Public Works Technical Service staff was able to produce documentation demonstrating ownership of several residential streets that had been previously excluded from the Town Highway Map.

There were no changes made in 2024. The Town Highway Map will be updated in 2025 to reflect the changes shown on this year's mileage certificate.

It is important to note, the Town Highway Map is only reflective of formally accepted streets within the municipality. Unaccepted streets, streets not built to city standards, or streets with missing deed documentation are not eligible for recording or state funding.

Recommendation

The Department of Public Works is recommending that the City Council approve the following the requested motion authorizing Chapin Spencer, Director of Public Works, to sign the 2025 Highway Mileage Certificate on behalf of the City Council as their designee.

Attachments

- A. 2025 City of Burlington Highway Mileage Certificate
- B. 2023 Town Highway Map

Motions

Board of Finance:

1. "To approve and recommend that the City Council accept the recorded mileage for the City of Burlington with the Vermont Agency of Transportation in the 2025 Highway Mileage Certificate, and authorize Chapin Spencer, Director of Public Works, to execute the certificate on behalf of City Council."

City Council:

1. "To accept the recorded mileage for the City of Burlington with the Vermont Agency of Transportation in the 2025 Highway Mileage Certificate, and authorize Chapin Spencer, Director of Public Works, to execute the certificate on behalf of City Council."

**CERTIFICATE OF HIGHWAY MILEAGE
YEAR ENDING FEBRUARY 10, 2016**

Fill out form, make and file copy with the Town Clerk, and mail ORIGINAL, before February 20, 2016 to:
Vermont Agency of Transportation, Division of Policy, Planning and Intermodal Development, Mapping Section
One National Life Drive, Montpelier, VT 05633.

We, the members of the legislative body of **BURLINGTON CITY** in **CHITTENDEN** County
on an oath state that the mileage of highways, according to Vermont Statutes Annotated, Title 19, Section 305,
added 1985, is as follows:

PART I - CHANGES TOTALS - Please fill in and calculate totals.

<i>Town Highways</i>	<i>Previous Mileage</i>	<i>Added Mileage</i>	<i>Subtracted Mileage</i>	<i>Total</i>	<i>Scenic Highways</i>
Class 1	7.178				
Class 2	21.727	.803		22.53	
Class 3	67.06	.03	.15	66.94	
State Highway	0.195				
Total	96.160	.806	.15	96.843	
* Class 1 Lane	4.161				
* Class 4	1.10				
* Legal Trail	0.00				

* Mileage for Class 1 Lane, Class 4, and Legal Trail classifications are NOT included in total.

PART II - INFORMATION AND DESCRIPTION OF CHANGES SHOWN ABOVE.

1. NEW HIGHWAYS: Please attach Selectmen's "Certificate of Completion and Opening".

+0.703 mi CL2 TH-16 (Champlain Parkway from Home Ave to Lakeside Ave) new road

2. DISCONTINUED: Please attach SIGNED copy of proceedings (minutes of meeting).

3. RECLASSIFIED/REMEASURED: Please attach SIGNED copy of proceedings (minutes of meeting).

Champlain Parkway Project

0.10 mi CL3 TH-255 (Lakeside Ave) reclassified as CL2 TH-16;

+0.01 mi CL3 TH-115 (Batchelder St) new segment;

-0.02 mi CL3 TH-198 (Ferguson Ave) no longer intersects Briggs St

-0.02 mi CL3 TH-271 (Lyman Ave) no longer intersects Briggs St

-0.01 mi CL3 TH-115 (Batchelder St) no longer intersects Home Ave

+0.02 mi CL3 TH-137 (Briggs St) new cul-de-sac

4. SCENIC HIGHWAYS: Please attach a copy of order designating/discontinuing Scenic Highways.

IF THERE ARE NO CHANGES IN MILEAGE: Check box and sign below. []

PART III - SIGNATURES - PLEASE SIGN.

Selectmen/ Aldermen/ Trustees Signatures: _____

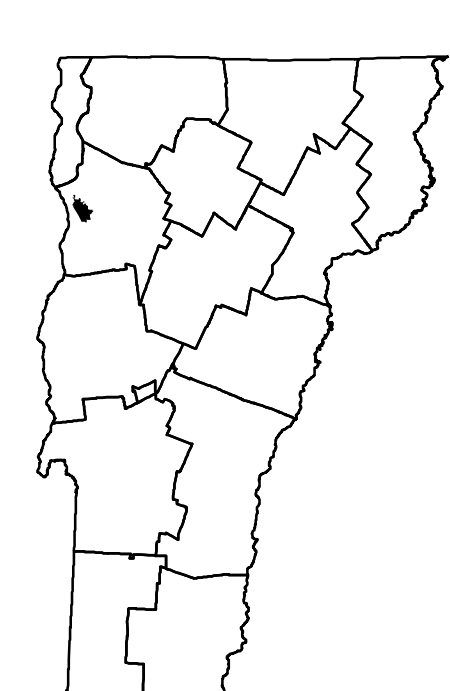
T/C/V Clerk Signature: _____ Date Filed: _____

Please sign ORIGINAL and return it for Transportation signature.

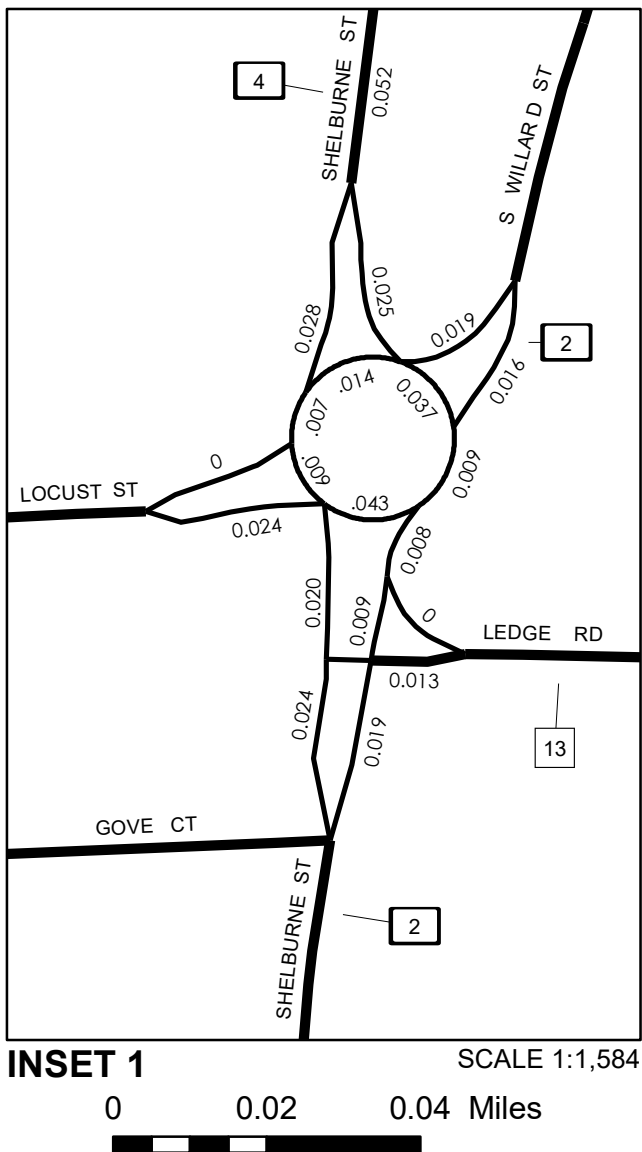
AGENCY OF TRANSPORTATION APPROVAL: Signed copy will be returned to T/C/V Clerk.

APPROVED: _____ **DATE:** _____
Representative, Agency of Transportation

TOWN HWY. No.	LENGTH IN MILES "NOT UP TO STANDARD"
116	(0.17)
138	(0.03)
158	(0.32)
180	(0.20)
205	(0.03)
236	(0.01)
338	(0.22)
357	(0.12)
TOTAL	1.10



VERMONT
GENERAL HIGHWAY MAP
City of Burlington
Northern Section
CHITTENDEN COUNTY
Transportation District #5
Prepared by the
Vermont Agency of Transportation
Division of Policy, Planning and Intermodal
in cooperation with
U.S. Department of Transportation
Federal Highway Administration



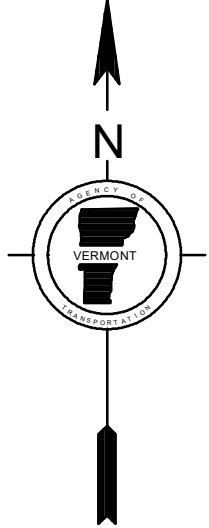
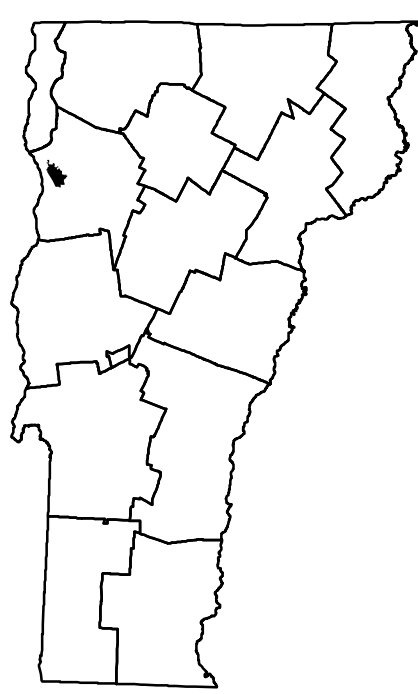
- HIGHWAYS**
- INTERSTATE
 - U.S. ROUTE
 - STATE ROUTE
 - CLASS 1
 - CLASS 2
 - CLASS 3
 - CLASS 4
 - LEGAL TRAIL
 - LEGAL TRAIL
 - PARK AND RIDE
- INTERSTATE OR DIVIDED HIGHWAY
STATE - HARD SURFACE OR PAVED
TOWN - HARD SURFACE OR PAVED
GRAVEL
SOIL OR GRADED AND DRAINED EARTH
UNIMPROVED OR PRIMITIVE
IMPASSABLE OR UNTRAVELED
LEGAL TRAIL
DISCONTINUED
HIGHWAY CLASS CHANGE
RAILROAD
INACTIVE RAILROAD
PUBLIC LAND - NATIONAL FOREST
PUBLIC LAND - STATE/MUNICIPAL
NFR NATIONAL FOREST ROAD
USGH UNITED STATES GOV. HWY.

- POLITICAL SUBDIVISIONS**
- STATE BOUNDARY
 - COUNTY BOUNDARY
 - TOWN BOUNDARY
 - VILLAGE BOUNDARY
 - WATER BODY
 - STREAM OR BROOK
- BRIDGE OR CULVERT**
- BRIDGE OR CULVERT > 20'
 - BRIDGE OR CULVERT 6' - 20'
 - BIKE PATH STRUCTURE
 - VT CULVERTS BRIDGE
 - VT CULVERTS CULVERT > 6'
- B34/C34 STATE BRIDGE OR CULVERT IDENTIFIER**
B34/C34 TOWN BRIDGE OR CULVERT IDENTIFIER

- FEDERAL CLASSIFICATION IDENTIFIER**
- MA MINOR ARTERIAL
 - MJC MAJOR COLLECTOR
 - MNC MINOR COLLECTOR
 - PA PRINCIPAL ARTERIAL

DISCLAIMER:
The untraveled highways (fold-out town highways), discontinued highways, and legal trails hereon are those of which the Agency of Transportation has record; others may exist.
Highway and bridge data by the Agency of Transportation.
Town short structures drawn from the VT CULVERTS (formerly VOB/CIT) online database. All other data from the Vermont Open Geodata Portal. Only named streams shown.

Vermont State Plane Coordinate System
North American Datum of 1983
SPCS Zone Identifier: 4400
Geoidetic Reference System 80
2,000-meter grid, Easting - Northing



SHEET INDEX

VERMONT
GENERAL HIGHWAY MAP
City of Burlington
Southern Section
CHITTENDEN COUNTY

Transportation District #5
Prepared by the
Vermont Agency of Transportation
Division of Policy, Planning and Intermodal Development
in cooperation with
U.S. Department of Transportation
Federal Highway Administration

Mileage as of February 10, 2023
Map prepared June 28, 2023
SCALE 1:6,336

0.095 0 0.095 0.19 0.285 0.38
Miles
0.1 0 0.1 0.2 0.3 0.4
Kilometers

Board of Finance and City Council Submission Checklist

Department: Department of Public Works Submitter: Caleb Manna

Title/Subject: 2025 VTRANS Highway Mileage Certificate

	Approval:	Meeting Date:
☒	Board of Finance	2/10/2025
☒	City Council	2/10/2025
☐	Concurrent	

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	1/27/25	Chapin Spencer
Mayor's Office informed and approved memo	Yes	2/5/2025	Erin Jacobson
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	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	1/29/2025	Erik Ramakrishnan
CAO has reviewed budget, financing, and memo	Yes	2/3/2025	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	Checked by C. Spencer
Contract Attached, if applicable?	N/A	Click or tap here to enter text.
Additional Materials, if necessary	Yes	Mileage Certificate, Map
Draft Resolution or Motion?	Yes	In Memo
If for submission to Council, are sponsors identified?	Yes	BOF



MEMORANDUM

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

FROM: Christian Berry, Interim Director, Office of Racial Equity, Inclusion & Belonging

DATE: February 5, 2025

SUBJECT: Authorization to Sponsor The Flynn Center for Performing Arts' Co-Production & Management of the Black Experience 2025 Event

REQUEST

The Office of Racial Equity, Inclusion, and Belonging (REIB) is seeking approval and authorization to execute a grant agreement in the amount of \$10,000 in support of the Flynn Center for Performing Arts (the Flynn) to co-produce and co-manage the Black Experience 2025.

EXECUTIVE SUMMARY

Background:

The REIB has sponsored nuwave Equity Corporation and the Flynn Center for Performing Arts to produce and manage the Black Experience event for several years. The Black Experience 2025 will be held on Saturday, February 22, 2025. Ongoing support of this critical event supports the nationally recognized month-long observance of Black History Month.

The Flynn is the preeminent entertainment venue in Burlington and has been at the center of Vermont's cultural landscape for 90 years. It is well situated to host an event of this scale and importance. On average, over 200,000 people attend performances there annually. Given the sheer volume of annual performances and events, the Flynn provides extensive experiences and expertise in production and marketing. This funding to the Flynn will support in bringing in the program headliner, Ta-Nehisi Coates, in addition to a performance by SistaStrings!

Project Funding:

The Flynn's grant agreement with the Office of Racial Equity, Inclusion, and Belonging is \$10,000.00 and is included in the REIB's FY25 Community Celebrations line.

Department Contact:

If you have any questions, please contact Christian Berry, Interim Director of the Office of Racial Equity, Inclusion, & Belonging at cberry@burlingtonvt.gov or 802-923-9283.

MOTIONS

The Office of Racial Equity, Inclusion, & Belonging respectfully request the Board of Finance and City Council approve the following motions:

Board of Finance:

1. "To approve and recommend to the City Council that the Director of Racial Equity, Inclusion, and Belonging executes a grant agreement with the Flynn Center for Performing Arts for the production and management of the Black Experience 2025 event in an amount not to exceed \$10,000.000, subject to review by the City Attorney's Office."

City Council:

1. "To authorize the Director of Racial Equity, Inclusion, and Belonging to execute a grant agreement with the Flynn Center for Performing Arts for the production and management of the Black Experience 2025 event in an amount not to exceed \$10,000.00; subject to review by the City Attorney's Office."

Thank you for your continued support.

Board of Finance and City Council Submission Checklist

Department: REIB Submitter: Christian Berry, Interim Director

Title/Subject: Black Experience 2025

Title/Subject: Black Experience 2025

Board of Finance and City Council Submission Checklist



MEMORANDUM

To: Burlington Board of Finance and City Council
From: Darren Springer, General Manager
Date: 2/10/2025
Subject: **Grant Approval for Electric Bucket Truck**

Introduction

BED is seeking Board of Finance and City Council approval to enter into a grant agreement with the Vermont Agency of Natural Resources Department of Environmental Conservation (DEC) to acquire a second all-electric utility line bucket truck and DC fast charger for our line crew.

In 2021, BED successfully applied for and received a \$560,000 grant from the Agency of Natural Resources to acquire the first all-electric bucket truck in Vermont, which went into service in July of 2023. The all-electric bucket truck helps avoid diesel fuel consumption and resultant CO2 emissions, as well as other air emissions, while providing the line crew the ability to serve Burlington. The truck is pictured below:



Following that successful grant application in 2021, BED applied in 2024 for a grant to help fund a second all electric bucket truck to replace a fossil fuel truck that has been in service since 2008. Given the continued delta in upfront cost between an all-electric bucket truck and a diesel truck, the grant funds would help offset the difference and make the purchase more cost-effective for BED and its



ratepayers. The existing diesel-powered truck consumes approximately 1371 gallons of low-sulfur diesel fuel annually; and produces approximately 228 tons of CO₂ over its 15-year life. Much of this fuel is burned when the truck is idling (approximately 890 hours annually) as work is conducted on powerlines throughout the City, including in Burlington's densely packed residential neighborhoods and downtown core of the City. The all-electric bucket truck will avoid diesel fuel consumption and avoid the air emissions that a replacement diesel truck would produce.

Grant, Payback, and CO₂ Emissions Reduction

The upfront capital cost of the proposed electric bucket truck project (\$863,917) includes a 210 kWh battery pack, a 50 kW charger and all of the additional hardware and capabilities that a diesel bucket truck has. The cost also includes an extended battery warranty. BED's contribution toward the total cost is \$300,000 (including capital costs reimbursable from BED's existing revenue bonds, BED incentives under state regulatory programs, and BED in-kind labor to install hardware and equipment for the bucket truck). As shown in the table below, BED is to receive \$563,917 from the state grant to help offset the capital cost of the all-electric bucket truck.

Project Cost estimate		
Total Cost w Battery	\$	787,917
50 kW DC fast Charger	\$	41,000
DC FC Site Prep & installation	\$	30,000
sub-total	\$	858,917
State/Federal Tax (e-Truck)	\$	-
State/Federal Tax (DC Fast Charger)	\$	-
Shipping (e-Truck)	\$	4,000
Shipping (DC Fast Charger)	\$	1,000
Total Cost	\$	863,917
DEC/VW Grant	\$	563,917
BED Cost Share (\$)	\$	300,000
BED Cost Share (%)		34.7%

In accordance with the Grant Agreement, the State of Vermont agrees to pay BED on a cost-reimbursable basis. BED anticipates a 20-24 month process to complete procurement and put the new



all electric bucket truck in service, including issuance of an RFP. The grant is available as part of the Volkswagen settlement.

As part of the grant, BED will disable an existing diesel line truck used for maintaining the power grid and replace it with an all-electric truck.

BED anticipates a simple payback of 7-8 years (with the grant included) in maintenance savings and fuel savings from the all-electric bucket truck compared to purchase of a diesel bucket truck. The all-electric truck will avoid approximately 228 tons of CO2 emissions during its lifetime compared to a diesel truck.

Motions

Board of Finance:

To recommend the City Council authorize the General Manager of the Burlington Electric Department to enter into a grant agreement with the Vermont Agency of Natural Resources, as described above, to accept up to \$564,000 in grant funds to support the purchase of an all-electric bucket truck for Burlington Electric's fleet, subject to final review and approval from the City Attorney's Office.

City Council:

To authorize the General Manager of the Burlington Electric Department to enter into a grant agreement with the Vermont Agency of Natural Resources, as described above, to accept up to \$564,000 in grant funds to support the purchase of an all-electric bucket truck for Burlington Electric's fleet, subject to final review and approval from the City Attorney's Office.

Board of Finance and City Council Submission Checklist

Department: BED Submitter: Darren Springer

Title/Subject: Grant Acceptance

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	Click or tap to enter a date.
☒	Concurrent	2/10/2025

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	1/21/2025	Click or tap here to enter text.
Mayor's Office informed and approved memo	Yes	1/23/2025	Click or tap here to enter text.
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	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	1/22/2025	Jessica Brown
CAO has reviewed budget, financing, and memo	Yes	1/27/2025	Click or tap here to enter text.
Human Resources, if personnel action -Identify HR Manager in note	N/A		Click or tap here to enter text.
CIO, if an IT-related investment/purchase	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

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

MEMO

Date: February 10, 2025

To: Board of Finance

From: Kim Bleakley, Central Facilities Manager Department of Parks, Recreation & Waterfront

CC: Cindi Wight, Director; Deryk Roach, Parks and Central Facilities Superintendent

Re: Burlington Police Department Interior Flooring Replacement

I. Purpose

This memo seeks approval to execute all necessary contracts and budget approvals to have selected areas of interior hard surface flooring replaced at the Burlington Police Department located at One North Avenue.

II. Background

The building which houses the Burlington Police Department was originally built in 1938. The building is just over 30,000 SF and is constructed with steel frame and has an exterior insulation and finish system (EIFS) for the exterior finish. In 2014 the City had a Level I assessment done on the building and at that time the building was found to be in fair to poor overall condition.

A large portion of the hard surface epoxy flooring in the building has been deteriorating. Over the last several years, parts of it have been repaired, however has again failed. Facilities has had the plumbing snaked and had a camera run to ensure there are no underground water leaks that are causing the problems. During a large recent building repair in the building due to arson, while work was being completed, we took the opportunity to have moisture testing done. John Turner Consulting completed relative humidity testing in the concrete slab in (8) different areas in the building. This testing proved that there is in fact significant wetness seeping in from below the building.

The full scope of work for this project will include:

- Stripping away the failing epoxy floor
- Concrete will be ground down to clean concrete surface
- Apply epoxy moisture mitigation product, primer and self-leveling product
- Install durable and easy to clean vinyl plank to just over 6,000 SF of common area and locker room spaces

III. APPROVALS

Sole source approval was given by the CAO to have Farrington Construction move forward with and complete this project. Because Farrington Construction was in the building completing the arson repair work, they could efficiently complete the testing and planning for this repair at the same time, saving both time and money. Farrington Construction is also already an approved vendor with BPD and has clearance from all applicable background checks to work within the secure facility.



IV. PROJECT FUNDING SOURCES, BUDGET AND ESTIMATES

The City Central Facilities Team received funding from the \$23.8M General Obligation Bond to support continued critical HVAC work at 1 North Ave as part of the City Council approved FY25 Capital Budget. As FY25 got underway, it became clear that the more important priority was to fix the flooring. As a result, the Team proposed utilizing FY25 funds to support the flooring work outlined in this memo, and utilizing the rest to replace the critical HVAC work in the Admin section of the build. The Team will continue working to fund the remaining HVAC replacement in FY26. The proposed change in use of funds was supported by the Capital Committee during its meeting on January 9th.

Funding Sources & Budget	
Capital Outlay Bond Expenditures (Bond Series 2024A)	\$319,182.95
Contractor Bid	\$290,192.95
Contingency (approximately 10%)	\$29,000.00
Total Project	\$319,182.95

The contingency on the bid amount above is intended to cover any unanticipated costs that may come up as part of the project.

V. SCHEDULE

The anticipated project schedule is as follows:

- 2/10/2025: Board of Finance approval
- Week of 2/10/2025: Contract signed
- Late Winter (February – March) 2025: Construction begins

DEPARTMENT RECOMMENDATION

Board of Finance Motion:

To approve and authorize the execution of a contract with Farrington Construction, Inc., for a price not to exceed \$290,192.95 for the Burlington Police Department flooring project, plus a project contingency of \$29,000, for a total approved project expenditure including contingency not to exceed \$319,182.95), and to authorize Cindi Wight, Director of Parks, Recreation and Waterfront, to execute the contract and any related documents needed to carry out the project, subject to the review of the City Attorney's Office.



Board of Finance and City Council Submission Checklist

Department: BPRW Submitter: Kim Bleakley

Title/Subject: Burlington Police Department Interior Flooring Replacement

	Approval:	Meeting Date:
☒	Board of Finance	2/10/2025
☐	City Council	Click or tap to enter a date.
☐	Concurrent	Click or tap to enter a date.

This form must be completed by the person submitting the materials, and sent with the final submission. Please do not indicate that a signoff was received until it has actually been obtained.

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	1/27/2025	Cindi Wight
Mayor's Office informed and approved memo	Yes	2/5/2025	Joe Magee
Board/Commission, if required	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	Choose an item.	Click or tap to enter a date.	
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	2/5/2025	Hayley McClenahan
CAO has reviewed budget, financing, and memo	Yes	2/5/2025	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

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

JESSICA C. BROWN, ESQ.
City Attorney
KIMBERLEE J. STURTEVANT, ESQ.
ACA, Director of Litigation
HAYLEY I. McCLENAHAN, ESQ.
Assistant City Attorney
ERIK RAMAKRISHNAN, ESQ.
Assistant City Attorney
EMMETT WOOD, ESQ.
Assistant City Attorney



149 Church Street
Burlington, VT 05401-8489
Phone: (802) 865-7121
Fax: (802) 865-7123
TTY: (802) 865-7142

CITY OF BURLINGTON, VERMONT
OFFICE OF
THE CITY ATTORNEY
AND
CORPORATION COUNSEL

MEMO

To: Board of Finance and City Council
From: Jessica Brown, City Attorney
Date: February 10, 2025
Re: Reclassification and Retitling an Assistant City Attorney to Assistant City Attorney – Director of General Government & Transactional Services

EXECUTIVE SUMMARY

The City Attorney's Office is requesting approval of the reclassification and retitling of an Assistant City Attorney position to Assistant City Attorney – Director of General Government & Transactional Services.

BACKGROUND

During his 2021-2022 tenure, former City Attorney Dan Richardson proposed the creation of two positions within the City Attorney's Office: Deputy City Attorney, and Assistant City Attorney (ACA) – Director of Litigation. The goal was to recognize the experience of attorneys over time and to be intentional about the division of labor based on attorneys' areas of expertise. The Deputy City Attorney position has been vacant since August of 2023.

After assessing the needs of the department and consulting with the Mayor, CAO, and interim Director of Human Resources, I am proposing that the vacant position of Deputy City Attorney be eliminated and, instead, the CA Office will create the title of Assistant City Attorney – Director of General Government & Transactional Services.

REASONING

In recent years, the City Attorney's Office has faced challenges retaining attorneys. I believe that one way to improve retention is to create pathways for advancement for all ACAs. Where the title and job description for the Deputy City Attorney was somewhat administrative and otherwise lacked specificity, Director titles can be drafted to reflect a particular ACA's areas of expertise and offer an opportunity for advancement based on years of experience.

This new role will benefit the CA Office by creating and/or improving systems around contracting, procurement, and tracking legislation that in turn will benefit all City Departments.

FINANCIAL IMPACT

The creation and appointment of the Director of General Government & Transactional Services will result in an increase to the pay grade to make it comparable to the pay grade for the Director of Litigation title. This increase in salary will be absorbed within the City Attorney's FY25 budget since we will be eliminating the Deputy City Attorney position/title. Additionally, the City Attorney's budget has had savings from a continued vacancy in the final Assistant City Attorney position for more than half of FY25. As such, no additional changes to the City Attorney 101 GF are requested.

Position	Current Grade-Step	FY25 Salary	Proposed Grade-Step	FY25 Reclassified Salary	Increase
Deputy City Attorney – ELIMINATED	26-1	\$102,573			
Reclassification /Retitling to: ACA – Director of General Government & Transactional Services	24-7	\$106,089.15	26-6	\$112,553.62	\$5,304.46

MOTIONS

Board of Finance

To recommend that the City Council eliminate the vacant position of Deputy City Attorney, Regular, Full-time, Non-Union, Grade 26 and approve the reclassification and retitling to Assistant City Attorney – Director of General Government & Transactional Services, Regular, Full-time, Exempt, Non-Union, Grade 26.

City Council

To approve the elimination of the position of Deputy City Attorney, Regular, Full-time, Non-Union, Grade 26 and the reclassification and retitling to Assistant City Attorney – Director of General Government & Transactional Services, Regular, Full-time, Exempt, Non-Union, Grade 26.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at (802) 540-2505.

City of Burlington Job Description

Position Title: Assistant City Attorney, Director of General Government & Transactional Services

Department: City Attorney

Reports to: City Attorney

Pay Grade: _26__

Job Code: ____

Exempt/Non-Exempt: Exempt

Union: Non-Union

General Purpose: This position shall be primarily responsible for coordinating legal services within the City Attorney's Office relating to finance, procurement, capital projects, and real estate. This position is also responsible for assisting the City Attorney in overseeing and coordinating general legal counsel to the mayor, city council and city departments, unrelated to labor and employment, litigation, or public safety. This position is an annual mayoral appointment, subject to approval by the city council.

Essential Job Functions as Assigned by the City Attorney and Subject to Supervision by the City Attorney: (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.)

An Assistant City Attorney, Director of General Government & Transactional Services shall:

- Provide legal services and supports to assigned City departments, generally including those involving finance, procurement, capital projects, risk management, and real estate;
- Provide support and guidance to Assistant City Attorneys for matters relating to the foregoing;
- Coordinate and work with outside counsel retained by the City to assist in borrowing and real estate transactions;
- With the assistance of other attorneys in the City Attorney's office, develop and maintain the office's contract templates for use by City staff;
- Assist the Chief Administrative Officer in coordinating cross-departmental policy initiatives and to implement the City's livable wage policies;
- Act as an assistant corporation counsel and city attorney for the City of Burlington;
- Conduct thorough and accurate legal and policy research and analysis;
- Develop legal opinions and provide general policy advice to city council, the mayor and city departments and boards, as requested;

- Draft and/or review legal documents (including agreements and contracts), ordinances, and other rules and regulations as required;
- Assist in the development and administration of the Department budget and other administrative functions of the office as necessary;
- Coordinate and review public records responses and production and provide advice concerning open meeting law compliance;
- Assist in the negotiation and preparation documents for real estate transactions and provide legal advice relating to development activities involving the city;
- Enforce city ordinances, regulations and city bylaws in administrative forums and courts;
- Provide legal advice to city administrative agencies concerning contested cases, as well as the implementation and development of ordinances, regulations, or policies;
- Track relevant State-level legislation and assist in advising and training city officials and staff on such legislation as necessary;
- Assist in representing the city in legislative or lobbying activities;
- Provide staff support to city council committees and other public bodies.

Qualifications/Basic Job Requirements:

- Juris Doctor or equivalent required, including at least ten (10) years of extensive experience in legal practice is required. Public law practice experience preferred.
- Extensive transactional experience required.
- License to practice law in the State of Vermont required.
- Admitted to practice before and in good standing with the Vermont Supreme Court, the U.S. District Court and Second Circuit Court of Appeals, or if not yet admitted, eligible for admission.
- Excellent and efficient oral communication skills, including the ability to communicate effectively one-on-one and with groups of various sizes and skills.
- Demonstrated ability to provide sound legal advice, exercise good judgment, and solve problems.
- Excellent, coherent, and well-organized written communication skills, including the ability to explain and advocate using plain language.
- Ability to establish effective relationships with city officials, colleagues, and members of the public.
- Ability to work effectively in an advisory capacity with diverse groups of people.
- 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.
- Ability to conduct legal and other types of research and to analyze the results of that research accurately, thoroughly, and efficiently.
- Regular attendance at the office and other locations in and outside the city, as needed.
- Ability to understand and comply with city standards, safety rules and personnel policies.

- Ability to conduct and accurately analyze legal research thoroughly and efficiently
- Ability to effectively and accurately draft memoranda, litigation documents, agreements, new ordinances and policy initiatives.
- Demonstrated experience in efficient handling of electronic records.
- Interest in and ability to analyze and make recommendations on policy initiatives.
- Demonstrated comfort with electronic communication, research, and organizational tools.

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.

	Task/Skill/ Ability	Frequency		Task/Skill/ Ability	Frequency
X	Seeing	Constant	X	Ability to lift and Carry, push or pull	
X	Color perception (red, green, amber)	Constant	X	10 - 25lbs	Occasional
X	Hearing/listening	Constant		25 - 50lbs	
X	Clear speech	Constant		50 - 75lbs	
X	Touch/ Dexterity -	Constant		75+ lbs	
X	Hand		X	Analysis/ Comprehension	Constant
X	Finger		X	Judgment/ decision making	Constant
X	Reading -			Utilization of pressurized equipment	
	Simple			Moving objects	
	Basic			high places	
X	Complex	Frequent		fumes/odors	
X	Writing -			hazardous materials	
	Simple		X	dirt/dust	Occasional
	Basic		X	Driving	Occasional
X	Complex	Frequent			
	Mathematics				
	Simple				
	Basic				
X	Complex	Frequent			
X	Walk or move over distances under own power				
X	within offices/ building or even terrain)	Constant			
X	outdoors or uneven terrain	Occasional			

X	Work alone, under minimal supervision	Frequent			
X	Work directly and indirectly with others	Frequent			
X	Verbal contact with others	Constant			
X	Face-to-face contact	Frequent			
	Work outdoors in -				
	extreme heat				
	extreme cold				
	other adverse weather conditions				

Never	Occasional	Frequent	Constant
0%	1-33%	34-66%	67-100%
0%	equal or less than 2.6 hours	2.7 -5.2 hours	equal or greater than 5.3 Hours
* all times and %s are based on a the assumption of an 8 hour shift schedule			

Supervision:

Directly Supervises: ___0___

Indirectly Supervises: ___6___

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: _____

Revised January 2025

Board of Finance and City Council Submission Checklist

Department: City Attorney Submitter: Jessica Brown
 Reclassification and Retitling ACA to ACA-Director of General Government &
 Title/Subject: Transactional Services

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	Click or tap to enter a date.
☒	Concurrent	2/10/2025

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	2/5/2025	Jessica Brown
Mayor's Office informed and approved memo	Yes	2/4/2025	Emma Mulvaney-Stanak
Board/Commission, if required	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CAO has reviewed budget, financing, and memo	Yes	2/3/2025	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	Yes	1/28/2025	Reviewed by Lynn Reagan & Tim Williams
CIO, if an IT-related investment/purchase	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

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



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

Deaf/Hard of Hearing 711

To: Board of Finance
City Council

From: Katherine Schad, Chief Administrative Officer
Brad Kukenberger, Director of Finance
Tim Clancy, Human Resources Manager

Date: February 10, 2025

Subject: Reclassification of Operations Director to Financial and Budget Manager and
Elimination of Budget Manager

Executive Summary

We propose the reclassification of one (1) position and the elimination of one (1) position in the Clerk/Treasurer's office as summarized below:

- Elimination of the vacant Budget Manager position, a Regular, Full-Time, Exempt, Non-Union, Grade 22 position in the Clerk/Treasurer's Office.
- Reclassification of the Operations Director, a Regular, Full-time, Exempt, Non-Union, Grade 24 position to Financial and Budget Manager, a regular, Full-time, Exempt, Grade 22 position in the Clerk/Treasurer's Office.

Background for Operations Director and Financial and Budget Manager Roles:

The Operations Director position was created with job responsibilities split between operations of the Clerk's Office and support for the Chief Administrative Officer with the budget. Over time the need for this role has shifted to primarily overseeing the budget as manuals and standard operating procedures have been developed and implemented for the day-to-day operations of the office. With the need for continued improvement of monitoring of revenues and expenditures variances versus the budget combined with the need for a person who is dedicated to budget preparation and financial training for city employees, it is my recommendation to reclassify the Operations Director to the Financial and Budget Manager.

This position will work in coordination with the Director of Finance to oversee preparation of City-wide general fund budgets; develop and update month financial report; provide oversight and tracking of the City's monthly, quarterly, and yearly reconciliations; review and approve requests for budget amendments; develop and execute budget and financial trainings for City staff; and direct and support the development of financial and statistical measures to evaluate the existing and future financial environment of the City.

Background for Budget Manager role:

The Budget Manager role was created in 2023 with a similar job description to what is proposed for the attached Financial and Budget Manager role. Despite repeated efforts we have not been able to fill this role and chose to focus first on filling the Director of Finance role and letting that person decide how to proceed with the role. With the need for more focus on budget related work, having an Operations Manager in place for day-to-day operations, and having an incumbent with the needed skill set already doing a portion of the work, I propose the reclassification of the Director of Operations to the Financial and Budget Manager and eliminate the existing Budget Manager, streamlining the department and improving budget oversight.

Financial Impact

Position	Current Grade/Step	FY25 Current Salary	Proposed Grade/Step	FY25 Proposed Salary	Increase
Budget Manager	22	\$0	N/A	\$0	N/A
Financial and Budget Manager	N/A	\$0	22-13	\$104,532.37	
Operations Director	24-7	\$106,089.15	N/A	\$0	

The Financial and Budget Manager has been graded by HR and in accordance with section 5.1a of the Personnel Policy Manual, as this reclassification causes an employee to move to a classification with lower pay the employee will be paid at their former rate for 90 days from the date of the change of position. At the end of this period the employee will be placed in the new grade at the step level reflecting years of service with the City (reflected in the table above). This change results in a slight savings to the CT budget.

Motions

Board of Finance Motion:

- To approve and recommend that City Council approve the elimination of the vacant Budget Manager position, a Regular, Non-union, Full-Time, Exempt, Non-Union, Grade 22, role in the Clerk/Treasurer's Office.
- To approve and recommend that City Council approve the reclassification of the Operations Director, a Regular, Non-union, Full-time, Exempt, Grade 24 position to Financial and Budget Manager, a Regular, Non-union, Full-time, Exempt, Grade 22 position in the Clerk/Treasurer's Office.

City Council Motion:

- To approve the elimination of the vacant Budget Manager position, a Regular, Non-union, Full-Time, Exempt, Non-Union, Grade 22, role in the Clerk/Treasurer's Office.
- To approve the reclassification of the Operations Director, a Regular, Non-union, Full-time, Exempt, Grade 24 position to Financial and Budget Manager, a Regular, Non-union, Full-time, Exempt Grade 22 position in the Clerk/Treasurer's Office.

City of Burlington Job Description

Position Title: Financial and Budget Manager

Department: Clerk/Treasurer

Reports to: Director of Finance

Pay Grade: 22

Job Code: 110

Exempt/Non-Exempt: Exempt

Union: N/A

Remote Work Rating: Tier 3

General Purpose: The two main components of this position are overseeing the development of the City's annual budget and monitoring revenues and expenditures for variance against the adopted budget.

Specifically, the Financial and Budget Manager will work in conjunction with Department Heads to develop multi-year revenue and expenditure projections, with a focus on the general fund. The Manager will also monitor current revenues and expenditures for variance against the adopted budget on a monthly basis and recommend action items. The position also provides training to city employees on budget preparation and financial reporting.

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.)

- In coordination with Director of Finance, oversee preparation of City-wide operating budgets, including developing and presenting procedures, requirements, instructions, and schedules for budget input, review, and modifications.
- Responsible for developing major facets of the City budget in conjunction with Department Heads.
- Recommend and develop standards and procedures to guide the administration of Citywide organizational budgeting.
- Develop and update monthly financial reports for budgetary control. Make projections concerning revenues and expenditures for the remainder of the fiscal year and make recommendations to adjust budgets and expenditure authorizations to maintain structural balance between revenues and expenditures.
- Provide oversight & tracking of the City's monthly, quarterly, and yearly reconciliations to ensure they are current and complete. Report statuses & outstanding issues to senior management. Follow up with staff assigned to reconciliations & assist with settlement issues as needed.
- Review requests for budget amendments to ensure budget control.
- Develop training for creating budgets and financial management for City staff.

- As directed, conduct budget and financial requirement analyses on major budget planning issues and alternatives.
- Work with the Capital Programs Director to integrate CIP budgets, expenditures, bond authorizations, and multi-year capital planning into the budget. Provide oversight and integration of the capital budget into the City's overall budget planning and preparations.
- Direct and support the development and implementation of financial and statistical measures to evaluate the existing and future financial environment of the City.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- A Bachelor's degree in accounting, business management, finance or a related field. Additional experience may be substituted for degree requirement on a two-for-one year basis.
- At least 5 years experience as a budget analyst, financial analyst, business accountant, or similar.
- Thorough knowledge of legal frameworks and business accounting procedures.
- Comfort navigating & compiling data from multiple software/sources, especially high-level of Excel knowledge (at a minimum, comfort with pivot tables and basic formulas).
- Excellent written communication and interpersonal skills.
- Strong analytical and problem-solving abilities.
- The ability to collaborate with multiple internal and external stakeholders.
- Great organizational skills and attention to detail.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

	Task/Skill/ Ability	Frequency		Task/Skill/ Ability	Frequency
X	Seeing	Constant	X	Ability to lift and Carry, push or pull	
X	Color perception (red, green, amber)	Constant	X	10 - 25lbs	Occasional
X	Hearing/listening	Constant		25 - 50lbs	

X	Clear speech	Constant			50 - 75lbs	
X	Touch/ Dexterity -	Constant			75+ lbs	
X	Hand		X	Analysis/ Comprehension	Constant	
X	Finger		X	Judgment/ decision making	Constant	
X	Reading -			Utilization of pressurized equipment		
	Simple			Moving objects		
	Basic			high places		
X	Complex	Frequent		fumes/odors		
X	Writing -			hazardous materials		
	Simple		X	dirt/dust	Occasional	
	Basic					
X	Complex	Frequent				
	Mathematics					
	Simple					
	Basic					
X	Complex	Frequent				
X	Walk or move over distances under own power					
X	within offices/ building or even terrain)	Constant				
X	outdoors or uneven terrain	Occasional				
X	Work alone, under minimal supervision	Frequent				
X	Work directly and indirectly with others	Frequent				
X	Verbal contact with others	Constant				
X	Face-to-face contact	Frequent				
	Work outdoors in -					
	extreme heat					
	extreme cold					
	other adverse weather conditions					

Never	Occasional	Frequent	Constant
0%	1-33%	34-66%	67-100%
0%	equal or less than 2.6 hours	2.7 -5.2 hours	equal or greater than 5.3 Hours
* all times and %s are based on a the assumption of an 8 hour shift schedule			

Supervision:

Financial and Budget Manager

Page 4

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.

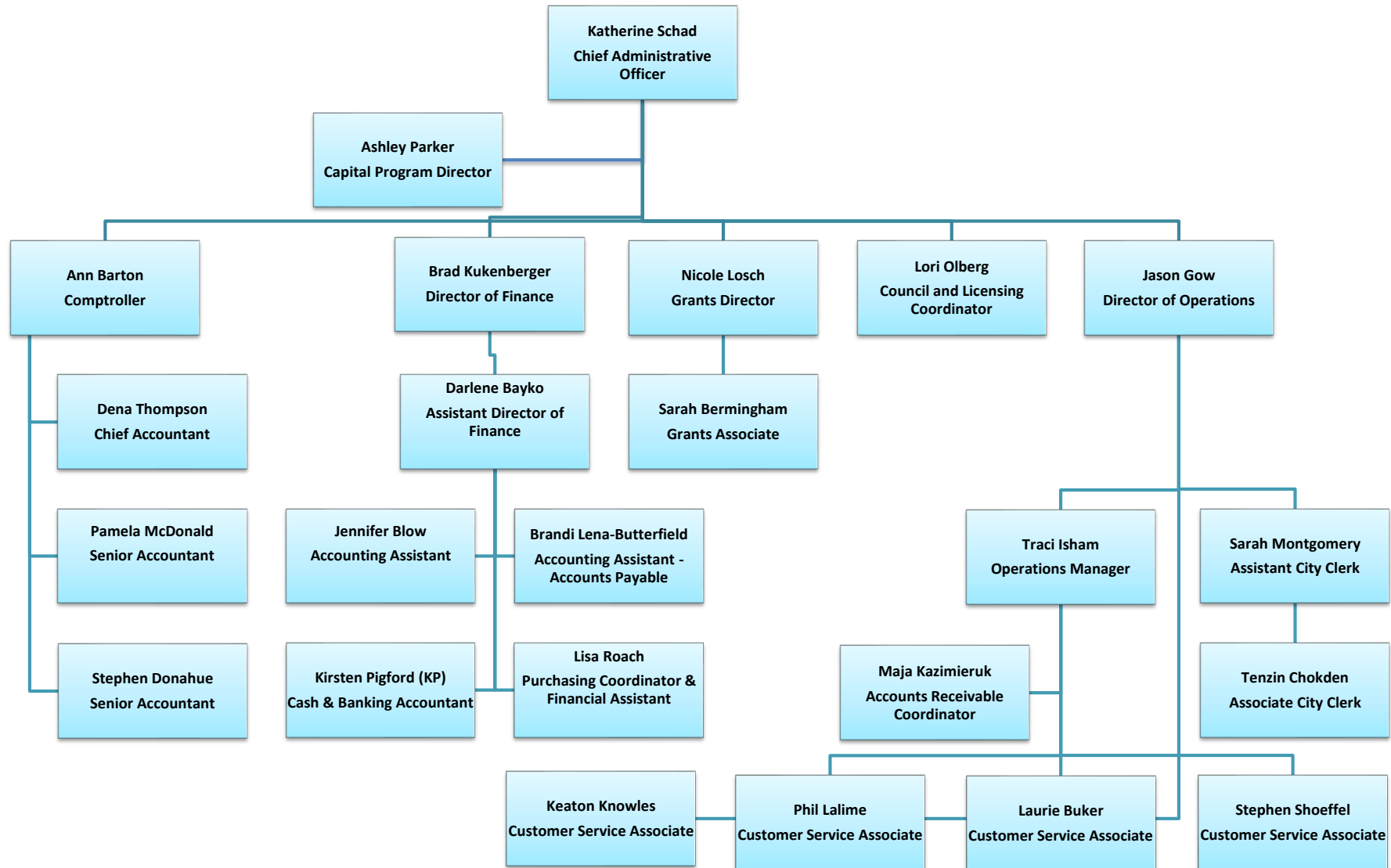
Approvals:

Department Head: _____ Date: _____

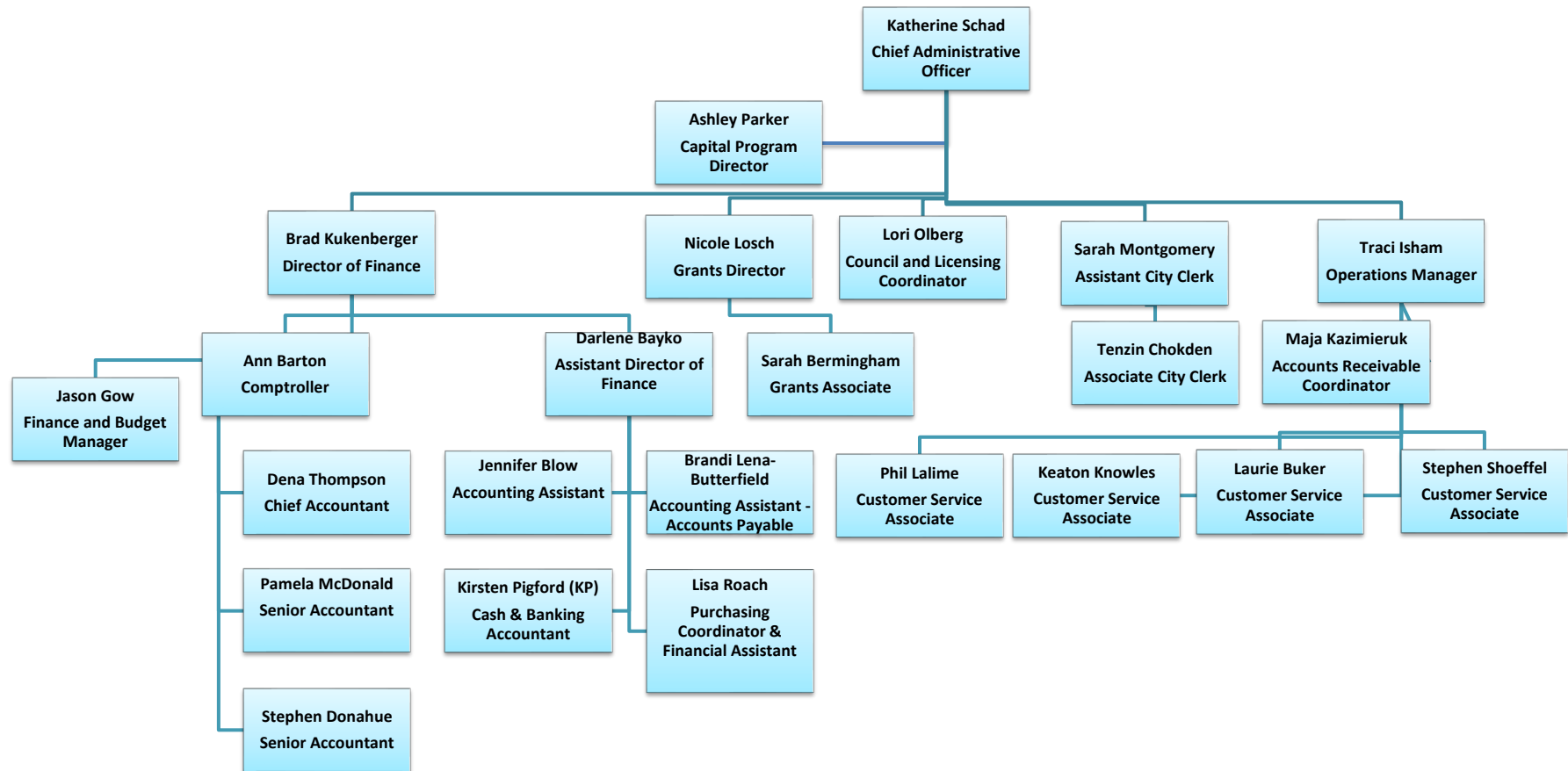
Human Resources: _____ Date: _____

Created January 2025.

CLERK & TREASURER'S OFFICE
January 2025



CLERK & TREASURER'S OFFICE
February 2025 - PROPOSED





City of Burlington, VT
149 Church Street,
Burlington, VT 05401

www.burlingtonvt.gov/plan

TO: Board of Finance and City Council
FROM: Charles Dillard, Director, Office of City Planning
DATE: February 10, 2025
RE: Reclassification of existing Planner position to Senior Planner

Executive Summary

The Office of City Planning requests the reclassification of the Planner position to Senior Planner.

Background

The Office of City Planning currently operates with three professional planning positions: a Director, a Principal Planner (currently vacant), and a Planner. Given the breadth and pace of the Office's work, a reclassification of the Planner position to Senior Planner will offer several benefits:

- The Senior Planner position includes project management responsibilities not appropriate for a staff with the Planner title. The Office of City Planning typically manages multiple planning studies at any given time and is currently managing the *planBTV: New North End* and Comprehensive Planning processes, as well as providing project management for the City's Open Space Historic Preservation plans. This reclassification will increase the Office's capacity to manage these and future plans;
- A reclassification would provide enhanced community engagement leadership and acknowledge the critical role of engagement in advancing government transparency and responsiveness;
- A reclassification would allow OCP to spread responsibilities for Planning Commission administration, specifically by assigning staff liaison responsibilities for the Commission's Long Range Planning Committee;
- A reclassification to Senior Planner acknowledges that an office of just three planners is a demanding work environment that calls for professional accreditation for all staff through the American Institute of Certified Planners certification (AICP); and,
- Finally, a reclassification would provide security to this small but critical Office by encouraging staff retention and commensurate pay.

Overall, a reclassification will improve operations and efficiency within the Office of City Planning and ensure the long-term success within this critical City function.

Financial Impact

Position (current): Planner
Position (proposed): Senior Planner
Current Grade/Step: 18/3
Proposed Grade/Step: 19/2
Current Pay Rate: \$34.89/hour
Proposed Pay Rate: 37.10/hour

The impact on the FY25 budget resulting from this increase in pay is modest and estimated at approximately \$1,840.00 above the amount budgeted for the position. However, any gap is more than compensated for by savings generated by the vacant Principal Planner position, budgeted at over \$90,000.00 in FY25. That position has remained vacant since July 1, 2024, generating over \$56,000.00 in year-to-date savings.

Motions

Board of Finance Motion: To approve and recommend that the City Council approve and authorize the reclassification of the Planner, a regular, exempt Grade 18 position to a regular, exempt Grade 19 position within the Office of City Planning.

City Council Motion: To approve and authorize the reclassification of the Planner, a regular, exempt Grade 18 position to a regular, exempt Grade 19 position within the Office of City Planning.

City of Burlington

Job Description

Position Title: Senior Planner

Department: Office of City Planning

Reports to: Director of Planning

Pay Grade: 1819

Job Code:

Exempt/Non-Exempt: Exempt

Union: Non-Union

General Purpose: Under the supervision of the ~~Principal Planner~~ Planning Director, the Senior Planner is responsible for advancing the development and implementation of the City's Municipal Development Plan (planBTV) and other comprehensive/long-range planning studies; conducting research and analysis related to amendments to land use regulations; coordinating and facilitating public outreach and engagement activities necessary for successful planning efforts on behalf of the Planning Department; and assisting the working with the Principal Planner in duties related to the Planning Commission. ~~The Senior Planner is also is position is also a core member of the City's data analytics team,~~ responsible for the management, collection, use, analysis, and sharing of spatial data as it relates to natural resources, land use, development, demographics, economics, and City operations.

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)

Essential Functions:

- Overall responsibility for coordinating the development of citywide comprehensive land use planning and development in collaboration with other City departments included but not limited to: Works with the Planning Director on maintenance and updates to the City's municipal development plan (planBTV); Manages planning studies, including the solicitation and review of consultant proposals; drafts area-specific and resource/issue-specific plans in collaboration with other City departments and in coordination with local and regional constituent groups; supports Principal Planner with amendments to the City's comprehensive development ordinance; and works with Planning Commission, City Attorney, City Council, and others to obtain enactment of plans and policies.
- ~~Collaborates in the development of citywide comprehensive land use planning and development policies including the collection and presentation of data regarding land use and development trends; drafts area-specific and resource/issue-specific plans; and plans and facilitates related public outreach and engagement activities.~~
- Coordinates and facilitate public outreach and engagement activities necessary for successful planning efforts on behalf of the Planning Department, and also serves as a technical resource to a variety of citizen advisory boards and commissions, Neighborhood Planning

DRAFT - ~~2/4/2025~~~~2/4/2025~~~~2/3/2025~~~~1/2/2025~~Assemblies (NPA's), individual citizens, and others regarding land use and development issues.

- Participates in the preparation of land use and development regulations, capital plans, and other implementation measures resulting from comprehensive planning efforts.
- Participates in the review of the plans of other city departments, state and regional agencies, institutions, and adjoining municipalities for coordination with city development policy and assessment of potential impact on city objectives.
- Oversees the preparation of regulations, plans, and implementation measures as assigned by the ~~Principal Planner and~~ Planning Director. Serves as the department liaison on interdepartmental projects as ~~assigned~~needed.
- Regularly uses and maintains Geographic Information Systems (GIS) software to collect, analyze, manage, and visualize spatial data, creating maps and reports to interpret geographic trends and patterns, often supporting decision-making across various industries by presenting complex information in a visually accessible format.
- Regularly uses ~~geographic information systems~~GIS, computer databases, electronic spreadsheets, desktop publishing, word processing, and statistical applications to manipulate, analyze, and effectively communicate complex sets of data.
- Works regularly with the department's multidisciplinary data and policy analysts to analyze data and deploy data tools, methods and effective visualizations of spatial information to develop and communicate department projects as well as other City departments' efforts.
- Supports-Works with the Principal Planner and Planning Director in preparation and posting of Planning Commission agendas, minutes, and public hearing notices in accordance with department procedures and state statute and attends Commission and other public meetings as requested, specifically serving as lead staff to the Long Range Planning Committee.
- Regular attendance at evening, and sometimes weekend, meetings is expected.
- Maintains records and filing systems, including maintenance of applicable resolutions, ordinances, meeting minutes and other related material relevant to projects and policies, in accordance with City retention requirements and storage schedule.
- Maintains positive and collaborative working relationships in routine interactions with other City and non-city department officials, agencies, elected officials, and members of the public involved in the planning process.
- Maintains positive public relations in providing information, soliciting community input, and handling public concerns.
- Applies progressive planning principles; stays up-to-date and ensures compliance with local, state and federal rules and regulations applicable to the creation of plans and land use policies; and demonstrates commitment to continuing education on planning practice.

Non-Essential Job Functions:

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- Performs other duties as required.

Educational/Professional Requirements

- A Bachelor's Degree in Urban Planning, Geography, Engineering, Public Administration, Natural Resources, or closely related field and at least one year of professional planning experience is required; or,

A Master's Degree in Urban Planning, Geography, Engineering, Public Administration, Natural Resources or closely related field is preferred.

- Experience working in municipal setting or in the development of long range plans, policy documents, and regulations as well as performing technical research or data analysis, is strongly preferred.
- American Institute of Certified Planners (AICP) certification is required within one year of hiring date. Failure to achieve certification may result in reclassification of the position and associated salary impacts.

Workplace Skills

- Demonstrated knowledge of wide variety of planning issues, development (zoning and subdivision) regulations, and pertinent state and local regulations, and to read development plans and other technical planning documents is required, as well as demonstrated ability to obtain further working knowledge of applicable fields of practice.
- Demonstrated working knowledge of a variety of software applications applied to planning practice, urban data analysis and research including ESRI GIS products is required. Experience in using Sketch-Up, Adobe Creative Suite, and other similar applications is desirable.
- Ability to quickly interpret data formats, attributes, their properties, and recognize opportunities to apply spatial data in projects.
- Demonstrated ability to communicate effectively in writing, orally, and graphically, and excellent interpersonal skills are required.
- Professionalism, tact, and discretion in addressing controversial and emotionally charged issues, and the ability to establish and maintain positive and effective employee and public relations.
- Ability to work independently, manage, and prioritize multiple initiatives, and to engage in collaborative decision-making.
- Interest in contributing to the City of Burlington, and improving the quality and effectiveness of governmental services.
- Commitment to on-going professional education and training to enhance job-based knowledge and expertise.

DRAFT - ~~2/4/2025~~~~2/4/2025~~~~2/3/2025~~~~1/2/2025~~**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. The position works in a standard office environment; field work and site visits, as well as evening work, are typically required.

<u>-</u>	<u>Task/Skill/ Ability</u>	<u>Frequency</u>	<u>-</u>	<u>-</u>	<u>Task/Skill/ Ability</u>	<u>Frequency</u>
<u>X</u>	<u>Seeing</u>	<u>Constant</u>	<u>-</u>	<u>X</u>	<u>Ability to lift and Carry, push or pull</u>	<u>-</u>
<u>X</u>	<u>Color perception (red, green, amber)</u>	<u>Constant</u>	<u>-</u>	<u>X</u>	<u>10 - 25lbs</u>	<u>Occasional</u>
<u>X</u>	<u>Hearing/listening</u>	<u>Constant</u>	<u>-</u>		<u>25 - 50lbs</u>	<u>-</u>
<u>X</u>	<u>Clear speech</u>	<u>Constant</u>	<u>-</u>		<u>50 - 75lbs</u>	<u>-</u>
<u>X</u>	<u>Touch/ Dexterity -</u>	<u>Constant</u>	<u>-</u>		<u>75+ lbs</u>	<u>-</u>
<u>X</u>	<u>Hand</u>		<u>-</u>	<u>X</u>	<u>Analysis/ Comprehension</u>	<u>Constant</u>
<u>X</u>	<u>Finger</u>		<u>-</u>	<u>X</u>	<u>Judgment/ decision making</u>	<u>Constant</u>
<u>X</u>	<u>Reading -</u>		<u>-</u>		<u>Utilization of pressurized equipment</u>	<u>-</u>
<u>-</u>	<u>Simple</u>		<u>-</u>		<u>Moving objects</u>	<u>-</u>
<u>-</u>	<u>Basic</u>		<u>-</u>		<u>high places</u>	<u>-</u>
<u>X</u>	<u>Complex</u>	<u>Frequent</u>	<u>-</u>		<u>fumes/odors</u>	<u>-</u>
<u>X</u>	<u>Writing -</u>		<u>-</u>		<u>hazardous materials</u>	<u>-</u>
<u>-</u>	<u>Simple</u>		<u>-</u>	<u>X</u>	<u>dirt/dust</u>	<u>Occasional</u>

DRAFT - 2/4/2025 2/4/2025 2/3/2025 1/2/2025

-	<u>Basic</u>		-	<u>X</u>	<u>vehicle operation</u>	<u>Occasional</u>
<u>X</u>	<u>Complex</u>	<u>Frequent</u>	-	<u>X</u>	<u>Work indoors</u>	<u>Constant</u>
-	<u>Mathematics</u>		-			-
-	<u>Simple</u>		-			-
-	<u>Basic</u>		-			-
<u>X</u>	<u>Complex</u>	<u>Frequent</u>	-			-
<u>X</u>	<u>Walk or move over distances under own power</u>		-			-
<u>X</u>	<u>within offices/ building or even terrain)</u>	<u>Constant</u>	-			-
<u>X</u>	<u>outdoors or uneven terrain</u>	<u>Occasional</u>	-			-
<u>X</u>	<u>Work alone, under minimal supervision</u>	<u>Frequent</u>	-			-
<u>X</u>	<u>Work directly and indirectly with others</u>	<u>Frequent</u>	-			-
<u>X</u>	<u>Verbal contact with others</u>	<u>Constant</u>	-			-
<u>X</u>	<u>Face-to-face contact</u>	<u>Frequent</u>	-			-
<u>X</u>	<u>Work outdoors in -</u>		-			-
-	<u>extreme heat</u>		-			-
-	<u>extreme cold</u>		-			-
-	<u>other adverse weather conditions</u>		-			-

<u>Never</u>	<u>Occasional</u>	<u>Frequent</u>	<u>Constant</u>
<u>0%</u>	<u>1-33%</u>	<u>34-66%</u>	<u>67-100%</u>
<u>0%</u>	<u>equal or less than 2.6 hours</u>	<u>2.7 -5.2 hours</u>	<u>equal or greater than 5.3 Hours</u>
<u>* all times and %s are based on a the assumption of an 8 hour shift schedule</u>			

x seeing _x_ ability to move distances _x_ lifting (specify)
x color perception _x_ within and between _30_ pounds

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~~___ (red, green, amber) ___~~ ~~warehouses/offices~~ ~~___ x ___ carrying (specify)~~
~~___ x ___ hearing/listening ___~~ ~~climbing~~ ~~___ 30 ___ pounds~~
~~___ x ___ clear speech ___~~ ~~ability to mount and~~ ~~___ x ___ 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 ___~~ ~~___ x ___ outside~~ ~~___ pressurized equipment~~
~~___ x ___ works alone ___~~ ~~extreme heat~~ ~~___ moving objects~~
~~___ x ___ works with others ___~~ ~~extreme cold~~ ~~___ high places~~
~~___ x ___ verbal contact w/others ___~~ ~~noise~~ ~~___ fumes/odors~~
~~___ x ___ face to face contact ___~~ ~~mechanical equipment~~ ~~___ hazardous materials~~
~~___ x ___ inside ___~~ ~~electrical equipment~~ ~~___ dirt/dust~~

Supervision:Directly Supervises: 0 Indirectly Supervises: 0 **Disclaimer:**

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

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Annual Review:

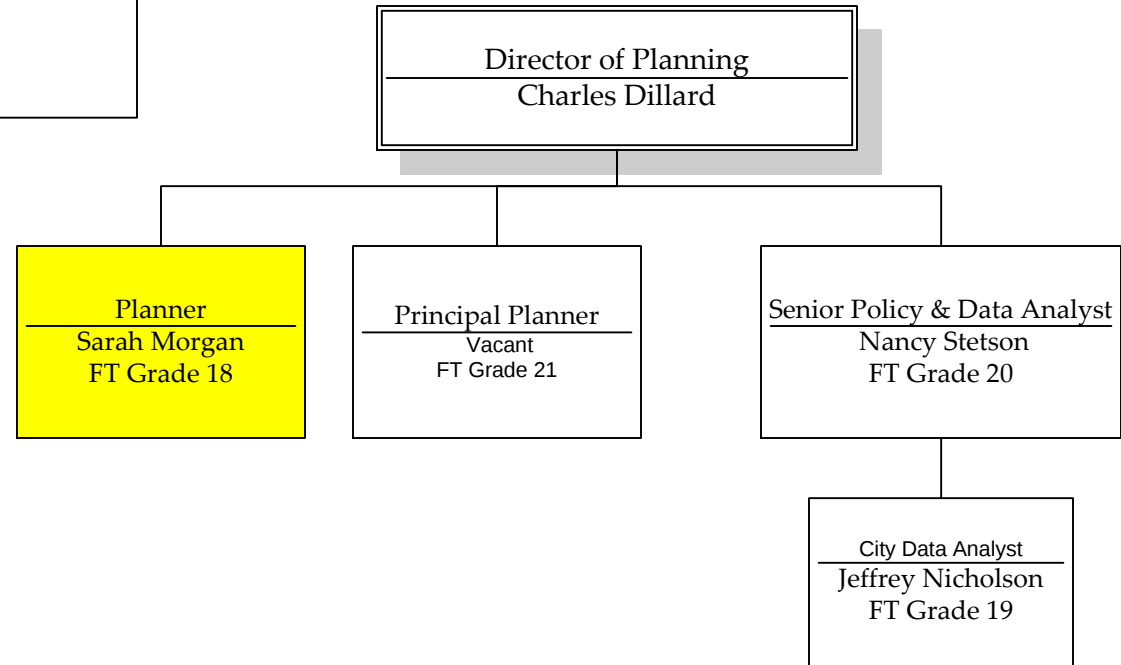
Employee Signature: _____

Date: _____

Revised:

Department of Planning

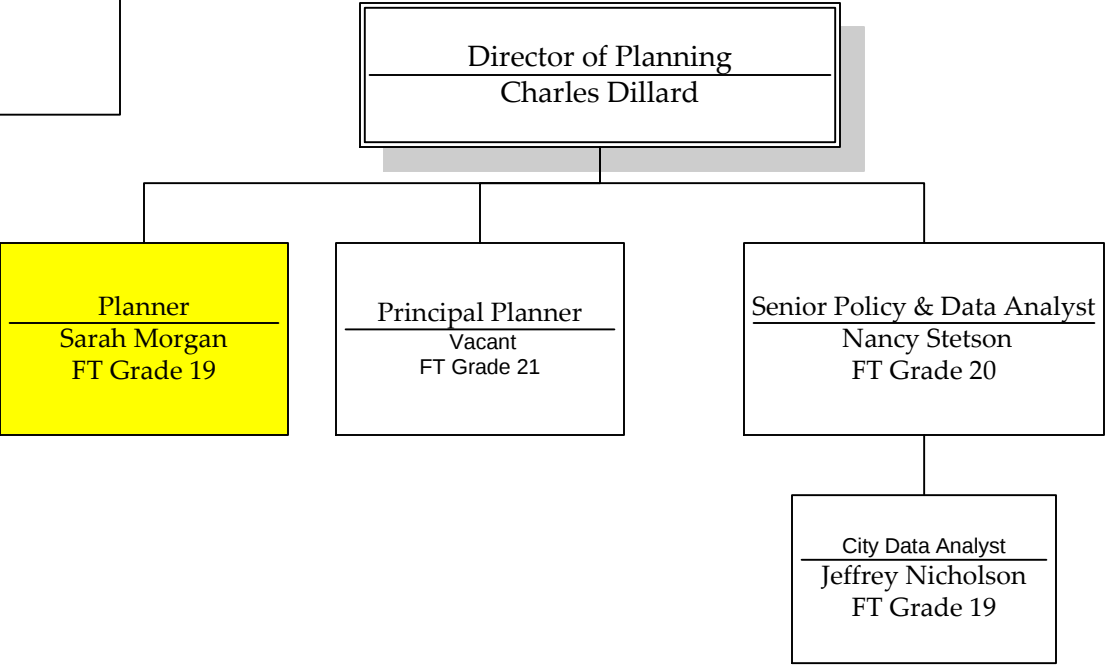
Feb 2025



Proposed

Department of Planning

Feb 2025



Board of Finance and City Council Submission Checklist

Department: Office of City Planning Submitter: Charles Dillard

Title/Subject: Reclassification of Planner position to Senior Planner

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	Click or tap to enter a date.
☒	Concurrent	2/10/2025

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	2/3/2025	Charles Dillard
Mayor's Office informed and approved memo	Yes	2/4/2025	Joe Magee
Board/Commission, if required	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	2/4/2025	Kim Sturtevant
CAO has reviewed budget, financing, and memo	Yes	2/4/2025	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	Yes	2/3/2025	Orieta Glozheni
CIO, if an IT-related investment/purchase	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

	Included?	Note
Final Memo Attached?	Yes	Click or tap here to enter text.
Contract Attached, if applicable?	Choose an item.	Click or tap here to enter text.
Additional Materials, if necessary	Yes	Org Charts and Redline JD
Draft Resolution or Motion?	Yes	Click or tap here to enter text.
If for submission to Council, are sponsors identified?	Choose an item.	Click or tap here to enter text.

Resolution Relating to

MUNICIPAL RESOLUTION FOR DOWNTOWN
TRANSPORTATION FUND

RESOLUTION _____
Sponsor(s): Board of Finance
Introduced: _____
Referred to: _____
Action: _____
Date: _____
Signed by Mayor: _____

CITY OF BURLINGTON

In the year Two Thousand Twenty-Five.....
Resolved by the City Council of the City of Burlington, as follows:

That WHEREAS, the State of Vermont has established a Downtown Transportation and Related Capital Improvement Fund (the “Fund”), pursuant to 24 V.S.A. § 2796, which fund is managed by the Vermont Downtown Development Board; and

WHEREAS, subdivision (c) of Section 2796 provides for grants to municipalities from the Fund in the amount of not more than \$250,000 annually, subject to a 20 percent match, or \$50,000 in total, for the following purposes set forth in the statute: “financing capital transportation projects, including construction or alteration of roads and highways, parking facilities, and rail or bus facilities or equipment, or for the underground relocation of electric utility, cable, and telecommunications lines”; and

WHEREAS, the Clerk/Treasurer’s Office and Department of Public Works have prepared an application (the “Application”) for a grant from the Fund in the foregoing amount and subject to the foregoing match, for purposes set forth in the staff report;

NOW, THEREFORE, BE IT RESOLVED that the City Council authorizes the Application; and

BE IT FURTHER RESOLVED that if a grant is awarded, the Public Works Director or designee is authorized to accept the award, to enter a grant agreement with the State for the award, including by committing to the required local match and subject to review and approval by the City Attorney, and to take such further actions, and to execute such further instruments approved as to form by the City Attorney, as may be necessary or convenient to effectuate the transactions contemplated hereby; and

BE IT FURTHER RESOLVED that, insofar as the Planning Commission’s positive recommendation is a grant requirement, the foregoing is subject to such a recommendation, and staff is hereby directed to present the Application to the Planning Commission at the earliest opportunity; and

BE IT FURTHER RESOLVED that if the Planning Commission recommends in favor of submitting the Application, staff is directed to attach a certified motion to that effect hereto as evidence of the Planning Commission’s support.



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Post Office Box 849
Burlington, VT 05402-0849
802.863.9094 VOX
802.863.0466 FAX
802.863.0450 TTY
www.burlingtonvt.gov

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

TO: Board of Finance, City Council, Planning Commission

FROM: Chapin Spencer, Director, Department of Public Works
Sarah Bermingham, Grants Associate, Clerk/Treasurer's Office

DATE: February 10, 2025 (BOF/CC); February 11, 2025 (Planning Commission)

CC: Peter Procaccio P.E., Senior Public Works Engineer
Laura Wheelock P.E., City Engineer/Division Director – Technical Services

RE: Downtown Transportation Fund Grant Application

Request:

The Department of Public Works ("DPW") and the City's Grants Team is requesting Board of Finance, City Council, and Planning commission approval for the City to apply to the Downtown Transportation Fund, administered by the Vermont Agency of Commerce and Community Development to support the Main Street Project. The grant amount is \$200,000 to be paid upfront by the City of Burlington and then reimbursed by VACCD, with a local match of \$50,000 in previously-approved Downtown Tax Increment Financing (DT-TIF) funds for a total project budget of \$250,000. Prior approval of the local match from City Council and the Planning Commission is required to submit an application.

Background of the Main Street Project:

The purpose of Great Streets Main Street is to improve connectivity between Burlington's most significant assets: the downtown and Lake Champlain waterfront. This need is established in planBTV Downtown & Waterfront, the comprehensive plan that guides redevelopment in the project area, and Great Streets Design Standards, the standards that advance the community's vision for rebuilding the urban center according to four values articulated by the residents of Burlington: walkable and bikeable, sustainable, vibrant, and functional. As stated in these plans, Main Street's infrastructure has outlived its useful life and is hindering the transportation, economy, equity, and environmental goals of Burlington and the region.

The public vote in March 2015 authorized the initiative's first efforts in the City's Downtown Tax Increment Financing (DT-TIF) District by supporting the borrowing of \$10,000,000 to make new investments in downtown public infrastructure to ensure that Burlington residents have a downtown that is a vibrant, walkable and sustainable urban center. Voters additionally supported the Great Streets Main Street Project at the March 2022 Town Meeting Day public vote with support to secure an additional \$25,920,000 in debt, matching the Vermont Economic Progress Council (VEPC) approved borrowing amount of \$35,920,000. In August 2022, the City then issued Bond Series 2022B in the original principal amount of \$30,120,000, with \$4,261,971 in Premiums received, to support the improvements associated with the Great Streets Main Street project. In March of 2024, the City received authorization from VEPC for the updated project scope and full amount of proceeds and premiums issued with the Bond. Phase 1 construction began February 5, 2024 and includes Main Street between South Winooski Avenue and Pine Street – the voter-approved blocks for design and construction using the City's DT-TIF District. The project was split into two phases due to bids coming in higher than the engineers estimate. Phase 2 does not have a planned construction date at this time as funding still needs to be identified.

After a prioritization process to cover project costs with available funding, on-street amenities like seating/benches, a bus shelter, bike racks, and other geographical tie-ins were value-engineered out of the Main Street Great Streets project. Funding from this Downtown Transportation Fund Grant will create a funding source to bring these on-street amenities back into the project on a similar completion timeline as opposed to a future date post-completion. Funding from this grant will allow for the purchase and installation of a variety of street amenities including benches, 1 bus shelter, bike racks, and elevation indicators. These amenities were removed from the scope of work during the value engineering process to ensure funding was available for the critical infrastructure and utility work to be completed. This grant will allow the project to meet the initial vision of the community and ensure downtown's livability is welcoming to the needs of residents and visitors.

Additional project information can be found on the website: greatstreetsbtv.com

Funding for the Main Street Project:

The total construction budget for Phase 1 of the Great Streets- Main Street project is \$29,106,184 which includes contingency. The funding for this project comes from the TIF downtown district. Vermont Economic Progress Council's (VEPC) November 2021 approval authorized reconstruction of Main Street to Great Streets standards from South Union Street to Battery Street. It also included relocation or reconstruction of the Ravine Sewer to enable development on the City-owned parking lot at the corner of Main and South Winooski as well as other downtown parcels. In March 2022, the voters approved this revised plan and the General Obligation Bond to fund the identified improvements. Upon receipt of construction bids, the estimated cost of the entire project increased by about 50%. City staff then recommended reducing the scope of work to fit the available funds. This included: value engineering, reducing the project area from six blocks to three blocks (retaining the work on the Ravine Sewer), and additional funding from City sources such as Street Capital and Water Resources.

Proposed Grant Budget:

As described above, the on-street amenities were removed from the Main Street construction contract after receiving bids from the contractors. The budget below uses contract pricing to create the workplan for utilizing the proposed Grant funds.

Item Description	Quantity	Unit Cost (\$)	Unit of Measurement	Total Cost
SPECIAL PROVISION (BENCH - TYPE A)	11	\$ 2,800.00	EACH	\$ 30,800.00
SPECIAL PROVISION (BENCH - TYPE B)	1	\$ 10,000.00	EACH	\$ 10,000.00
SPECIAL PROVISION (HEX BENCH)	9	\$ 8,200.00	EACH	\$ 73,800.00
SPECIAL PROVISION (STANDARD BIKE RACK)	19	\$ 850.00	EACH	\$ 16,150.00
SPECIAL PROVISION (BUS SHELTER)	1	\$ 81,000.00	EACH	\$ 81,000.00
SPECIAL PROVISION (GRANITE ELEVATION INDICATOR PAVERS)	170	\$ 42.00	LF	\$ 7,140.00
CITY OF BURLINGTON DPW STAFF PROJECT SUPPORT	80	\$ 75.07	HR	\$ 6,005.60
CONTINGENCY	1	N/A	LUMP SUM	\$ 25,104.40
TOTAL (\$)				\$ 250,000.00

Motions

Actions for Board of Finance:

To approve and recommend that the Board of Finance authorize the Director of Public Works and the Grants Team to apply for the Downtown Transportation Fund grant administered by VACCD for the Main St amenities in the amount of \$200,000, obligating the City to commit a local match of \$50,000 of the total project budget of \$250,000, subject to approval by the City Attorney's Office.

Actions for City Council:

To approve and recommend that the City Council authorize the Director of Public Works and the Grants Team to apply for the Downtown Transportation Fund grant administered by VACCD for the Main St amenities in the amount of \$200,000, obligating the City to commit a local match of \$50,000 of the total project budget of \$250,000, subject to approval by the City Attorney's Office.

Actions for Planning Commission:

To approve and recommend that the Planning Commission authorize the Director of Public Works and the Grants Team to apply for the Downtown Transportation Fund grant administered by VACCD for the Main St amenities in the amount of \$200,000, obligating the City to commit a local match of \$50,000 of previously-approved TIF funds the total project budget of \$250,000, subject to approval by the City Attorney's Office.

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Board of Finance and City Council Submission Checklist

Department: Department of Public Works Submitter: Sarah Bermingham

Title/Subject: Downtown Transportation Fund Grant Application

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	Click or tap to enter a date.
☒	Concurrent	2/10/2025

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	2/4/2025	Chapin Spencer
Mayor's Office informed and approved memo	Yes	2/5/2025	Erin Jacobsen
Board/Commission, if required	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	2/4/2025	Erik Ramakrishnan
CAO has reviewed budget, financing, and memo	Yes	2/5/2025	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?	N/A		Click or tap here to enter text.
Additional Materials, if necessary	N/A		Click or tap here to enter text.
Draft Resolution or Motion?	Yes		Click or tap here to enter text.
If for submission to Council, are sponsors identified?	Yes		Board of Finance