



Board of Finance

Monday, January 26, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

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1. Agenda

Subject	1.1. Motion to adopt agenda
Meeting	January 26, 2026 - Board of Finance Meeting - Monday, January 26, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adopt agenda

2. Public Forum

Subject	2.1. Verbal Comments
Meeting	January 26, 2026 - Board of Finance Meeting - Monday, January 26, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
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	January 26, 2026 - Board of Finance Meeting - Monday, January 26, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
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 20, 2026 Board of Finance Meeting Minutes - DFA
Meeting	January 26, 2026 - Board of Finance Meeting - Monday, January 26, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Department of Finance and Administration
Type	Action (Consent) Information Minutes
Recommended Action	approve the minutes

Subject	3.3. Harlem Knights Meets Roaring Twenties - REIB
Meeting	January 26, 2026 - Board of Finance Meeting - Monday, January 26, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Racial Equity, Inclusion, & Belonging (REIB)
Type	Action (Consent)
Recommended Action	to approve and authorize the Director of the Racial Equity, Inclusion, and Belonging Office and the Chief Administrative Officer to issue a sponsorship grant in the amount of \$2,000 to Hip Hop For Flood Relief to support the Harlem Knights Meets the Roaring Twenties event from the Community Celebrations GL

4. Deliberative Agenda

Subject **4.1. Resolution: Authorization For Burlington Electric Department Revenue Bonds For Net Zero Energy & Grid Reliability Projects - Electric**

Meeting January 26, 2026 - Board of Finance Meeting - Monday, January 26, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Burlington Electric Department

Type Action
Resolution

Recommended Action to waive the reading and recommend that the City Council adopt the resolution

Subject **4.2. Creation of OPC Grant and Project Manager Limited Service Position - Mayor**

Meeting January 26, 2026 - Board of Finance Meeting - Monday, January 26, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Mayor's Office

Type Action

Recommended Action move to approve and recommend that the City Council approve the creation of the following position: OPC Grant and Project Manager, a Limited Service, Part-Time (30 hours per week), Exempt, Non-union, Grade 20 position

Subject **4.3. Request for Job Description Updates and Position Reclassifications Department of Finance and Administration**

Meeting January 26, 2026 - Board of Finance Meeting - Monday, January 26, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Department of Finance and Administration

Type Action

Recommended Action 1. To approve and recommend that the City Council approve the following position reclassifications: a. Reclassification of one (1) Accounting Assistant I – Accounts Payable, nonexempt, full-time, AFSCME position, grade 14, to grade 15; b. Reclassification of one (1) Lead Accounts Payable Analyst, non-exempt, full-time, AFSCME position, grade 14, to grade 16; c. Reclassification of one (1) Grants & Finance Specialist, non-exempt, full-time, AFSCME position, grade 16, to grade 18; d. Reclassification of one (1) Grants Associate & Philanthropy Advisor, non-exempt, full-time, AFSCME position, grade 15, to grade 16; e. Reclassification of one (1) Billing & Admin Accountant, non-exempt, full-time, AFSCME position, grade 17, to one (1) Sr. Accountant, exempt, full-/part-time, non-union position, grade 18; and f. Reclassification of one (1) NPA Engagement Specialist, part-time, non-exempt, AFSCME position, grade 14, to a full-time position, grade 14. 2. To approve and recommend that the City Council authorize the Chief Administrative Officer to make such amendments to the FY26 Budget as may be necessary or convenient to effectuate the foregoing staff reorganization, in substantial conformance with the information outlined in the staff report, for a total FY 26 impact of \$26,795.70.

5. Adjournment

Subject	5.1. Motion to adjourn
Meeting	January 26, 2026 - Board of Finance Meeting - Monday, January 26, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	5. Adjournment
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adjourn



**BURLINGTON BOARD OF FINANCE
BUSHOR CONFERENCE ROOM, 149 CHURCH STREET, 1ST FLOOR
MINUTES OF MEETING
January 20, 2026**

1. Agenda

1. Agenda

Mayor Mulvaney-Stanak convened the meeting at 5:03 pm.

Members present: Mayor Mulvaney-Stanak, CAO Schad, Councilor Barlow (all in person); Councilors Carpenter, Neubieser and City Council President Traverse (all online, then BT in person)

Others present: Assistant City Attorney Ramakrishnan, Councilor Bergman, Fire Chief Curtin, Interim Police Chief Burke, Planning Director Dillard, BPRW Director Lewis, CEDO Director Alnasrawi, DPW Director Spencer, HR Director Reagan, DOF Kukenberger, Josh Kurtlink (BFFA) and Patrick Hartman (BPOA)

Subject

1.1. Motion to adopt agenda

Meeting

January 20, 2026 - Board of Finance Meeting - Tuesday, January 20, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category

1. Agenda

Department

Council and Board

Type

Action
Procedural

Recommended Action Motion to adopt agenda

1.1. Motion to adopt agenda

Motion made by Councilor Barlow, seconded by Councilor Carpenter, to adopt the agenda as presented.
Motion passed unanimously.

2. Public Forum

2. Public Forum

Subject

2.1. Verbal Comments

Meeting

January 20, 2026 - Board of Finance Meeting - Tuesday, January 20, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category

2. Public Forum

Department

Council and Board

Type Action
Procedural

Recommended Action open Public Forum
close Public Forum

2.1. Verbal Comments

Scott Lowe: Ward 5, opposed to police & fire tax

Sharon Bushor: planBTV \$ - people missing- expand membership

3. Consent Agenda

3. Consent Agenda

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

Meeting January 20, 2026 - Board of Finance Meeting - Tuesday, January 20, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

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

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

Motion made by Councilor Barlow, seconded by Councilor Carpenter, to adopt the consent agenda as presented and take the actions indicated. Motion passed unanimously.

Subject 3.2. January 12, 2026 Board of Finance Meeting Minutes - DFA

Meeting January 20, 2026 - Board of Finance Meeting - Tuesday, January 20, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Department of Finance and Administration

Type Action (Consent)
Information
Minutes

Recommended Action approve the minutes

3.2. January 12, 2026 Board of Finance Meeting Minutes - DFA

4. Deliberative Agenda

4. Deliberative Agenda

Subject 4.1. Authorization to Execute Contract with Interface Studio for planBTV: 2050 - Planning

Meeting January 20, 2026 - Board of Finance Meeting - Tuesday, January 20, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Planning

Type Action

Recommended Action 1. approve and recommend that the City Council approve the expenditure of up to \$340,000.00 (\$325,755.00 + 4.2% contingency) from the sources identified above; and
2. authorize, and recommend that the City Council authorize, the Planning Director to execute the contract with Interface Studio for planBTV: 2050, subject to the review and approval of the City Attorney

4.1. Authorization to Execute Contract with Interface Studio for planBTV: 2050 - Planning
Motion made by Councilor Barlow, seconded by City Council President Traverse, to approve the motion as presented. Motion passed unanimously.

Subject 4.2. March 3, 2026 Annual City Meeting - Increase In Police & Fire Tax Rate - Mayor

Meeting January 20, 2026 - Board of Finance Meeting - Tuesday, January 20, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Mayor's Office

Type Resolution
Discussion
Information

4.2. March 3, 2026 Annual City Meeting - Increase In Police & Fire Tax Rate - Mayor
Motion made by Councilor Neubieser, seconded by Councilor Carpenter, to recommend that the City Council waive the reading and adopt the resolution (will be part of the 1/26 City Council Deliberative Agenda).
Motion passed **4** (Mayor Mulvaney-Stanak, Councilors Barlow, Neubieser and Carpenter: ayes):**1** (City Council President Traverse: nay).

5. Reclassifications - HR

5. Reclassifications - HR

Subject 5.1. Reclassifications - HR

Meeting January 20, 2026 - Board of Finance Meeting - Tuesday, January 20, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 5. Reclassifications - HR

Department Human Resources

Type Discussion
Information

5.1. Reclassifications - HR
HR Director spoke to this agenda item.

6. Adjournment

6. Adjournment

Subject

6.1. Motion to adjourn

Meeting

January 20, 2026 - Board of Finance Meeting - Tuesday, January 20, 2026, 5:00 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category

6. Adjournment

Department

Council and Board

Type

Action
Procedural

Recommended Action

Motion to adjourn

6.1. Motion to adjourn

Mayor Mulvaney-Stanak adjourned the meeting at 6:11 pm.



MEMORANDUM

Date: January 26, 2026 and February 9, 2026
To: Board of Finance and City Council

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

Re: **Harlem Knights Meets Roaring Twenties**

Request

The Office of Racial Equity, Inclusion, and Belonging (REIB) is seeking approval and authorization to execute a sponsorship agreement subject to the review and approval of the City Attorney's Office, granting City funds as follows: One agreement with Hip Hop For Flood Relief to support and manage the Harlem Knights Meets the Roaring Twenties event granting \$2,000. Funding for this agreement will come from the Community Celebrations GL.

Background

The REIB seeks to sponsor Hip Hop For Flood Relief, a community organization dedicated to strengthening communities of color and advancing community engagement, inclusion, and belonging. Harlem Knights Meets the Roaring Twenties is a four-hour, interactive Black History Month event that celebrates Black history, culture, and joy through music, food, games, and participatory experiences.

Hip Hop For Flood Relief is a BIPOC-led initiative that addresses climate resilience, violence prevention, and cultural empowerment in Burlington's BIPOC communities. Hip Hop For Flood Relief focuses on fostering inclusivity, youth leadership, and community healing while promoting long-term sustainability and impact.

The program emphasizes engagement over performance and belonging over spectacle. A live performance by Kerubo with band will serve as the cultural centerpiece, creating a high-impact moment that anchors the event while remaining integrated into the broader participatory experience. Additional program elements include DJ-curated music, facilitated games, food-



centered storytelling, and guided collective reflection, all designed to foster connection across generations.

This event strongly aligns with the goals of the REIB and the City of Burlington. It offers low-barrier opportunities for participation, centers Black culture in an inclusive and interactive format, and emphasizes connection, joy, and shared humanity alongside historical context. The event is intentionally welcoming to participants of all ages, backgrounds, and levels of familiarity with Black History Month programming. Funding is requested to support the featured artist, Kerubo with band, and the interactive cultural activations, ensuring a high-quality, engaging program.

Funding for Project

Hip Hop For Flood Relief's sponsorship grant of \$2,000 is included in the REIB's FY26 Community Celebrations GL.

Department Contact

If you have any questions, please contact Kelli Perkins, Director of Racial Equity, Inclusion, and Belonging at kperkins@burlingtonvt.gov.

Motions

The Office of Racial Equity, Inclusion, and Belonging requests the Board of Finance and City Council approve the following motions subject to review and approval by the City Attorney's Office:

1. To approve and authorize the Director of the Racial Equity, Inclusion, and Belonging Office and the Chief Administrative Officer to issue a sponsorship grant in the amount of \$2,000 to Hip Hop For Flood Relief to support the Harlem Knights Meets the Roaring Twenties event from the Community Celebrations GL.

Board of Finance and City Council Submission Checklist

Version: April 2025

Department: REIB Submitter: Vicky Luciano

Title/Subject: Harlem Knights Meets the Roaring Twenties

Approval Requested:	Meeting Date:
<input checked="" type="checkbox"/> Board of Finance	1/26/2026
<input checked="" type="checkbox"/> City Council	2/9/2026
<input type="checkbox"/> Both BOF and Council	Click or tap to enter a date.

Instructions

1. This form must be completed by the person submitting the materials.
2. This form must be sent with the final submission of materials in advance of the meeting.
3. Do not indicate that a sign-off was received until it has actually been obtained.
4. Commission reports and presentations do not need to be reviewed by the CAO or Attorneys.
5. Name the reviewing Attorney or HR Manager in the Note column.

Signoff Needed	Received?	Approval Date	Note
Department Head	Yes	1/19/2026	Kelli Perkins
Mayor's Office	Yes	1/20/2026	Erin Jacobsen
Board/Commission	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office for memo and contracts or legal documents	Yes	1/20/2026	Emmett Wood
City Attorney's Office for memo and motion(s) or resolution(s)	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CAO for budget, financing, and memo	Yes	1/20/2026	Katherine Schad
Human Resources, if personnel action or policy	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if IT-related	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

Resolution Relating to

RESOLUTION _____

AUTHORIZATION FOR BURLINGTON ELECTRIC
DEPARTMENT REVENUE BONDS FOR NET ZERO
ENERGY & GRID RELIABILITY PROJECTS

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

CITY OF BURLINGTON

In the year Two Thousand Twenty-Six

Resolved by the City Council of the City of Burlington, as follows:

1 That WHEREAS, the City of Burlington (the “City”) and the Burlington Electric Department (“BED”) have
2 previously adopted a goal to reduce and eventually eliminate fossil fuel usage in heating and ground
3 transportation (the “Net Zero Energy Goal”), as set forth in that Net Zero Energy Roadmap, dated September
4 5, 2019; and

5 WHEREAS, the City and BED identified the need for various capital improvements to implement the
6 City’s Net Zero Energy Goal, including electric grid upgrades to meet increased electricity needs resulting
7 from greater strategic electrification and to ensure the continued reliability of BED’s current distribution
8 system, generation plant upgrades, IT system/technology upgrades, and acquisition of and investment in
9 municipal electric vehicles and vehicle charging stations; and

10 WHEREAS, BED is obligated under “Tier 3” of the Vermont Renewable Energy Standard to fund
11 beneficial electrification (or “energy transformation”) projects; and

12 WHEREAS, credits for such Tier 3 energy transformation projects in excess of BED’s annual
13 compliance obligation may be banked by BED indefinitely for use in future compliance periods; and

14 WHEREAS, the City has determined that the costs of such improvements and projects are too great to
15 be paid out of the ordinary annual income and revenue of BED and that, in order to fund the costs of such
16 capital improvements and projects, it will be necessary to incur indebtedness for that purpose; and

17 WHEREAS, it is expected that these improvements and projects will benefit current and future
18 ratepayers, the City and the general public; and

19 WHEREAS, at a Special City Meeting held on November 5, 2024 the voters of the City approved the
20 issuance of Burlington Electric Department “Net Zero Energy & Grid Reliability” Revenue Bonds, in a
21 principal amount not to exceed \$20,000,000, to finance various capital additions and improvements to the
22 City’s electric system, and energy transformation and energy conservation systems, in furtherance of the
23 City’s Net Zero Energy goals, including (i) capital improvements for the distribution system, grid demand
24 management and battery storage opportunities, generation plant upgrades, IT/technology system upgrades, and

25 acquisition of municipal electric vehicles and support of EV charging infrastructure (the “Project”), and (ii)
26 funding the debt service reserve fund and paying costs of issuance of such bonds; and

27 WHEREAS, at its meeting held January 14, 2026, the Board of Commissioners of BED (the “BED
28 Board”) has unanimously approved Supplemental Resolution No. 19 to the General Bond Resolution adopted
29 by the Board of Electric Commissioners on October 7, 1981 (as amended and supplemented to date, the
30 “Resolution”) providing for the issuance of the BED revenue bonds for the Project and the financing thereof;
31 and

32 WHEREAS, BED and the City have discussed with the Vermont Bond Bank the possibility of issuing
33 such revenue bonds to the Vermont Bond Bank in an effort to reduce transaction costs and, through using the
34 State’s general credit rating, lower interest costs on such revenue bonds; and

35 WHEREAS, pursuant to Section 228 and Sections 431 through 449 (inclusive) of the City Charter (the
36 “Act”), the City Council has the authority to issue revenue bonds for BED and the financing of the Project and
37 improvements to the City’s electric plant;

38 NOW, THEREFORE, BE IT RESOLVED that pursuant to the Act under the City Charter, as amended,
39 the City Council hereby approves the issuance of electric revenue bonds, to be issued in one or more series
40 (referred to as the 2026 Series A Bonds), in the aggregate principal amount not exceeding \$20,000,000 (the
41 “Bonds”) for the Project and the funding of the debt service reserve fund and paying costs of issuance of the
42 Series 2026 A Bonds; and

43 BE IT FURTHER RESOLVED that in order to authorize the issuance of such Bonds under the
44 Resolution, the City Council hereby approves Supplemental Resolution No. 19, adopted by the BED Board for
45 the issuance of the Bonds, a copy of which is attached hereto (“Supplemental Resolution No. 19”), and
46 authorizes the series certificate referenced in Supplemental Resolution No. 19, to be executed and delivered by
47 the General Manager of BED and the Mayor or Chief Administrative Officer (the “Series Certificate”) to be
48 delivered prior to the issuance of the Bonds as provided in Supplemental Resolution No. 19, each with such
49 changes and completion of information as may be approved by the Mayor, the Chief Administrative Officer, or
50 the General Manager of BED; and

51 BE IT FURTHER RESOLVED that the Bonds may be issued and sold to the Vermont Bond Bank, or
52 in a private placement, public offering, competitive sale, or negotiated sale with one or more underwriters or
53 underwriting firms, and may be issued on a taxable or tax-exempt basis, and the City may enter into a bond

54 purchase agreement or loan agreement with the Vermont Bond Bank, lender, or underwriter, as the case may
55 be, for such purpose; and

56 BE IT FURTHER RESOLVED that if the Bonds are issued to the Vermont Bond Bank, the Bonds
57 shall be subject to the rights of the Vermont Bond Bank, including the rights set forth in Title 24, Chapter 119
58 of the Vermont Statutes Annotated; and

59 BE IT FURTHER RESOLVED that in the event that the true interest cost of the 2026 Series A Bonds
60 would exceed Six and one-half Percent (6.50%) per annum, the prior approval of the Board of Finance of the
61 City Council shall be required for the issuance of the Bonds; and

62 BE IT FURTHER RESOLVED that the Mayor, the Chief Administrative Officer, and the General
63 Manager of BED are, and each one of them is, hereby authorized and directed to prepare one or more Official
64 Statements of the City as they deem necessary in the City’s best interest. The Mayor, the Chief
65 Administrative Officer, and the General Manager of BED are, and each one of them is, hereby authorized to
66 execute and deliver one or more final Official Statement and to execute and deliver such agreements,
67 including one or more bond purchase agreement with the underwriter or underwriters for the Bonds,
68 continuing disclosure certificates, certificates as to use of proceeds, the Series Certificate, and all other
69 documents, agreements, and instruments necessary or convenient in connection with the issuance of the
70 Bonds; and

71 BE IT FURTHER RESOLVED that, if in the opinion of the Chief Administrative Officer or the General
72 Manager of BED, it is desirable and in the City’s best interest to obtain bond insurance for the Bonds, the Mayor,
73 the Chief Administrative Officer, and the General Manager of BED are, and each one of them is, hereby
74 authorized, to enter into such agreements and instruments with the bond insurer in order to obtain bond insurance
75 for the Bonds.

76

77

78 ESW/JB/Resolutions 2026/Authorization for Burlington Electric Department Revenue Bonds for Net Zero Energy Projects

79 1/22/26

CITY OF BURLINGTON, VERMONT

Board of Electric Commissioners

SUPPLEMENTAL RESOLUTION NO. 19

BE IT RESOLVED, by the Board of Electric Commissioners of the City of Burlington, Vermont (the "City") as follows:

Section 1
Authorization

The Board of Electric Commissioners (the "Board") hereby authorizes the issuance of revenue bonds in a principal amount not to exceed \$20,000,000 to provide for the financing and refinancing of various improvements to the City's electric plant (the "Electric Plant"). The Board deems the issuance of revenue bonds as hereby authorized to be in the public interest.

The bonds are to be issued pursuant to Sections 2.1, 2.2, and 2.3 of the General Bond Resolution (as defined below) as Additional Bonds having such terms and details as provided in the General Bond Resolution and this Supplemental Resolution No. 19 (this "Supplemental Resolution") consisting of this resolution of the Board, the resolution of the City Council authorizing and approving the issuance of the bonds, and a series certificate to be delivered prior to the issuance of the bonds by the City's Mayor or Chief Administrative Officer and the General Manager of the Electric Department (the "Series Certificate") as hereinafter provided. The bonds are to be issued as a single series as the "Electric Revenue Bonds, 2026 Series A" (the "2026 Bonds").

The 2026 Bonds are to be issued in the aggregate par amount of not to exceed \$20,000,000.

It is further estimated that the 2026 Bonds will be payable, by serial maturities, as a term bond, or sinking fund installments or a combination of both, in the years 2026-2046, both dates being approximate.

It is expected that the 2026 Bonds will be issued to the Vermont Bond Bank (the "Bond Bank") through its pooled loan program, or may be issued through a public offering or a private placement in the event that the City's Mayor or Chief Administrative Officer determines that such an offering would be more advantageous to the City than the sale to the Bond Bank.

By adoption of one or more Series Certificates to be delivered by the Mayor or Chief Administrative Officer for the City and the General Manager of the Electric Department at the time of and in connection with the sale of the 2026 Bonds, the City's Mayor or Chief Administrative Officer and the General Manager of the Electric Department shall award the 2026 Bonds to the Bond Bank or the purchaser thereof and shall complete this Supplemental Resolution by insertion of the dates, maturities, principal amounts, interest rates, interest payment dates, and redemption provisions; the amounts of proceeds of the 2026 Bonds; the inclusion of provisions for bond insurance; and any other terms and provisions which do not materially alter the substance of the transaction authorized hereby, all of which are to be determined by the City's Mayor or Chief Administrative Officer and the General Manager of the Electric Department and set forth in the Series Certificate; provided, however, that if the true interest cost of the 2026 Bonds would exceed

six and one-half Percent (6.50%) per annum, the prior approval of the Board of Finance of the City Council shall be required.

Section 2 **Definitions**

(a) Except as provided in subsection (b) of this Section or unless the context clearly indicates some other meaning, the terms used in this Supplemental Resolution which are defined in the General Bond Resolution (the “General Bond Resolution”) adopted by the Board on October 7, 1981, as amended and supplemented, have the same meaning in this Supplemental Resolution as in the General Bond Resolution. The General Bond Resolution as amended or supplemented from time to time by Supplemental Resolutions is hereinafter referred to as the “Resolution.”

(b) In this Supplemental Resolution, unless a different meaning clearly applies from the context, the following terms shall have the respective meanings given as follows:

“Bond Insurer” means, if the 2026 Bonds are to be insured, such Bond Insurer as identified in the Series Certificate, or any successor thereto or assignee thereof.

“Bond Insurance Policy” means the insurance policy, if any, issued by the Bond Insurer guaranteeing the scheduled payment of principal of and interest on the Insured Bonds when due.

“Insured Bonds” means, if any, the 2026 Bonds designated in the Series Certificate.

“Insured Bondholder” means the Bondholder of an Insured Bond.

“Series Certificate” has the meaning given in Section 1 of this Supplemental Resolution.

Section 3 **Authorization of 2026 Bonds**

There is hereby authorized to be issued a Series of Bonds designated “Electric System Revenue Bonds, 2026 Series A” in the aggregate principal amount not to exceed \$20,000,000. The 2026 Bonds shall be issued to (1) finance capital additions and improvements to the City’s electric system, and energy transformation and energy efficiency projects, in furtherance of the City’s Net Zero Energy goals, including capital improvements for the distribution system, grid demand management and battery storage opportunities, generation plant upgrades, IT system/technology system upgrades, acquisition of municipal electric vehicles and support of EV charging infrastructure (the “Project”); (2) fund the Debt Service Reserve Fund as required under the Resolution; and (3) pay the costs of issuance of the 2026 Bonds. The 2026 Bonds shall bear interest at the rates per annum and shall mature on July 1 in each of the years and in the principal amounts as provided in the Series Certificate. The 2026 Bonds may include both Serial Bonds and Term Bonds as provided in the Series Certificate.

The 2026 Bonds shall be issued only as fully-registered bonds in minimum denominations of \$5,000 and in any whole multiple thereof. If the 2026 Bonds are issued to the Bond Bank, the denominations may be \$1,000 or such other amount as established by the City under the loan agreement with the Bond Bank. The 2026 Bonds shall each be dated the date of issuance, and shall, for each series, be numbered in numerical order from R-1 upwards in chronological order as issued.

The 2026 Bonds shall bear interest from the date of issuance, payable on such dates as set forth in the Series Certificate. Interest shall be paid by the Bond Trustee by check or draft mailed to the registered owner at the owner's address as it appears on the registration books kept pursuant to the Resolution. The principal of and premium, if any, on the 2026 Bonds shall be payable at the corporate trust office of the Bond Trustee.

The 2026 Bonds, registration provisions and forms of authentication and assignment pertaining thereto shall be in substantially the form set forth in Section 6 hereof, with necessary or appropriate variations, omissions and insertions which are incidental to their numbers, denominations, maturities, interest rates, paying agencies, registration provisions, redemption provisions and other details.

Section 4 **Redemption of 2026 Bonds**

Optional Redemption: To the extent set forth in the Series Certificate, the 2026 Bonds may be subject to redemption prior to maturity at the option of the City in whole or in part (and if in part, in such order of their maturities as the City in its discretion may determine), on any date, from any available moneys, all as shall be provided in the Series Certificate.

Mandatory Sinking Fund Redemption: To the extent set forth in the Series Certificate, the 2026 Bonds that are Term Bonds (if any) may be subject to mandatory redemption at the principal amount of the 2026 Bonds to be redeemed plus accrued interest to the date of redemption in the years and amounts as provided in the Series Certificate.

There is reserved the right to redeem the 2026 Bonds as a whole or in part at any time in any order of maturity and any amounts within maturities, but only from moneys available for such purpose in the Special Redemption Fund established by the Resolution, upon payment of the principal amount thereof together with the interest accrued thereon to the date fixed for redemption.

Section 5 **Notice of Redemption of 2026 Bonds**

Notice of intention to redeem shall be given by the Bond Trustee at least 30 days but not more than 60 days before the redemption date by mail, postage prepaid, to the owners of any 2026 Bonds which are to be redeemed. Failure to mail any such notice or any defect in such notice shall not affect the validity of the proceedings for such redemption with respect to the owners to whom such notice was so given. If any 2026 Bond is to be redeemed in part only, the notice of redemption shall state also that on or after the redemption date, upon surrender of such Bond, a new 2026 Bond(s) in principal amount equal to the unredeemed portion of such Bond and of the same series and maturity and bearing interest at the same rate will be issued.

Any notice of redemption may state that the redemption to be effected is conditioned upon the receipt by the Bond Trustee on or prior to the redemption date of moneys sufficient to pay the principal of and premium, if any, and interest on such 2026 Bonds to be redeemed and that if such moneys are not so received, such notice shall be of no force or effect and such 2026 Bonds shall not be required to be redeemed. In the event that such notice contains such a condition and moneys

sufficient to pay the principal of and premium, if any and interest on such 2026 Bonds are not received by the Bond Trustee on or prior to the purported redemption date, the redemption shall not be made, and the Bond Trustee shall within a reasonable time thereafter give notice, in the manner in which the notice of redemption was given, that such moneys were not so received.

If less than all of the 2026 Bonds of any one maturity shall be called for redemption, the particular 2026 Bonds or portions thereof to be redeemed shall be selected by the Bond Trustee in such manner as the City in its discretion may determine; provided, however, that the portion of any 2026 Bond to be redeemed shall be in the principal amount of \$5,000 or some multiple thereof and that, in selecting 2026 Bonds for redemption, each 2026 Bond shall be considered as representing that number of 2026 Bonds which is obtained by dividing the principal amount of such Bond by \$5,000. So long as a book-entry system is used for determining beneficial ownership of the 2026 Bonds, if less than all of the 2026 Bonds within a maturity are to be redeemed, the Depository Trust Company (“DTC”) and the DTC participants shall determine which of the 2026 Bonds within a maturity are to be redeemed by lot.

Section 6 **Form of 2026 Bonds**

The 2026 Bonds, registration, exchange and transfer provisions and forms of authentication and assignment pertaining thereto shall be in substantially the form set forth below, with necessary or appropriate variations, omissions and insertions which are incidental to their numbers, denominations, maturities, interest rate and other details, including provisions for Bond Insurance, if the 2026 Bonds are to be insured:

[Form of 2026 Bond Follows]

No. R-

\$

UNITED STATES OF AMERICA
STATE OF VERMONT
CITY OF BURLINGTON ELECTRIC SYSTEM REVENUE REFUNDING BOND
2026 SERIES A

Maturity Date: _____
Interest Rate: _____ % Per annum
Bond Date: [_____]
Registered Owner: [_____]
Principal Amount: _____ Dollars
CUSIP: _____

The City of Burlington, Vermont (the “City”), for value received, promises to pay to the Registered Owner of this bond, or registered assigns, but solely from the Revenues provided under the Resolution mentioned in this bond, on the Maturity Date, the Principal Amount, upon presentation and surrender hereof, and to pay interest, but solely out of the Revenues, at the Interest Rate on such Principal Amount from the most recent [_____] 1 or [_____] 1 to which interest has been paid or duly provided for or, if no interest has been paid, from the Bond Date, payable on [_____] 1, 20[_____] and semi-annually on the first day of [_____] and [_____] in each year thereafter until payment of such Principal Amount, and, to the extent permitted by law, interest on overdue interest at the same rate. Interest shall be calculated on the basis of a 360-day year consisting of twelve 30-day months.

The principal or redemption price of and interest on this bond are payable in any coin or currency of the United States of America which at the time of payment is legal tender for public and private debts. The principal or redemption price of this bond shall be payable at the corporate trust office of Zions Bancorporation, National Association, in the City of Chicago, Illinois, the Bond Trustee under the Resolution, or its successor in trust. Interest on this bond shall be payable by check or draft mailed to the Registered Owner at its address appearing on the registration books of the City kept for that purpose at the corporate trust office of the Bond Trustee, determined as of the close of business on the applicable record date. The record date for payment of interest shall be the fifteenth day of the month next preceding the date on which the interest is to be paid or, if such fifteenth day is not a business day, the next preceding business day, provided that, with respect to overdue interest or interest payable on redemption of this bond other than on an interest payment date or interest on any overdue amount, the Bond Trustee may establish a special record date. The special record date may not be more than 20 days before the date set for payment. The Bond Trustee will give notice of a special record date by mailing a copy of such notice to the registered owners of all the Bonds outstanding at least 10 days before the special record date or in such other time and manner as the Bond Trustee may deem appropriate.

This bond is one of a series of bonds aggregating [_____] Dollars (\$[_____]) in principal amount, issued by the City for the purposes of its Electric Plant pursuant to No. 298 of the Vermont Acts of 1953 as amended and a Resolution duly adopted by the Board of Light Commissioners of the City on October 7, 1981 (as supplemented and amended by one or more

supplemental resolutions including a supplemental resolution duly adopted by the Board on [], 2026). Bonds may be issued under the Resolution in one or more series from time to time.

This bond is issued pursuant to Section 436 of the City Charter and does not constitute an indebtedness of the City but is payable solely from the revenues of the City's electric plant.

Reference is made to the Resolution (as supplemented and amended) for, among other things, definitions of terms; the nature and extent of the security for the Bonds; the covenants securing the Bonds; the properties constituting the Electric Plant of the City; the manner of enforcement of the pledge; the terms and conditions upon which additional Bonds may be issued; the conditions upon which the Resolution may be amended or supplemented with and without the consent of the holders of the Bonds; acceleration of principal in the event of default; remedies and limitations of remedies; and the terms upon which Bonds may no longer be secured by the Resolution if sufficient moneys or specified securities are deposited with the Bond Trustee in trust for their payment. Copies of the Resolution (including any supplemental resolutions) may be inspected at the office of the Board of Electric Commissioners of the City and in the corporate trust office of the Bond Trustee.

The Bonds of this series are subject to redemption prior to maturity as a whole or in part at any time in any order of maturity and amounts within maturities determined by the City and by lot within a maturity, at a redemption price equal to 100 percent of the principal amount but only to the extent of moneys in the Special Redemption Fund, together with interest to the date fixed for redemption.

In the event this bond is called for redemption, notice shall be mailed not less than thirty (30) days prior to the redemption date, to the Registered Owner at the owner's address as shown on the books of registry. If this bond is of a denomination in excess of \$5,000, portions of the Principal Amount in the amount of \$5,000 or any multiple of \$5,000 may be redeemed. If less than all of the Principal Amount is to be redeemed, upon the surrender of this bond to the Bond Trustee there shall be issued to the Registered Owner hereof at the corporate trust office of the Bond Trustee, without charge, registered Bonds for the unredeemed balance of the Principal Amount. If this bond (or any portion) is duly called for redemption and notice is duly given, and if on or before the redemption date there are on deposit with the Bond Trustee or any paying agent for this bond sufficient funds to pay the redemption price and the interest on the principal amount redeemed to the date of redemption, this bond (or the portion to be redeemed) shall become due and payable upon the redemption date and interest shall cease to accrue from and after the redemption date on the principal amount to be redeemed. [In the event the Bonds of this series are issued to the Vermont Bond Bank, the denominations shall be such amount as set forth in the attached amortization schedule for payment of the Bonds.]

Any notice of redemption may state that the redemption to be effected is conditioned upon the receipt by the Bond Trustee on or prior to the redemption date of moneys sufficient to pay the principal of and premium, if any, and interest on such Bonds to be redeemed and that if such moneys are not so received, such notice shall be of no force or effect and such Bonds shall not be required to be redeemed. In the event that such notice contains such a condition and moneys sufficient to pay the principal of and premium, if any and interest on such Bonds are not received by the Bond Trustee on or prior to the purported redemption date, the redemption shall not be

made, and the Bond Trustee shall within a reasonable time thereafter give notice, in the manner in which the notice of redemption was given, that such moneys were not so received.

The Bonds of this series are issuable as fully registered bonds in denominations of \$5,000 or any integral multiple in excess thereof.

This Bond is transferable, subject to the limitations and upon the payment of the charges, if any, provided in the Resolution, at the corporate trust office of the Bond Trustee by the Registered Owner hereof in person or by the owner's attorney duly authorized in writing, upon surrender hereof together with a written instrument of transfer satisfactory to the Bond Trustee duly executed by the Registered Owner or the owner's duly authorized attorney, and thereupon the City shall issue in the name of the transferee a new registered bond or bonds of the same aggregate principal amount and series, interest rate and maturity as the surrendered bond. This bond may also be exchanged, alone or with other Bonds of the same series, interest rate and maturity, at the corporate trust office of the Bond Trustee, for a new Bond or Bonds of the same aggregate principal amount, series, interest rate and maturity, without transfer to a new registered owner, subject to the limitations and upon the payment of the charges, if any, provided in the Resolution.

The Bonds issued under the Resolution do not constitute an indebtedness of the City but are payable solely from and are equally and ratably secured by a pledge of the Revenues derived by the City from the ownership and operation of its Electric Plant.

The terms and provisions of this Bond and definitions of certain terms used herein are continued on the reverse side hereof and such continued terms and provisions and definitions shall for all purposes have the same effect as though fully set forth at this place.

This Bond shall not be valid unless the Certificate of Authentication hereon is signed by the Bond Trustee.

CITY OF BURLINGTON, VERMONT

By: _____
Chief Administrative Officer

(SEAL)

CERTIFICATE OF AUTHENTICATION

This Bond is one of the Bonds described in the Resolution mentioned in the Bond.

ZIONS BANCORPORATION, NATIONAL ASSOCIATION,
as Bond Trustee

Date of Authentication:

_____, 2026

By: _____

Authorized Signature

For value received the undersigned sells, assigns and transfers this bond to

(Name and Address of Assignee)

_____ Social Security or Other Identifying Number of Assignee

and irrevocably appoints _____ attorney-in-fact to transfer it on the books kept for registration of the bond, with full power of substitution.

NOTE: The signature of this assignment must correspond with the name as written on the face of the bond without alteration or enlargement or other change.

Dated:

Signature Guaranteed:

Participant in a Recognized Signature Guarantee Medallion Program

By: _____

Authorized Signature

[STATEMENT OF INSURANCE]

Section 7
Disposition of Proceeds of 2026 Bonds

From the proceeds derived from the sale of the 2026 Bonds, including accrued interest and original issue discount and net original issuance premium (if any), after payment of the underwriter's discount and the bond insurance premium, if any, there shall be deposited:

(a) an amount, if any, required to be deposited in the Debt Service Reserve Fund in order to comply with the Debt Service Reserve Fund Requirement, taking into account the issuance of the 2026 Bonds, as set forth in the Series Certificate;

(b) an amount equal to the premium for any credit enhancement purchased for any or all of the 2026 Bonds, if applicable, shall be paid to the provider of such credit enhancement in immediately available funds, as set forth in the Series Certificate;

(c) with the Bond Trustee, the balance of the proceeds estimated by the City to be required to pay the expenses of issue related to the 2026 Bonds; and

(d) in the Construction Fund, the balance to be invested and applied to the financing of the costs of the Project.

Any unused amount shall be transferred to the City and any remaining expenses of issue shall be paid by the City.

Section 8
Debt Service Reserve Fund; Debt Service Fund

The Resolution requires that, at the time of issuance of each series of Bonds, there shall be deposited, from the proceeds of such series of Bonds or from other available funds, an amount necessary so that the total amount in the Debt Service Reserve Fund is not less than the Debt Service Reserve Fund Requirement (taking into account the issuance of the Additional Bonds). A deposit of cash into, or, in lieu of such cash deposit, as may be determined by the Chief Administrative Officer or the Director of Finance of the City, a Credit Facility credited to the Debt Service Reserve Fund, will occur upon the issuance of the 2026 Bonds, to the extent necessary to comply with the Debt Service Reserve Fund Requirement (taking into account the issuance of the 2026 Bonds. The City has determined that the funding of the Debt Service Reserve Fund up to the Debt Service Reserve Fund Requirement is reasonably required to secure the payment of principal and interest on the 2026 Bonds. If the 2026 Bonds are issued to the Bond Bank and funds otherwise due to the City are intercepted by the State Treasurer following a default of the payment of principal or interest on the 2026 Bonds to pay such amounts due, the Electric Department shall remain obligated to repay such amounts so intercepted to the City.

Section 9
Renewal and Replacement Fund

The Renewal and Replacement Fund Requirement shall be maintained at \$867,000. No proceeds of the 2026 Bonds are to be deposited in the Renewal and Replacement Fund.

Section 10
Fuel Fund

No provision is made by this Supplemental Resolution for deposits into the Fuel Fund.

Section 11
Tax Exemption

The City hereby covenants and agrees to take all lawful action necessary to ensure that interest on the 2026 Bonds will remain excluded from gross income for federal income tax purposes under the Internal Revenue Code of 1986, as amended (the “Code”) and to refrain from taking any action which would cause such interest to become includable in gross income under the Code. Without limiting the foregoing, to the extent required to maintain the exclusion of interest on the 2026 Bonds from gross income under the Code, the City will file any information report and pay any rebate due to the United States in connection with the issuance of the 2026 Bonds and will restrict yield on investments of the proceeds of the 2026 Bonds and of moneys held in funds and accounts under the Resolution and allocable to the 2026 Bonds, all in accordance with the directions of Bond Counsel to the City which may be given from time to time. The City’s Chief Administrative Officer, Director of Finance, and each of the General Manager and Chief Financial Officer of the Burlington Electric Department are hereby authorized and directed to execute and deliver from time to time, on behalf of the City, such certificates, instruments and documents as shall be deemed necessary or advisable to evidence compliance by the City with the Internal Revenue Code and the applicable regulations of the United States Treasury promulgated under the Internal Revenue Code, with respect to the investment and use of the proceeds of the 2026 Bonds.

Section 12
Official Statement

To the extent applicable as determined by the Chief Administrative Officer or the General Manager of the Burlington Electric Department, the City hereby authorizes an Official Statement, to be completed with such insertions and with such modifications as the Chief Administrator or the General Manager of the Burlington Electric Department, upon the advice of counsel and bond counsel to the City, approves. To the extent applicable, the City hereby ratifies its approval of the Preliminary Official Statement relating to the 2026 Bonds, its authorization of the use of the Preliminary Official Statement by the initial purchasers of the 2026 Bonds and its deeming of the Preliminary Official Statement “final” for purposes of Rule 15c2-12 of the Securities Exchange Commission.

Section 13
Continuing Disclosure

The City hereby authorizes and approves a Continuing Disclosure Undertaking with respect to the 2026 Bonds, under which the City will be obligated to provide financial information, operating data and financial statements with respect to the City and the Burlington Electric Department, notice of certain events if material, and certain other notices, to nationally recognized municipal securities information repositories and others, all as described therein.

Section 14
Certain Findings and Determinations

The Board of Electric Commissioners hereby finds and determines as follows:

(a) No bonds have heretofore been issued under the Resolution except (1) the \$8,050,000 Electric System Revenue Bonds, 1981 Series A, dated November 1, 1981, (2) the \$55,950,000 Electric System Revenue Bonds, 1982 Series A, dated June 1, 1982, (3) the \$71,095,000 Electric System Revenue Refunding Bonds, 1983 Series A, dated March 1, 1983, (4) the \$70,765,000 Electric System Revenue Bonds, 1986 Series A, dated September 1, 1986, (5) the \$35,285,000 Electric System Revenue Bonds, 1992 Series A, (6) the \$5,615,000 Electric System Revenue Bonds, 1992 Series B (Taxable), (7) the \$54,475,000 Electric System Revenue Refunding Bonds, 1996 Series A, (8) the \$10,995,000 Electric System Revenue Refunding Bonds, 2001 Series A, (9) the \$22,875,000 Electric System Revenue Refunding Bonds, 2002 Series A, (10) the \$10,000,000 Electric System Revenue Bonds, 2004 Series A, (11) the \$8,775,000 Electric System Revenue Bonds, 2011 Series A dated October 13, 2011, (12) the \$3,135,000 Electric System Revenue Bonds, 2011 Series B (Taxable), dated October 13, 2011, (13) the \$12,000,000 Electric System Revenue Bonds, 2014 Series A dated August 28, 2014, (14) the \$5,820,000 Electric System Revenue Refunding Bonds, 2014 Series B dated August 28, 2014, (15) the \$4,010,000 Electrical System Revenue Refunding Bonds, 2017 Series A dated December 20, 2017, (16) the \$5,410,000 Taxable Electrical System Revenue Refunding Bonds, 2017 Series B dated December 20, 2017, (17) the \$18,045,000 Electric System Revenue Bonds, 2022 Series A (Net Zero Energy Projects) dated April 5, 2022, and (18) the \$6,540,000 Electric System Revenue Refunding Bonds, 2025 Series A dated August 7, 2025.

(b) Other than the 2017 Series A Bonds, 2017 Series B Bonds, 2022 Series A Bonds and 2025 Series A Bonds, there are no outstanding bonds, notes or other evidences of indebtedness payable from and secured by a lien on or pledge or charge upon the Revenues pledged under the Resolution.

Section 15
Bond Insurance

In the event that the Mayor, Chief Administrative Officer, and Electric Department's General Manager determine that it is in the best interest of the City to obtain bond insurance for the 2026 Bonds, the Mayor, Chief Administrative Officer, and Electric Department's General Manager may include provisions in the Series Certificates as may be reasonably required by the Bond Insurer providing the Bond Insurance Policy to insure the payment of principal and interest on the 2026 Bonds (or any maturity thereof).

Section 16
Award of Bonds; Preliminary Official Statement and Official Statement; Further Action

The City's Mayor, Chief Administrative Officer, and Director of Finance, and the Electric Department's General Manager are, and each of them hereby is, authorized either singly or together:

(a) to execute and deliver a loan application and a loan agreement with the Bond Bank, in such form as the signing officer shall approve;

(b) if the 2026 Bonds are not issued to the Bond Bank, to execute and deliver the Bond Purchase Agreement submitted by the purchaser or underwriter of the 2026 Bonds, in form and substance satisfactory to the Chief Administrative Officer or Director of Finance of the City or the General Manager of the Electric Department, and hereby approved with such changes therein as the signing officer may approve, the execution thereof constituting conclusive evidence of the approval of the Board of such changes in accordance with this Supplemental Resolution;

(c) if applicable, to prepare, make public and deliver to and authorize distribution by the underwriter of the 2026 Bonds to prospective purchasers and investors of a Preliminary Official Statement relating to the 2026 Bonds, as may be amended or supplemented as may be approved by the Chief Administrative Officer, the Director of Finance, and the Electric Department's General Manager. The City Council hereby authorizes the Chief Administrative Officer, the Director of Finance, or the Electric Department's General Manager, acting singly, to deem such Preliminary Official Statement, as approved by the Chief Administrative Officer, the Director of Finance, or the Electric Department's General Manager, final, as such term is used in Section (b)(1) of Rule 15c2-12 of the Securities and Exchange Commission (the "Rule"), except for the omission of certain information permitted by the Rule;

(d) if applicable, to prepare, make public, execute and deliver to and authorize distribution by the underwriter of the 2026 Bonds copies of an Official Statement substantially in the form of the Preliminary Official Statement after the same has been completed by the insertion of the rates and other data with respect to the 2026 Bonds and by making such other changes or corrections as the signing officer or officers may approve, such officer's or officers' execution to be conclusive evidence of such approval;

(e) if required in connection with the issuance of the 2026 Bonds, to execute and deliver a Continuing Disclosure Agreement, with such changes or corrections as the signing officers or officers may approve, such officer's or officers' execution to be conclusive evidence of such approval;

(f) to enter into such agreements to obtain a Credit Facility to be credited to the Debt Service Reserve Fund in lieu of the deposit of moneys or in substitution of moneys previously deposited in the Debt Service Reserve Fund in accordance with the Resolution; and

(g) to execute such other documents, enter into such covenants and take such other actions as are necessary or advisable to effect the issuance and delivery of the 2026 Bonds and the application of the proceeds thereof in accordance with the provisions of this Supplemental Resolution.

To the extent applicable, the Preliminary Official Statement is hereby deemed final for purposes of Rule 15c2-12 of the Securities and Exchange Commission (the "Rule"), except for the omission of information permitted to be omitted under the Rule. Consent is also hereby given to the use by the underwriter of the 2026 Bonds (if applicable) of the final Official Statement in connection with the sale of the 2026 Bonds and the distribution of copies to those who may become purchasers of the 2026 Bonds.

Section 17

Delegation to Mayor, Chief Administrative Officer, and General Manager

The City and the Board have determined that flexibility is required with respect to the offering and award of the 2026 Bonds in order to attain the lowest interest cost with respect to the 2026 Bonds. Accordingly, the City and the Board have decided to delegate certain authority relating to the sale and issuance of the 2026 Bonds to the City's Mayor and Chief Administrative Officer and the Electric Department's General Manager. To provide greater specificity regarding the scope of such delegation, the City hereby delegates to the Mayor, Chief Administrative Officer and Electric Department's General Manager the power to do and carry out the following, subject to the limitations contained below:

- (a) To determine the aggregate principal amount of the 2026 Bonds, in an amount not to exceed the amount authorized under the section captioned, "Authorization" hereof, and to determine that the proceeds to be derived from the issuance of such Bonds will be sufficient for the related purposes described in Section 7 of this Resolution;
- (b) To determine the maturities and maturity amounts of each Series of the 2026 Bonds and the dates for the payment of interest on the 2026 Bonds;
- (c) To determine which 2026 Bonds, if any, are to be designated as Serial Bonds and which 2026 Bonds, if any, are to be designated as Term Bonds, and to determine the sinking fund requirements for any such term Bonds;
- (d) To determine the interest rate or rates for the 2026 Bonds, subject to the limitations set forth in Section 1 hereof;
- (e) To determine the redemption provisions of the 2026 Bonds in accordance with the provisions of Section 4 hereof;
- (f) To determine the dated date of the 2026 Bonds;
- (g) To determine the date or dates of sale and issuance of the 2026 Bonds;
- (h) To determine whether the 2026 Bonds, or any portion thereof, shall benefit from the issuance of an insurance policy or other form of credit enhancement;
- (i) If a form of credit enhancement supports the payment of the principal of and interest on all or a portion of the 2026 Bonds, to accept provisions which are a condition precedent to the issuance of the form of credit enhancement to the extent such provisions are not inconsistent with the Bond Resolution;
- (j) If the 2026 Bonds are issued to the Bond Bank, to provide for direct payment of principal and interest to the Bond Bank as the holder of the 2026 Bonds;
- (k) To designate additional Authorized Officers of the City under the Resolution; and
- (l) To determine such other provisions of the 2026 Bonds as the Chief Administrative Officer or the Director of Finance shall deem to be in the best interest of the City.

The Mayor or Chief Administrative Officer for the City, and the General Manager for the Electric Department shall execute a Series Certificate evidencing determinations or other actions taken pursuant to the authority granted hereby, and such Certificate shall be conclusive evidence

of the action or determination of the Mayor, Chief Administrative Officer, and Electric Department's General Manager as stated therein.



To: Burlington Board of Finance
Burlington City Council

From: Darren Springer, General Manager
Emily Stebbins-Wheelock, CFO and Manager of Strategy & Innovation

Date: January 26, 2026

Re: Authorization to Issue Electric Revenue Bonds, Series 2026A

The Burlington Electric Department (“BED”) respectfully requests Board of Finance and City Council approval of the attached Supplemental Resolution No. 19 to the City of Burlington’s General Bond Resolution, adopted by the Board of Electric Commissioners on October 7, 1981 (as supplemented, the “General Bond Resolution”) to authorize the issuance of up to \$20,000,000 in tax-exempt Electric Revenue Bonds, Series 2026A.

On November 5, 2024, the voters of the City approved the issuance of BED “Net Zero Energy & Grid Reliability” revenue Bonds in an amount not to exceed \$20,000,000. The Bonds are to be issued under Supplemental Resolution No. 19 to the General Bond Resolution.

The key provisions of Supplemental Resolution No. 19 are as follows:

- Authorizes the issuance of the Bonds in a principal amount not to exceed \$20,000,000 to (i) finance capital additions and improvements to the City’s electric system, and energy transformation and energy efficiency projects, in furtherance of the City’s Net Zero Energy goals, (ii) fund a deposit to the Debt Service Reserve Fund, and (iii) pay the costs of issuances associated with the Bonds.
- Authorizes the City’s Mayor and Chief Administrative Officer, together with the BED General Manager, to undertake such issuance (through the Vermont Bond Bank, a private placement, or public offering) and to take any actions necessary to cause the issuance of the Bonds.
- Requires prior approval of the Board of Finance if the true interest cost of the 2026 Bonds exceeds 6.50%.

Burlington Electric Department
585 Pine Street Burlington, VT 05401
burlingtonelectric.com
Phone (802) 865-7300

BED and the City are planning to issue these refunding bonds to the Vermont Bond Bank to reduce transaction costs and take advantage of the State of Vermont’s general credit rating to lower interest costs. If the 2026 Bonds are issued to the Vermont Bond Bank and funds otherwise due to the City are intercepted by the State Treasurer following a default on the payment of principal or interest on the 2026 Bonds, BED will remain obligated to repay such amounts so intercepted to the City.

BED will use the bond proceeds to fund capital improvements to its distribution system, grid demand management opportunities, generation plant upgrades, IT system upgrades, acquisition of municipal electric vehicles, and installation of public EV charging infrastructure, as well as energy transformation incentives under the Tier 3/beneficial electrification provision of the Vermont Renewable Energy Standard. The current projection for how BED plans to spend the bond proceeds by plant type is shown in the table below:

Proposed Net Zero Energy & Grid Reliability Revenue Bond Projects FY26 (remainder)	FY 27	FY 28	FY 29	
Distribution Plant	\$ 2,254,552	\$ 2,670,329	\$ 2,673,544	
General Plant - electric fleet vehicles	\$ 95,766	\$ 237,109	\$ 144,000	
Generation-McNeil Plant & Forestry	\$ 956,352	\$ 20,000	\$ 20,000	
Generation-WinOne Plant	\$ 1,447,882	\$ 424,816	\$ 331,204	
IT Systems & Hardware	\$ 1,210,105	\$ 457,786	\$ 114,203	
Other-Demand Response	\$ 110,474	\$ 36,304	\$ 37,393	
Tier 3 Incentives	\$ 1,742,944	\$ 2,210,593	\$ 2,304,656	
Total	\$ 2,500,000	\$ 6,000,000	\$ 5,500,000	
Total forecast capital need	\$ 11,901,540	\$ 13,233,943	\$ 12,093,889	\$ 11,817,287
Annual GO Bond funding	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000
Forecast capital need met by 2026 Revenue Bond	21%	45%	50%	47%
Forecast capital need met by annual \$3M GO Bond	25%	23%	25%	25%
Unfunded forecast capital need	54%	32%	26%	28%

The Burlington Electric Commission unanimously approved Supplemental Resolution No. 19 at its January 14, 2026 meeting.

BED staff and bond counsel will be present at the Board of Finance and City Council meetings on January 26 and February 9, 2026, respectively, if you have any questions. We appreciate the Board and Council’s consideration of this Resolution.

Motions

Board of Finance

To waive the reading and recommend that the City Council adopt the Resolution.

City Council

To waive the reading and adopt the Resolution.

Board of Finance and City Council Submission Checklist

Version: April 2025

Department: Burlington Electric Dept Submitter: Emily Stebbins-Wheelock
 Title/Subject: Authorization to Issue \$20M Net Zero Energy & Grid Reliability Revenue Bond

Approval Requested:	Meeting Date:
<input checked="" type="checkbox"/> Board of Finance	1/26/2026
<input checked="" type="checkbox"/> City Council	2/9/2026
<input type="checkbox"/> Both BOF and Council	Click or tap to enter a date.

Instructions

1. This form must be completed by the person submitting the materials.
2. This form must be sent with the final submission of materials in advance of the meeting.
3. Do not indicate that a sign-off was received until it has actually been obtained.
4. Commission reports and presentations do not need to be reviewed by the CAO or Attorneys.
5. Name the reviewing Attorney or HR Manager in the Note column.

Signoff Needed	Received?	Approval Date	Note
Department Head	Yes	1/21/2026	Darren Springer
Mayor's Office	Yes	1/21/2026	Erin Jacobsen
Board/Commission	Yes	1/14/2026	Burlington Electric Commission
City Attorney's Office for memo and contracts or legal documents	Yes	1/21/2026	Jessica Brown
City Attorney's Office for memo and motion(s) or resolution(s)	Yes	1/21/2026	Jessica Brown/bond counsel
CAO for budget, financing, and memo	Yes	1/21/2026	Katherine Schad
Human Resources, if personnel action or policy	N/A	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if IT-related	N/A	Click or tap to enter a date.	Click or tap here to enter text.



Office of Mayor Emma Mulvaney-Stanak

149 CHURCH STREET • BURLINGTON, VT 05401 • (802) 865-7272

MEMORANDUM

To: Board of Finance
City Council

From: Mayor Emma Mulvaney-Stanak
Erin Jacobsen, Chief of Staff

Cc: Kara Alnasrawi, CEDO Director; Lynn Regan, HR Director

Date: January 26, 2026

Re: Creation of OPC Grant and Project Manager Limited Service Position

Executive Summary

The Mayor's Office proposes creating one new position, to sit in CEDO: OPC Grant and Project Manager, a Limited Service, Part-Time (30 hours per week), Exempt, Non-union, Grade 20 position (*see attached Job Description*).

Background and Financial Impact

In October 2024, the City created a position to assist with the early stages of implementing an Overdose Prevention Center. That position was a temporary, part-time position titled Special Assistant on Overdose Prevention Center Implementation, which we now need to replace with a longer-term position and for which we now have grant funds to support.

On September 8, the Board of Finance and City Council approved the acceptance of Grant #03420-01613 Overdose Prevention Center (OPC) Pilot Grant Funding from the Vermont Department of Health to develop and implement a fixed-site OPC in Burlington and administer award/s to the qualified and approved OPC provider. With the temporary position expiring and the OPC work advancing to a phase that now includes management of this \$2.2 million OPC Pilot grant and working with our now-approved provider (VCJR), the City needs to create a new, limited-service position to handle grant management and project compliance work; to manage community engagement and communications around OPC operations; and to serve as the city's main point of contact for our funder (Vermont Department of Health), the OPC provider, outside consultants, city officials, constituents and other stakeholders.

In addition, the grant requires the City to have an OPC project manager, as this is essential to the successful implementation and oversight of the OPC and ensures we are meeting key state and grant requirements. The Project Manager will serve as the City's primary OPC lead, working closely with City departments and external partners while actively managing the grant to keep the project on track and in compliance.

This position, should it be approved, will be entirely grant funded under the VDH grant (03420-10613). Because it is entirely grant-funded, it does not impact the City's General Fund. Additionally, the Mayor has directed that it be a limited-service position, which will expire once the grant funds are expended or in three years, whichever is sooner. Per City policy, this position will be evaluated annually to determine if the City have both a continued need for this position and funding to support it. If yes, at that time, the City can explore a regular position.

Board of Finance Motion:

Move to approve and recommend that the City Council approve the creation of the following position: OPC Grant and Project Manager, a Limited Service, Part-Time (30 hours per week), Exempt, Non-union, Grade 20 position.

City Council Motion:

Move to approve the creation of the following position: OPC Grant and Project Manager, a Limited Service, Part-Time (30 hours per week), Exempt, Non-union Grade 20 position.

City of Burlington

Job Description

Position Title: Overdose Prevention Center Grants and Project Manager

Department: Community and Economic Development Office (CEDO)

Reports to: Kara Alnasrawi, CEDO Director

Pay Grade: 20

Union Affiliation: Non-Union

Exempt/Non-Exempt: Exempt

Hours: Limited-Service 30 hours per week, including some evenings

Remote Work Rating: Tier 2

General Purpose

The Project Manager supports the City of Burlington and its partners to establish and operate an Overdose Prevention Center (OPC) in alignment with Act 178 (2024), City policies, and Vermont Department of Health (VDH) Operating Guidelines. This position is responsible for ensuring the needs of the City of Burlington are met while overseeing the administration of the OPC grant, be the acting project manager, and ensure compliance.

This role involves extensive collaboration with the Mayor's Office, other City departments, City Council, Department of Financial Administration (DFA), state agencies, the selected OPC provider and other OPC contractors, nonprofit and healthcare partners, substance use experts, public safety and the community to ensure the successful implementation and operations of the Center.

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.)

1. Project & Grant Management

- Ensure the City and OPC Provider meet or exceed VDH Operating Guidelines and Compliance Plan which include requirements for the Service Assessment, management, staffing, training, facility design, site selection, security, emergency protocols, and data reporting and evaluation.

- Coordinate with the City Department of Finance & Administration (DFA), City Attorney and Vermont Department of Health DSU grant manager as needed to facilitate accurate and timely reporting and grant compliance.
- Work collaboratively with the OPC Provider, Pacific Institute on Research & Education (PIRE) and other external contractors to meet data collection and evaluation needs of the City and State, with a focus on service assessment, community engagement, neighborhood impact and ongoing cohort studies.
- Monitor grant progress against project workplan, timelines, budgets, and deliverables, escalating delays/barriers and recommending solutions as needed.

2. Public Engagement & Communications

- Work collaboratively with OPC Provider and external contractors to organize community engagement events as needed.
- Respond to constituent inquiries with accurate, timely, and evidence-based information and listen to community concerns with understanding.
- Ensure transparency throughout the process, utilize a data driven, community-centered approach to implementation and ongoing operations of the OPC.
- Update the City OPC webpage as needed and in a timely way as new information is available and send out OPC updates to the mailing list.
- Participate in City public health & safety initiatives, including but not limited to: CommStat, PREVENT/CityLink, CRT, Situation Table, City Circle, SIM and other harm reduction programs and efforts.

Qualifications: Minimum Requirements

- Bachelor's degree in public health, public policy, social work, public administration, or related field is required
- Additional experience may be substituted for a degree requirement on a two-for-one year basis
- At least 5 years of progressively responsible experience in public health, harm reduction, social services, or government project management. Demonstrated understanding of substance use disorder, harm reduction principles, and public health equity.
- Experience managing grants, budgets, and compliance reporting.
- Excellent verbal, written, and public speaking skills, with the ability to communicate complex information to diverse audiences.
- Strong organizational skills and ability to manage multiple priorities under tight deadlines.
- Proficiency with Microsoft Office Suite, database systems, and virtual meeting platforms.
- Ability to work in person in Burlington, including occasional evenings/weekends for City Council meetings and community events.
- Reliable transportation to attend meetings and events across the city.

- Demonstrated commitment to diversity, equity and inclusion through professional development and the ability to work effectively with people from all backgrounds.
- Ability to adhere to City standards, safety rules and personnel policies, and to maintain regular, reliable attendance.

Physical & Mental/Reasoning Requirements: Work Environment:

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

x	seeing	x	ability to move distances within warehouses and offices
	color perception (red, green, amber)	x	lifting (specify 30 pounds)
x	hearing/listening	x	carrying (specify 30 pounds)
	clear speech		climbing
x	touching		driving
x	dexterity x hand x finger		ability to mount and dismount forklift
	reading – basic		pushing/pulling
x	reading – complex		shift work
	math skills – basic		moving objects
x	math skills – complex		pressurized equipment
x	writing – basic		extreme heat
x	writing – complex		extreme cold
x	analysis/comprehension		high places
x	judgment/decision making		noise
	clerical		fumes/odors
x	inside		dirt/dust
	outside		hazardous materials
x	works alone		electrical equipment
x	works with others		mechanical equipment
x	face-to-face contact		
x	verbal contact w/others		

Supervision:

Directly Supervises: __0__

Indirectly Supervises: __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 26, 2026

CITY OF BURLINGTON

Department of Finance and Administration

MEMORANDUM – REVISED VERSION

TO: Board of Finance and City Council
FROM: Brad Kukenberger, Director of Finance
CC: Katherine Schad, Chief Administrative Officer
DATE: January 26, 2026
RE: Request for Job Description Updates and Position Reclassifications
Department of Finance and Administration

INTRODUCTION

We are writing to request your approval for critical updates to job descriptions and reclassifications for six positions within the Department of Finance and Administration (DFA). These changes are essential to properly recognize the expanded scope, complexity, and professional-level responsibilities that have evolved in these roles, particularly following the creation of centralized accounting and financial operations through the ModernGov Initiative.

This was expected and planned for. ModernGov mergers always expected some level of reorganization and reclassification to be required as we went through the process. We did not have specific numbers to include in the FY26 budget at the time, but for future ModernGov efforts we will include a budget salary line estimate for any modest reclassifications needed.

To provide important context: the ModernGov Initiative reduced 4.5 finance/accounting positions, achieving annual savings of \$458,726. The reclassification costs outlined in this memorandum represent a fraction of those savings while ensuring staff are fairly compensated for their expanded responsibilities.

As detailed in the Mayor's FY26 Budget memorandum, the ModernGov Initiative represents a multi-year effort to right-size and modernize our city government. The creation of DFA merged the Clerk Treasurer, Innovation & Technology, Human Resources, and Assessor's Office into a unified department to centralize core city services essential to continuity of government operations. This reorganization has fundamentally changed the nature and scope of work for several finance positions and has also created additional administrative needs in the Clerk's Office, necessitating formal updates to job descriptions and adjustments to position allocations.

In addition to updating and reclassifying positions related to grants and finance, this request also includes changing the NPA Engagement Specialist position from part-time 30 hours per week to full-time 40 hours per week. The City has added tasks the position that were not envisioned within the original 30 hour time frame (such as coordinating

production of the City's annual report and other ongoing CT administrative reporting) that fits within her current job description but requires more hours per week to complete.

PROCESS & REVIEW TIMELINE

The proposed changes result from a comprehensive job description review conducted by DFA leadership, examining how roles have evolved and comparing responsibilities against current AFSCME pay grade classifications and market standards.

July 1, 2025: ModernGov Initiative & FY26 Budget resolution take effect

August 2025: DFA Finance requested all employees to review current Job Descriptions and suggest edits

September/October 2025: Management Review of proposed changes. Request HR to review and recalculate paygrades for affected positions

October/November 2025: HR Review & Grading and AFSCME Union review of outcome

December 2025: Confirmed final Job Descriptions with affected staff

January 2026: Request BOF/City Council to approve reclassifications and required retroactive pay.

RATIONALE FOR CHANGES

The proposed reclassifications and position adjustments address several key factors:

- **Expanded Scope:** Positions now serve citywide rather than single departments, requiring broader knowledge and coordination
- **Increased Complexity:** Roles now involve policy development, compliance management, and system-wide financial controls rather than primarily transactional work
- **Leadership Responsibilities:** Certain positions now include team supervision, training responsibilities, and subject matter expertise
- **Professional Standards:** Enhanced positions require bachelor's degrees and significant experience, reflecting professional-level accounting and grants management work

These changes also help address retention concerns and internal equity. As we work to maintain a stable, effective workforce, it is critical that compensation reflects the actual work performed and the qualifications required.

POSITION-BY-POSITION SUMMARY

The following table summarizes the seven positions requesting reclassification or adjustment:

Position Title	Budgeted G/L	Current Status	Proposed Change	Annualized Budgetary Impact	Union Status
Accounting Assistant I – Accounts Payable	101-04-000	Grade 14	Grade 15	\$3,544.11	AFSCME
Lead Accounts Payable Analyst	101-04-000	Grade 14	Grade 16	\$3,258.11	AFSCME
Grants & Finance Specialist	101-04-000	Grade 16	Grade 18	\$4,041.23	AFSCME
Grants Associate & Philanthropy Advisor	101-04-000	Grade 15	Grade 16	\$4,035.62	AFSCME
Billing and Admin Accountant → Senior Accountant	101-04-000	Grade 17	Grade 18	\$4,759.46	AFSCME→Non-Union
NPA Public Engagement Specialist	101-04-000	30 hrs/wk	40 hrs/wk	\$14,308.32	AFSCME
DFA Subtotal (FY26 half-year):				\$16,973.43	
FY26 retroactive pay to July 1, 2025:				\$9,819.27	
FY26 Total Impact:				\$26,795.70	
FY27 Annual Impact:				\$35,644.20	

Please note that while the City makes every reasonable effort to not incur retroactive pay, given the unique circumstances regarding the reorganization it was not possible to avoid paying this per the AFSCME contract. Employees needed to begin performing their new functions as of July 1 but it took a few months for the administrative work of changing job descriptions and getting this request to the BoF and CC.

FUNDING THIS PROPOSAL

The DFA, within the Clerk Treasurer's General Fund budget, has sufficient vacancy savings from turnover in the Comptroller and Chief Accountant positions to fund these reclassifications. These turnover savings are projected to continue in FY27, creating a budget-neutral request for reclassification in both the current and future budget years.

This approach aligns with the administration's commitment to fiscal sustainability while maintaining internal equity and competitive compensation for staff whose roles have fundamentally changed through the ModernGov reorganization. Because these vacancy savings are ongoing, this reclassification package does not require additional General Fund appropriations in FY26 or FY27.

CONCLUSION AND REQUEST

These proposed reclassifications and position adjustments represent important investments in our workforce and in the long-term sustainability of city government. As we work to modernize our operations through the ModernGov Initiative, we must ensure that employees whose roles have expanded significantly are compensated fairly for the work they now perform, and that we maintain adequate administrative capacity to support effective government operations.

We respectfully request that the Board of Finance and City Council approve:

- Updated job descriptions for all DFA positions as attached
- Pay grade reclassifications for DFA positions as detailed in this memorandum
- Hours increase for the NPA Public Engagement Specialist from 30 to 40 hours per week
- Authorization to implement changes effective January 27, 2026 (after city council review)
- Acknowledgment that these changes will be funded through existing vacancy savings within the DFA General Fund budget, requiring no additional appropriations

Motions

Board of Finance:

1. To approve and recommend that the City Council approve the following position reclassifications:
 - a. Reclassification of one (1) Accounting Assistant I – Accounts Payable, non-exempt, full-time, AFSCME position, grade 14, to grade 15;
 - b. Reclassification of one (1) Lead Accounts Payable Analyst, non-exempt, full-time, AFSCME position, grade 14, to grade 16;
 - c. Reclassification of one (1) Grants & Finance Specialist, non-exempt, full-time, AFSCME position, grade 16, to grade 18;
 - d. Reclassification of one (1) Grants Associate & Philanthropy Advisor, non-exempt, full-time, AFSCME position, grade 15, to grade 16;
 - e. Reclassification of one (1) Billing & Admin Accountant, non-exempt, full-time, AFSCME position, grade 17, to one (1) Sr. Accountant, exempt, full-/part-time, non-union position, grade 18; and
 - f. Reclassification of one (1) NPA Engagement Specialist, part-time, non-exempt, AFSCME position, grade 14, to a full-time position, grade 14. The City added tasks to this position that were not envisioned within the original 30-hour time frame, such as coordinating production of the City's annual report and other ongoing Clerk/Treasurer administrative reporting, that fit within the current job description but require more hours per week to complete.

2. To approve and recommend that the City Council authorize the Chief Administrative Officer to make such amendments to the FY26 Budget as may be necessary or convenient to effectuate the foregoing staff reorganization, in substantial conformance with the information outlined in the staff report, for a total FY 26 impact of \$26,795.70.

City Council:

1. To approve the following position reclassifications:
 - a. Reclassification of one (1) Accounting Assistant I – Accounts Payable, non-exempt, full-time, AFSCME position, grade 14, to grade 15;
 - b. Reclassification of one (1) Lead Accounts Payable Analyst, non-exempt, full-time, AFSCME position, grade 14, to grade 16;
 - c. Reclassification of one (1) Grants & Finance Specialist, non-exempt, full-time, AFSCME position, grade 16, to grade 18;
 - d. Reclassification of one (1) Grants Associate & Philanthropy Advisor, non-exempt, full-time, AFSCME position, grade 15, to grade 16;
 - e. Reclassification of one (1) Billing & Admin Accountant, non-exempt, full-time, AFSCME position, grade 17, to one (1) Sr. Accountant, exempt, full-time, non-union position, grade 18; and
 - f. Reclassification of one (1) NPA Engagement Specialist, part-time, non-exempt, AFSCME position, grade 14, to a full-time position, grade 14. The City added tasks to this position that were not envisioned within the original 30-hour time frame, such as coordinating production of the City's annual report and other ongoing Clerk/Treasurer administrative reporting, that fit within the current job description but require more hours per week to complete.
2. To authorize the Chief Administrative Officer to make such amendments to the FY26 Budget as may be necessary or convenient to effectuate the foregoing staff reorganization, in substantial conformance with the information outlined in the staff report, for a total FY 26 impact of \$26,795.70.

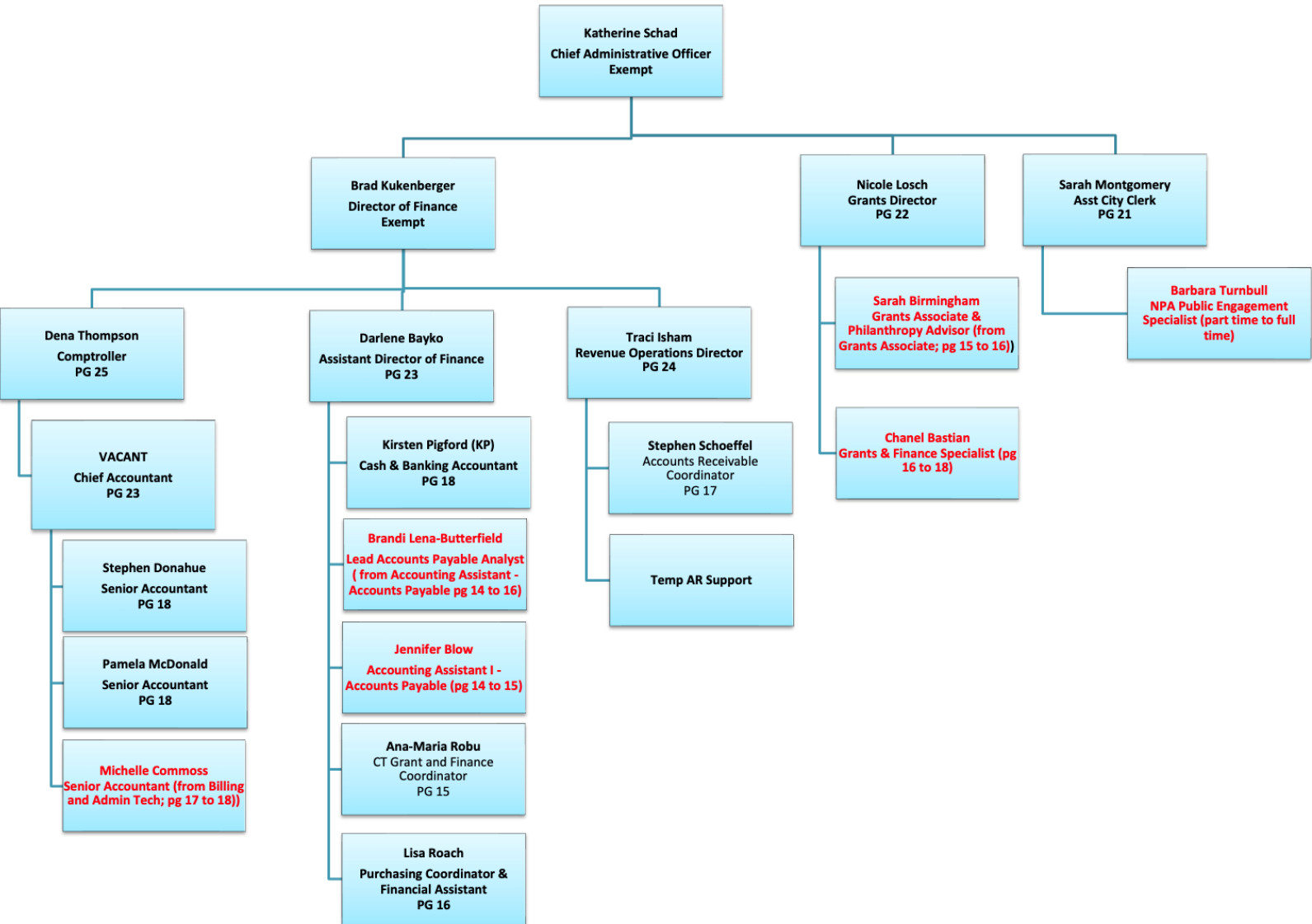
Our DFA leadership teams are prepared to answer any questions you may have and provide additional detail as needed. Thank you for your consideration of this important request.

Attachments:

Org Chart showing requested changes

Page 6 of 36

Updated job descriptions: Accounting Assistant I – Accounts Payable, Lead Accounts Payable Analyst, Grants & Finance Specialist, Grants Associate & Philanthropy Advisor, Billing and Admin Accountant, Senior Accountant



City of Burlington Job Description

Position Title: Accounting Assistant I – Accounts Payable

Department: Department of Finance and Administration

Reports to: Assistant Director of Finance

Pay Grade: 15

Job Code: 208

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

General Purpose: This position is primarily responsible for processing and monitoring payments throughout the city's automated Accounts Payable System (AP), including all internal reporting and ensuring compliance with policy & procedures and clearing cashed checks in the system.

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.)

- Prepare and maintain all Accounts Payable (AP) functions city-wide including but not limited to resolving vendor statement discrepancies.
- Adheres to AP internal controls; including but not limited to, purchase orders, invoice payment approval, W-9 verification for accuracy, etc.
- Assist in maintaining electronic files relating to AP.
- Collect, code and deposit receivables, Misc. Payments for Public Works, Equipment Maintenance, Recycling, and Misc. Departments as needed. Invoice and collect on any bad checks.
- Invoice through Miscellaneous Billing for Recycling monthly solid waste generation tax returns and yearly License renewals.
- Manage the AP email mailbox which includes sorting, distributing, answer and direct and help with all questions for all incoming messages.
- Manage various credit accounts for multiple city departments.
- Entry, coding and uploading of city purchasing card transactions on a weekly basis for various departments.
- Responsible for issuing and tracking some purchase orders for Public Works, BPRW, IT City Hall, and Cemetery.
- Provides training in the city's ERP System to various departments and new staff.
- Adheres to Accounts Payable internal controls; including but not limited to, purchase orders, invoice payment approval, W-9 verification for accuracy, etc.

- Assist in the preparation of audit schedules and testing by pulling invoices and backup as directed by supervisor for the year-end audit.
- Assesses, individually and as part of a team, and recommends to supervisor ways to reduce the city's purchasing costs.
- Performs other responsibilities in the absence of co-workers and during periods of high volume as directed.

Qualifications/Basic Job Requirements:

- High school diploma and three years relevant experience in accounting required. An Associate's Degree in Accounting or related field is preferred.
- Ability to operate in a Windows based operating environment using word-processing, spreadsheets and database software required.
- Must be consistent and demonstrate a high level of initiative in problem solving.
- Ability to work successfully in a fast paced environment and with minimal supervision required.
- Ability to organize, prioritize workflow and meet established deadlines required.
- Ability to analyze data with particular attention to detail required.
- Ability to communicate effectively both orally and in writing required.
- Ability to recognize AP software problems and to effectively communicate to Supervisor/IT department and/or vendor technical support.
- Must have a high level of enthusiasm to work within a team environment in a constantly changing organization.
- Must be able to listen to and appropriately react to a supervisor's constructive criticism and incorporate said criticism to improve employee performance.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

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

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> seeing | <input checked="" type="checkbox"/> ability to move distances | <input checked="" type="checkbox"/> lifting (specify) |
| <input type="checkbox"/> color perception | within and between | <input type="checkbox"/> 15 pounds |
| <input type="checkbox"/> (red, green, amber) | warehouses/offices | <input checked="" type="checkbox"/> carrying (specify) |
| <input checked="" type="checkbox"/> hearing/listening | <input checked="" type="checkbox"/> climbing | <input type="checkbox"/> 15 pounds |

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| <input type="checkbox"/> clear speech | <input type="checkbox"/> ability to mount and
dismount forklift/truck | <input type="checkbox"/> driving (local/over
the road) |
| <input checked="" type="checkbox"/> touching | <input type="checkbox"/> pushing/pulling | |
| <input checked="" type="checkbox"/> dexterity | | |
| <input checked="" type="checkbox"/> hand | | |
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| <input type="checkbox"/> reading - basic
analysis/comprehension | <input type="checkbox"/> math skills - basic | <input type="checkbox"/> _x_ |
| <input checked="" type="checkbox"/> reading - complex | <input checked="" type="checkbox"/> math skills - complex | <input checked="" type="checkbox"/> judgment/decision
making |
| <input checked="" type="checkbox"/> writing - basic | <input checked="" type="checkbox"/> clerical | |
| <input type="checkbox"/> writing - complex | | |
| <input type="checkbox"/> shift work | <input type="checkbox"/> outside | <input type="checkbox"/> pressurized equipment |
| <input checked="" type="checkbox"/> works alone | <input type="checkbox"/> extreme heat | <input type="checkbox"/> moving objects |
| <input checked="" type="checkbox"/> works with others | <input type="checkbox"/> extreme cold | <input type="checkbox"/> high places |
| <input checked="" type="checkbox"/> verbal contact w/others | <input type="checkbox"/> noise | <input type="checkbox"/> fumes/odors |
| <input checked="" type="checkbox"/> face-to-face contact | <input type="checkbox"/> mechanical equipment | <input type="checkbox"/> hazardous materials |
| <input checked="" type="checkbox"/> inside | <input type="checkbox"/> electrical equipment | <input checked="" type="checkbox"/> 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: _____

This position description is provided to AFSCME for information only. The City has no obligation to negotiate with AFSCME regarding changes in position descriptions. The City's provision of revised position descriptions is in no way an admission of any obligation to negotiate or voluntary commitment to negotiate changes in position descriptions.

Created November 2015

City of Burlington Job Description

Position Title: Lead Accounts Payable Analyst

Department: Department of Finance and Administration

Reports to: Assistant Director of Finance

Pay Grade: 16

Job Code: 208

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

General Purpose: This position is primarily responsible for leading the Accounts Payable (AP) team, processing and monitoring payments throughout the city's automated accounts payable system, including all internal reporting and ensuring compliance with policy & procedures.

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.)

- Leads AP staff and training. Oversees the processing of all invoices and verification of transactions to ensure compliance, accuracy and timely payments to vendors and suppliers.
- Development and implementation of policies and procedures that enhance the effectiveness of the accounts payable function, fostering a culture of continuous improvement within the team to prevent errors and fraud in the accounts payable process. Maintain exceptional customer service externally & internally ensuring such requests receive timely responses.
- Handle complex vendor inquiries and disputes, including resolving billing errors and negotiating adjustments or refunds to ensure fair and accurate transactions.
- Prepare and analyze AP reports and metrics to assess performance and identify areas for improvement in the payment process.
- Vendor data management. W9 verification and vendor entry approvals.
- Prepare, review and execute ACH, EFT and Wire transfers for the City departments, Special Revenue Funds and Enterprise Funds verifying and ensuring fraud prevention.
- Reconcile accounts payable transactions with the general ledger balances, identifying discrepancies and resolving issues to ensure accuracy in financial statements.
- Reconcile bank accounts and balance sheet accounts.
- Prepare, review and process various journal entries for senior staff.
- Preparation of audit schedules and testing for annual audit.

- Preparation of annual 1099 reporting to the IRS and Unclaimed Property to the State of Vermont.
- Manages the record retention and retrieval program for AP records, including but not limited to: cataloging, maintaining records listing, and coordination of destruction of records, etc.
- Performs other responsibilities in the absence of colleagues and during periods of high volume as directed.

Qualifications/Basic Job Requirements:

- Bachelor's Degree and three (3) years' experience in Accounting or related field required. Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Ability to operate in a Windows based operating environment using word-processing, spreadsheets and database software required.
- Must be consistent and demonstrate a high level of initiative in problem solving.
- Ability to work successfully in a fast-paced environment and with minimal supervision required.
- Ability to organize, prioritize workflow and meet established deadlines required.
- Ability to analyze data with particular attention to detail required.
- Ability to communicate effectively both orally and in writing required.
- Ability to recognize AP software problems and to effectively communicate to Supervisor/IT department and/or vendor technical support.
- Must have a high level of enthusiasm to work within a team environment in a constantly changing organization.
- Must be able to listen to and appropriately react to a supervisor's constructive criticism and incorporate said criticism to improve employee performance.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

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

seeing
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ability to move distances
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lifting (specify)
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- | | | |
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| <input checked="" type="checkbox"/> hearing/listening | <input checked="" type="checkbox"/> climbing | <input type="checkbox"/> <u>15</u> pounds |
| <input type="checkbox"/> clear speech | <input type="checkbox"/> ability to mount and | <input type="checkbox"/> driving (local/over |
| <input checked="" type="checkbox"/> touching | <input type="checkbox"/> dismount forklift/truck | <input type="checkbox"/> the road) |
| <input checked="" type="checkbox"/> dexterity | <input type="checkbox"/> pushing/pulling | |
| <input checked="" type="checkbox"/> hand | | |
| <input checked="" type="checkbox"/> finger | | |
| <input type="checkbox"/> reading - basic | <input type="checkbox"/> math skills - basic | <input checked="" type="checkbox"/> |
| analysis/comprehension | | |
| <input checked="" type="checkbox"/> reading - complex | <input checked="" type="checkbox"/> math skills - complex | <input checked="" type="checkbox"/> judgment/decision |
| <input checked="" type="checkbox"/> writing - basic | <input checked="" type="checkbox"/> clerical | <input type="checkbox"/> making |
| <input type="checkbox"/> writing - complex | | |
| <input type="checkbox"/> shift work | <input type="checkbox"/> outside | <input type="checkbox"/> pressurized equipment |
| <input checked="" type="checkbox"/> works alone | <input type="checkbox"/> extreme heat | <input type="checkbox"/> moving objects |
| <input checked="" type="checkbox"/> works with others | <input type="checkbox"/> extreme cold | <input type="checkbox"/> high places |
| <input checked="" type="checkbox"/> verbal contact w/others | <input type="checkbox"/> noise | <input type="checkbox"/> fumes/odors |
| <input checked="" type="checkbox"/> face-to-face contact | <input type="checkbox"/> mechanical equipment | <input type="checkbox"/> hazardous materials |
| <input checked="" type="checkbox"/> inside | <input type="checkbox"/> electrical equipment | <input checked="" type="checkbox"/> dirt/dust |

Supervision:

Directly Supervises: 0 Indirectly Supervises: 0

Disclaimer:

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Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

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Created November 2015

City of Burlington Job Description

Position Title: Grants & Finance Specialist

Department: Department of Finance and Administration

Reports to: Grants Director

Pay Grade: 18

Code: 202

Job

Exempt/Non-Exempt:

Union: AFSCME

Remote Work Rating: Tier

General Purpose: The Grants & Finance Specialist provides senior level guidance and applies best practices for grant expenditures, grant reimbursements, financial documentation, and fiscal management of grant funds using the City's Enterprise Resource Planning (ERP) system or other internal and external system(s) as required. This position is responsible for ensuring timely and accurate reporting of grant financials by documenting and maintaining internal controls over federal and state grant awards, developing and implementing related policies and procedures, and training employees on these best practices. The Grants & Finance Specialist will work with departmental project/program managers to create and manage budgets, support them in monitoring and reconciling budgets, advise the use and tracking of multiple funding sources, and serve as the subject matter expert for fiscal management of federal grants.

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.)

- Responsible for timely and accurate federal, state and local financial reporting requirements and compliance
- Maintain awareness of current federal and state grant regulations
- Review terms and conditions of funding opportunities to advise the city before new grant applications are submitted, and for new or amended funding awards to advise the city before grant agreements are executed
- Organize and maintain a system containing all grant data and documentation needed for internal and external audits
- Prepare schedules to assure compliance with applicable laws and regulations under which grants were received.
- Direct proper accounting structure in the ERP system to ensure compliance with grant terms and conditions and ensure data is easily accessible and reportable.
- Assist departmental grant managers in creating grant budgets to allocate and

track their funds

- Coordinate and track receipt of reimbursements, and reconcile grant revenues, expenses, and accounts receivable balances for assigned grants and loans
- Coordinate receipt and entry of electronic and paper receipts for assigned grants and loans as needed
- Review payroll weekly to ensure correct organization sets and projects are selected as required
- Confirm accuracy of year-end and beginning-of-year grant balances and information in the ERP system.
- Ensure appropriate management and tracking of grants across fiscal years and life-to-date cycles, providing financial and budget related information, budgetary reviews, year-to-date and life-to-date reporting and other reporting as needed.
- Ensure appropriate management and tracking of assigned loans, maintaining the terms and conditions of each loan, timely receipt of loans receivable, tracking cost allocation and payment of long-term debt, and supporting collection of delinquent loans
- Perform specialized accounting functions for expense allocation across all assigned grants and loans, such as preparing and entering monthly journal entries to allocate benefits for grants
- Perform and/or supervise grant and loan accounting duties such as the preparation of journal entries, bank statement reconciliation, general ledger account reconciliation and billing.
- Ensure eligibility of all grant expenditures in compliance with each grantor's regulatory requirements.
- Prepare financial statements and reports as required and perform research and reporting as needed
- Evaluate issues, identify concerns, and advise departmental leadership on opportunities for efficiencies and improvements related to fiscal management of grants
- Collaborate with other accounting staff to ensure that all grant accounting issues are addressed and resolved in a timely fashion.
- Work with City Auditors to update and submit annual audit-related requirements.
- Advise departmental leadership and project managers to implement recommended corrective action to resolve any audit findings.
- Develop and maintain relevant city-wide best practices, policies, procedures, and technologies.
- Train staff on grants accounting policies and practices, as well as the effective use of the ERP.

Non-Essential Job Functions:

- Other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor's Degree in Accounting or Business and five years of grant accounting required. Master's Degree is preferred. Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Experience with account reconciliation, project & grant billing and tracking.
- Must have a demonstrated ability to show great attention to detail.
- Proficiency with Excel and strong working knowledge of computer systems, including Word and electronic file management required.
- Ability to establish and maintain good relations with coworkers required.
- Previous municipal fiscal experience preferred.
- Ability to communicate effectively and work cooperatively with peers and management within and across departments.
- Ability to appropriately deal with stress such that it does not interfere with performance of job duties required.
- Ability to meet schedules and deadlines while working with minimal supervision.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.

Physical & Mental/Reasoning Requirements; Work Environment:

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

seeing

color perception

(red, green, amber)

hearing/listening

clear speech

ability to
move distances

lifting (specify)
within and

between

pounds

warehouses/offices

carrying

(specify)

climbing

pounds

ability to mount

and driving

(local/over

x touching

x dexterity

x hand

x finger

___ pushing/pulling

dismount forklift/truck
the road)

reading - basic

reading - complex

writing - basic

writing - complex

shift work

works alone

works with others

verbal contact w/others

face-to-face contact

inside

math skills -
 basic
 analysis/comprehension
 math skills - complex

 judgment/decision
 clerical
 making
 outside

 pressurized equipment
 extreme heat
 moving
 objects
 extreme cold
 high
 places
 noise
 fumes/odors
 mechanical equipment
 hazardous
 materials
 electrical
 equipment
 dirt/dust

Supervision:

Directly Supervises: 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: _____

Revised December 2019; July 2021; April 2024

City of Burlington Job Description

Position Title: Billing and Administrative Accountant, Technical Services

Department: Department of Public Works

Reports to: Division Director of Technical Services

Pay Grade: 17

Job Code: TBD

Exempt/Non-Exempt: Non-Exempt (Due to Union Status) **Union:** AFSCME

General Purpose: The Technical Services Billing and Administrative Accountant is responsible for overseeing and carrying out financial and administrative functions for the Public Works Department, Technical Services Division under the supervision of the Division Director Public Works-Technical Services. The Technical Services Billing and Administrative Accountant will manage division level financial and administrative operations including annual capital and operating budget preparation, capital project accounting and administration, grant financial management, grant reporting, respond to City and SEFA Audit questions, participate in the development and implementation of financial management procedures led by the Clerk Treasurer's Office, carry out compliance and training activities.

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.)

Team Lead Functions

- Assist the Division Director with adherence to proper accounting procedures performed by the Senior Engineers and their respective subordinate project managers
- Assist the Division Director with planning, arranging and delivering training opportunities for the Technical Services Team

General Accounting Functions

- For the Technical Services Division
 - Oversee general accounting duties including by not limited to the management, creation, review and approval of purchase orders, submitting invoices to accounts payable and preparing, verifying and processing journal entries while ensuring accurate coding and adequate documentation.
 - Monitor annual budget expenses lines, notifying budget managers and prepare budget amendments as necessary for the Clerk Treasurers Office review and processing.

- Responsible for reconciliation of revenue collections and ensures accurate entry, identify variances and processes corrections as needed.
- Prepare and review reports including, but not limited to, monthly budget reports, revenue tracking and accounts receivable. Investigate variances and ensure corrections are completed as appropriate.
- Calculate and submit Annual Draft Technical Services Force Account Markup for the review and approval of the Vermont Agency of Transportation Audit Division
- Make Force Account Billing Rate Adjustments within the Technical Service Team Billing System consistent with Vermont Agency of Transportation Audit Division Approved Force Account Markup Rate.
- Responsible for Capital Accounting
- Primary point of contact with Clerk Treasurers Office for Technical Services Division Finance Questions.
- Provide Intermediate level technical support and training to the Technical Services Division staff utilizing the City's financial software system.

Project Accounting & Financial Project Management Functions

- For capital and grant funded projects related to the Technical Service Division Budgets
 - Assist in developing and managing capital project budgets, capital project billing, and overall project general accounting that aligns with the City's policy, procedures and audit requirements and specifically:
 - Initializing projects and project budgets in the City's accounting system in collaboration with the Clerk/Treasurers Office.
 - Oversee and perform the same general accounting duties as listed above for capital and grant funded project in addition to verifying and submitting pay requisitions and miscellaneous billing, submitting reimbursement requests to grant, loan or bond escrow agencies, managing accounts receivable, and reconciling general ledger, project, and miscellaneous billing.
 - Collaborate with project managers to process and track invoices and reimbursements from various funding sources using City and Federal government accounting software.
 - Monitor the financial performance of project accounts.
 - For Technical Services Division Capital Projects that are eligible for impact fee reimbursement, manage the balance and planned expenditure of the impact fee budget.

Policy, Procedure and Compliance Function

- Lead Technical Services Division participation in the development and implementation of financial management policies and procedures, including the creation and maintenance of appropriate forms and templates in coordination with the Clerk Treasurers Office.
- Perform duties in a manner consistent with citywide project accounting procedures and policies, GAAP and GASB.
- Together with the Technical Services Division Director serve as the Divisions' lead supporting the Clerk Treasurers Office with the annual audit, the Schedule of Expenditures of Federal Awards (SEFA) audit, and other audits including but not limited to producing documentation and responding to auditor inquiries.
- Ensure compliance with financial grant and loan reimbursement procedures and

requirements for Federal, State and other funding sources.

- Manage time collection system including establishing new people in timekeeping systems, preparing and reviewing overhead/indirect rates, processing monthly internal and external billing and reimbursement, running regular timekeeping reports for the Technical Services Division Director and Management Team.
- Track success of divisions' financial key performance indicators and recommend strategies for improvement.
- Communicate and collaborate regularly on financial matters with officials at all levels within the City Administration and other City departments as well as external consultants and contractors.

Administrative Duties

- Administrative support for the Technical Services Division on various items including, but not limited to:
 - Serve in a leadership roles to ensure the City's purchasing policy is being followed and adhered to.
 - Ensure financial documentation of the Technical Services Division is filed and retained in an orderly manner, including organization by grant, project, funding, and fiscal year.
 - Assisting project managers with the release of requests for quotes, proposals or bid documents.
 - Assist in the packaging and preparation of Technical Service Division Agenda items for the Board of Finance and City Council consideration.
 - Assist Project Managers in uploading contract documentation to the City's Contract Management Software. Documents that normally include, Contracts, Contract Amendments, Union Deterrence, Livable Wage, and Insurance certifications.
 - Ensure Annual Livable Wage Certifications are current and on file for City Attorney's Office for review. Perform follow up with project managers that are delinquent to bring into compliance.
 - Collaborate and work cooperatively. Communicate regularly with officials at all levels within the City Administration; City Department; Consultants and Contractors.

Non-Essential Job Functions:

- Perform other duties as may be required.

Qualifications/Basic Job Requirements

- Bachelor's Degree in Accounting or related field with at least 3 years of relevant experience required. Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Minimum 2-years experience supervisory/leadership experience preferred.
- Must have a demonstrated ability to show great attention to detail.
- Must be consistent and accurate.
- Ability to work well under pressure and appropriately deal with stress.
- Ability to communicate effectively and work cooperatively with supervisor,

- subordinates and other departments.
- Ability to communicate effectively both orally and in writing with City management and departmental staff.
- Strong professional communication skills both oral and written required.
- Proficient in utilizing word processing and spreadsheet software required.
- Thorough knowledge of general accounting principles and practices required.
- Proficiency in financial accounting software preferred.
- Experience in billing and project tracking preferred.
- Experience or background in a municipal setting preferred.
- Must possess strong organizational skills.
- Ability to prioritize workflow, meet established deadlines and work under pressure.
- Ability to work independently and as part of a team.
- 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.

x	seeing	x	ability to move distances within warehouses and offices
	color perception (red, green, amber)		lifting (specify 30 pounds)
x	hearing/listening		carrying (specify 30 pounds)
x	clear speech		climbing
x	touching		driving
x	dexterity x hand x finger		ability to mount and dismount forklift
	reading – basic		pushing/pulling
x	reading – complex		shift work
	math skills – basic		moving objects
x	math skills – complex		pressurized equipment
	writing – basic		extreme heat
x	writing – complex		extreme cold
x	analysis/comprehension		high places
x	judgment/decision making		noise

	clerical		fumes/odors
x	inside		dirt/dust
	outside		hazardous materials
x	works alone		electrical equipment
x	works with others		mechanical equipment
x	face-to-face contact		
x	verbal contact w/others		

Supervision:

Directly Supervises: __0__

Indirectly Supervises: _____

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified Revised & Reclassified June, 2024

City of Burlington Job Description

Position Title: Senior Accountant

Department: Clerk/Treasurer

Reports to: Assistant Director of Finance or Comptroller

Pay Grade: 18

Job Code: 325

Exempt/Non-Exempt: Exempt

Union: Non-Union

Remote Work Rating: Tier 3

General Purpose: This position provides senior level accounting services in support of the City's central accounting function. The position requires advanced knowledge of accounting and Generally Accepted Accounting Principles (GAAP). This position ensures the integrity of accounting information by reviewing, recording and verifying general ledger account activity for all City Departments, except for the Burlington Electric Department (BED) & School. Responsible for senior level reconciliation of complex accounts and review of activity proposed by junior staff. Monitor and evaluate general ledger accounts for accuracy monthly. The position will assist in the development of strategies to improve performance & reporting. Position may also provide accounting services to several other major City Departments, including Enterprise Funds and Special Revenue Funds. This position is distinguished from other financial positions by the level of independent judgment and initiative required in planning, developing, training and implementing system changes that is needed to analyze data and provide accurate reporting.

In addition to the core purpose listed above, this position will also have a focus area either in banking & cash, capital projects, and/or grants management – as discussed with Employee's supervisor.

Essential Job Functions:

- Perform and/or oversee accounting duties such as the preparation of journal entries, bank statement reconciliation, and general ledger account reconciliation.
- Responsible for reconciliation of the City's more complex bank statements and General Ledger activity.
- Analyze financial information and prepare documentation and reports associated with reconciliations, departmental budgets and other data as needed.
- Leads staff on the monitoring and reconciliation of the City's balance sheet and income statement accounts.
- Reconcile sub-ledgers to appropriate general ledger accounts. Ensure accurate entry, identify variances and work with City staff to process corrections as needed.
- Trains appropriate staff in Clerk/Treasurer's Department and other City Departments on

policies & procedures necessary to accurately provide information & documentation appropriate for ledger processing.

- Assists in the development and maintenance of appropriate accounting standards and procedures in accordance with Generally Accepted Accounting Principles (GAAP) and other regulatory guidelines and requirements.
- Prepares, verifies and processes various journal entries, budget amendments and allocations. Ensure accurate coding and adequate documentation.
- Assists with audit and year-end preparation including deferred revenues, generating and processing entries, tracking various funds and entry types, gathering documentation and working with various City staff to reconcile account variances.
- Develops, design, and provides financial and budget related information and tools, including budgetary reviews, prepare budget vs. actual statements and reports as needed.
- Works with Departments that have external software that interfaces and provides financial data to the City for entry in General Ledger. Ensure departments are compliant and providing accurate financial records before interfacing with General Ledger.
- Provides assistance to Departments by providing financial information analysis & reporting.
- Assists in the preparation of the City's budget.
- Performs or oversees the development and reporting of the City's cost allocation plan(s).

As Assigned:

- Prepares, review and execute ACH, EFT and Wire transfers for City departments, Special Revenue Funds and Enterprise Funds as needed.
- Assists the ADF with preparation of cash flows and cash management.
- Responsible for maintaining, updating and reporting on the City's bonds and debt schedules. Verify amortization schedules to accurately generate and process payments due in a timely fashion. Follow up with appropriate City personnel to ensure timely payment of debt and reimbursement to the City's pooled cash fund.
- Responsible for developing and maintenance of grants tracking software to ensure all grants are captured, accurately classified and links in place to produce annual Schedule of Expenditures of Federal Awards (SEFA).
- Responsible for developing and maintenance of project tracking software to ensure all capital projects are captured, accurately classified and links in place to produce reporting for annual and year-to-date data.
- Review and ensure requests for budget amendments, use of fund balance and other balance forward entries are accurate and follow Board of Finance and City Council authorization.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor's Degree in Accounting Business Administration, or related field and with three (3) years of relevant accounting and banking experience required. Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Prior municipal experience and bond experience are preferred.
- Required three (3) years of more complex reconciliations.
- Knowledge of business concepts, best practices as they relate to departmental activities.
- Proven technical expertise working with multiple software applications to generate, format and import data from various sources.
- Proven technical expertise to generate, format and import data from various sources.
- Thorough knowledge of general accounting principles and practices required.
- Working knowledge of computerized accounting systems including the ability to operate spreadsheets, word-processing, and database software in a Windows based environment.
- Critical thinking and analytical skills required.
- Must be consistent and accurate.
- Initiative, creativity, and attention to detail required.
- Strong problem solving and organizational skills required.
- Ability to work well under pressure and appropriately deal with stress.
- Ability to meet schedules and deadlines while working with minimal supervision.
- Ability to work independently and in a team environment.
- Ability to communicate effectively both orally and in writing with City management and departmental staff.
- Ability to establish and maintain good relations with co-workers.
- Ability to listen to and appropriately react to a supervisor's constructive criticism and incorporate said criticism to improve performance.
- Flexibility, adaptability and commitment to constant improvement and innovation.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

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

excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

x	seeing	x	ability to move distances within warehouses and offices
	color perception (red, green, amber)	x	lifting (specify 20 pounds)
x	hearing/listening	x	carrying (specify 20 pounds)
x	clear speech		climbing
x	touching		driving
x	dexterity x hand x finger		ability to mount and dismount forklift
	reading – basic		pushing/pulling
x	reading – complex		shift work
	math skills – basic		moving objects
x	math skills – complex		pressurized equipment
	writing – basic		extreme heat
x	writing – complex		extreme cold
x	analysis/comprehension		high places
x	judgment/decision making		noise
x	clerical		fumes/odors
x	inside		dirt/dust
	outside		hazardous materials
x	works alone		electrical equipment
x	works with others		mechanical equipment
x	face-to-face contact		
x	verbal contact w/others		

Supervision:

Directly Supervises: __0__

Indirectly Supervises: __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.

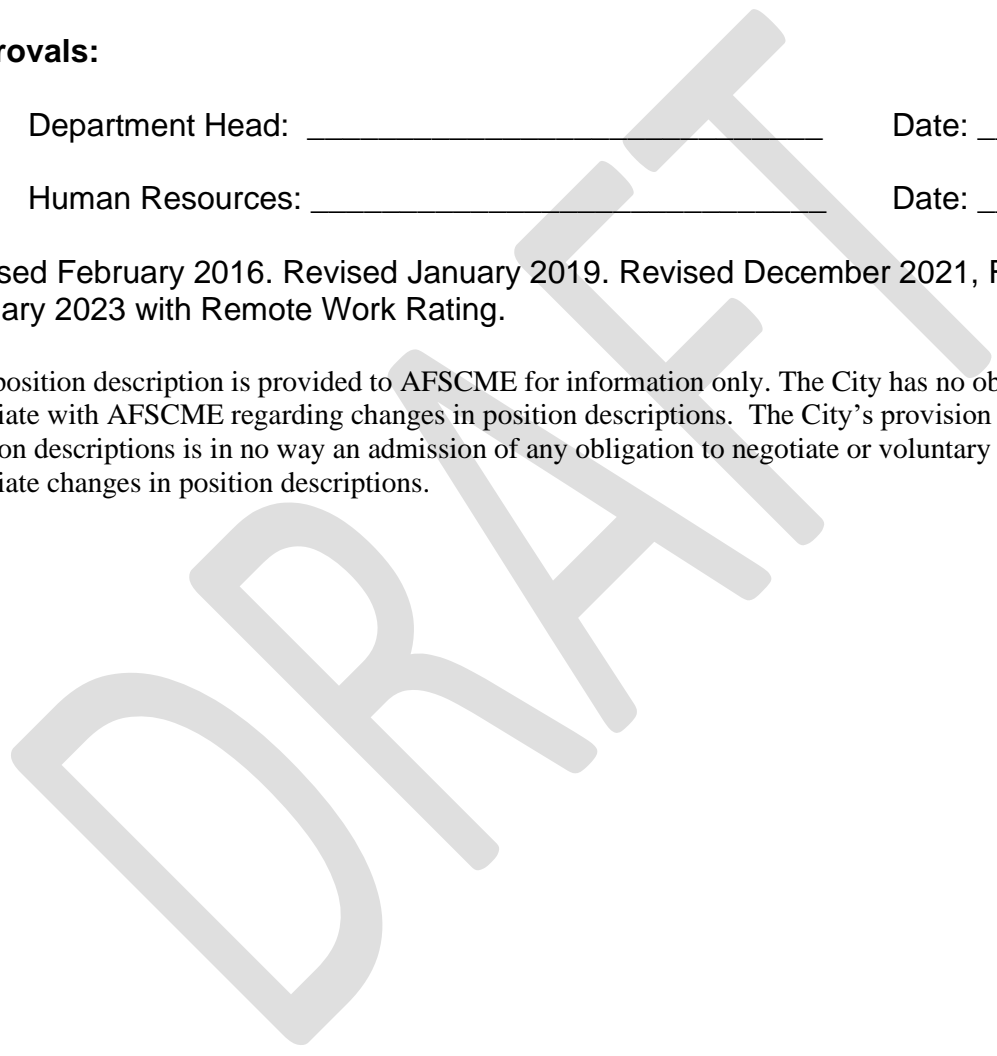
Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Revised February 2016. Revised January 2019. Revised December 2021, Revised January 2023 with Remote Work Rating.

This position description is provided to AFSCME for information only. The City has no obligation to negotiate with AFSCME regarding changes in position descriptions. The City's provision of revised position descriptions is in no way an admission of any obligation to negotiate or voluntary commitment to negotiate changes in position descriptions.



City of Burlington Job Description

Position Title: Grants Associate

Department: Clerk/Treasurer

Reports to: Senior Grants Manager

Pay Grade: 15

Job Code: TBD

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

Remote Work Rating: Tier 3

General Purpose: The Grants Associate provides critical support to the Senior Grants Manager to research and provide recommendations to the City of Burlington for its grants program, with a focus on identification and tracking of relevant opportunities resulting from historic levels of federal and state funding. The Grants Associate will form relationships with relevant state and federal officials ensuring a reliable flow of information, work closely with City leadership to examine the available opportunities and prioritize them according to City relevance and need, and may also help the Senior Grants Manager to respond to individual proposal efforts as directed.

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.)

- Conduct thorough and detailed research on funding programs resulting from the American Rescue Plan Act, Infrastructure Bill potential Build Back Better Bill, and other relevant federal and state legislation to determine relevance of funding opportunities to the City and its departments.
- Work closely under the direction of the Senior Grants Manager to implement a system to track grant opportunities relevant to the City of Burlington based on programs and services offered by the city and areas of need.
- Develop relationships with federal and state officials as needed.
- Clearly communicate grant information to and work with leadership and applicable departmental subject matter experts on funding opportunities.
- Help leadership team to prioritize City-wide grant opportunities.
- Actively communicate with City leadership and specialized staff to better understand departmental needs and to ensure grant applications capture positive impact of funds.
- Under direction of Senior Grants Manager, work on individual proposal responses, working closely with departmental technical experts, and others as needed.
- Together with Senior Grants Manager present all city-wide grant data to leadership and City Council

- Grant support for the Office of Racial Equity, Inclusion & Belonging (REIB)

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor’s Degree in relevant field. Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Three years (3) of relevant work experience required. Demonstrated successful experience writing and applying for federal or state grants a big plus.
- Working knowledge of computers including the ability to operate spreadsheets, word-processing, and database software in a Windows based environment.
- Must be consistent and accurate.
- Initiative, creativity, and attention to detail required.
- Strong problem solving and organizational skills required.
 - Ability to work well under pressure and appropriately deal with stress.
- Ability to work independently and in a team environment.
- Flexibility, adaptability and commitment to constant improvement and innovation.
 - Ability to actively support City racial equity, inclusion and belonging efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
 - Regular attendance is necessary and is essential to meeting the expectations of the job functions.
 - Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements: Work Environment:

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

- | | |
|---|--|
| <input checked="" type="checkbox"/> seeing | <input checked="" type="checkbox"/> ability to move distances |
| <input type="checkbox"/> color perception | <input checked="" type="checkbox"/> lifting (specify) within and between 30 pounds |
| <input type="checkbox"/> (red, green, amber) | warehouses/offices |
| <input checked="" type="checkbox"/> hearing/listening | <input checked="" type="checkbox"/> carrying (specify) |
| <input type="checkbox"/> clear speech | <input type="checkbox"/> climbing 30 pounds |
| | <input type="checkbox"/> ability to mount and <input type="checkbox"/> driving (local/over |

touching

dismount
forklift/truck the
road)

dexterity

pushing/pulling

hand

finger

reading - basic

math skills - basic

reading – complex

analysis/comprehension

math skills - complex

writing - basic

judgment/decision

clerical

writing - complex

making

shift work

outside

works alone

pressurized equipment

extreme heat

moving

works with others

objects

extreme cold

high places

verbal contact w/others

noise

fumes/odors

face-to-face contact

mechanical equipment

hazardous

inside

materials

electrical

equipment

dirt/dust

Supervision:

Directly Supervises: 0

Indirectly Supervises: 0

Disclaimer:

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

Approvals:

Department Head: _____

Date: _____

Human Resources: _____

Date: _____

Created December 202, July 2022, Revised January 2023 with Remote Work Rating.

DRAFT

City of Burlington Job Description

Position Title: Grants Associate & Philanthropy Advisor

Department: Department of Finance & Administration

Reports to: Director of Grants & Administrative Affairs

Pay Grade: 16

Job Code:

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

Remote Work Rating: Tier 3

General Purpose: The Grants Associate & Philanthropy Advisor provides critical support to the Director of Grants & Administrative Affairs. This position is responsible for leading the research of grant opportunities, responding to individual proposals, researching and advising relationships with philanthropists, and recommending the use of such opportunities. The Grants Associate & Philanthropy Advisor will support grant compliance activities, audit and reporting requirements, and will lead assessments and strategic planning to build relationships with philanthropists. This position will form and maintain relationships with relevant local, state, federal officials and partners to ensure a reliable flow of information, and will work closely with leadership to examine the available opportunities and prioritize them according to City relevance and need.

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.)

- Conduct thorough and detailed research on funding programs to determine relevance of funding opportunities to the City and its departments.
- Conduct thorough research, outreach, and document findings that assess the philanthropic landscape and advise leadership on best practices and opportunities for successful philanthropic engagement.
- Maintain a transparent system to track and clearly communicate grant opportunities and awards
- Collaborate with departmental leadership to better understand their needs and the areas that require additional resources for funding or administrative support
- As directed, advise city leadership on grants that have multi-departmental benefits and on grant opportunities not already within a department.
- Manage a transparent system for project and program prioritization and the strategy for aligning those with grant opportunities
- As directed, provide expert-level technical writing and management of individual proposal responses, working closely with departmental technical experts, and others as needed to prepare accurate, competitive, and timely proposals.

- Advise departmental grant managers on best practices for grant acceptance and management.
- Support the Grants & Finance Specialist with internal systems and procedures to strengthen grant compliance and audit requirements.
- As directed, prepare and implement policies and procedures related to pre-award and post-award grant activities.
- Develop and regularly update the gap analysis of financial and fundraising needs in collaboration with leadership
- Evaluate scenarios that could fill the financial and fundraising gaps
- Regularly coordinate across departments and with leadership to identify the focus areas that could be demonstrably impacted by philanthropy
- Develop and regularly update a strategic plan that identifies the financial and fundraising gaps of each focus area and advises the financial targets and timelines to fill gaps
- Advise leadership and work across departments to implement the selected strategies that
- Develop a strategic outreach and communication plan to build effective relationships with philanthropists
- Advise leadership and work across departments to maintain effective relationships with philanthropists
- Prepare and implement policies and procedures related to municipal philanthropy.
- Develop relationships with federal and state officials as needed.
- Maintain relationships with departmental leadership and external partners
- Provide support to prepare and present all city-wide grant data and philanthropy activities to leadership and City Council

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor's Degree in relevant field. Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Five years (5) of relevant work experience required. Demonstrated successful experience writing and applying for federal or state grants preferred.
- Working knowledge of computers including the ability to operate spreadsheets, word-processing, and database software in a Windows based environment.
- Some experience in nonprofit fundraising or grantmaking preferred
- Must be consistent and accurate.
- Initiative, creativity, and attention to detail required.
- Strong problem solving and organizational skills required.
 - Ability to work well under pressure and appropriately deal with stress.
- Ability to work independently and in a team environment.
- Flexibility, adaptability and commitment to constant improvement and innovation.
 - Ability to actively support City racial equity, inclusion and belonging efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
 - Regular attendance is necessary and is essential to meeting the expectations of the job functions.

- Ability to understand and comply with City standards, safety rules and personnel policies.
- Some weekends and evenings may be required.

Physical & Mental/Reasoning Requirements: Work Environment:

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

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| <input checked="" type="checkbox"/> seeing | <input checked="" type="checkbox"/> ability to move distances |
| <input type="checkbox"/> color perception | <input checked="" type="checkbox"/> lifting (specify) within and between 30 pounds |
| <input type="checkbox"/> (red, green, amber) | <input checked="" type="checkbox"/> carrying (specify) warehouses/offices |
| <input checked="" type="checkbox"/> hearing/listening | <input type="checkbox"/> climbing 30 pounds |
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| <input checked="" type="checkbox"/> touching | <input type="checkbox"/> dismount the forklift/truck (road) |
| <input checked="" type="checkbox"/> dexterity | <input type="checkbox"/> math skills - basic |
| <input checked="" type="checkbox"/> hand | <input checked="" type="checkbox"/> analysis/comprehension |
| <input checked="" type="checkbox"/> finger | <input checked="" type="checkbox"/> math skills - complex |
| <input type="checkbox"/> reading - basic | <input checked="" type="checkbox"/> judgment/decision |
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| <input type="checkbox"/> writing - basic | <input type="checkbox"/> outside |
| <input checked="" type="checkbox"/> writing - complex | <input type="checkbox"/> pressurized equipment |
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verbal contact w/others

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inside

noise

fumes/odors

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hazardous

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electrical

equipment

dirt/dust

Supervision:

Directly Supervises: 0

Indirectly Supervises: 0

Disclaimer:

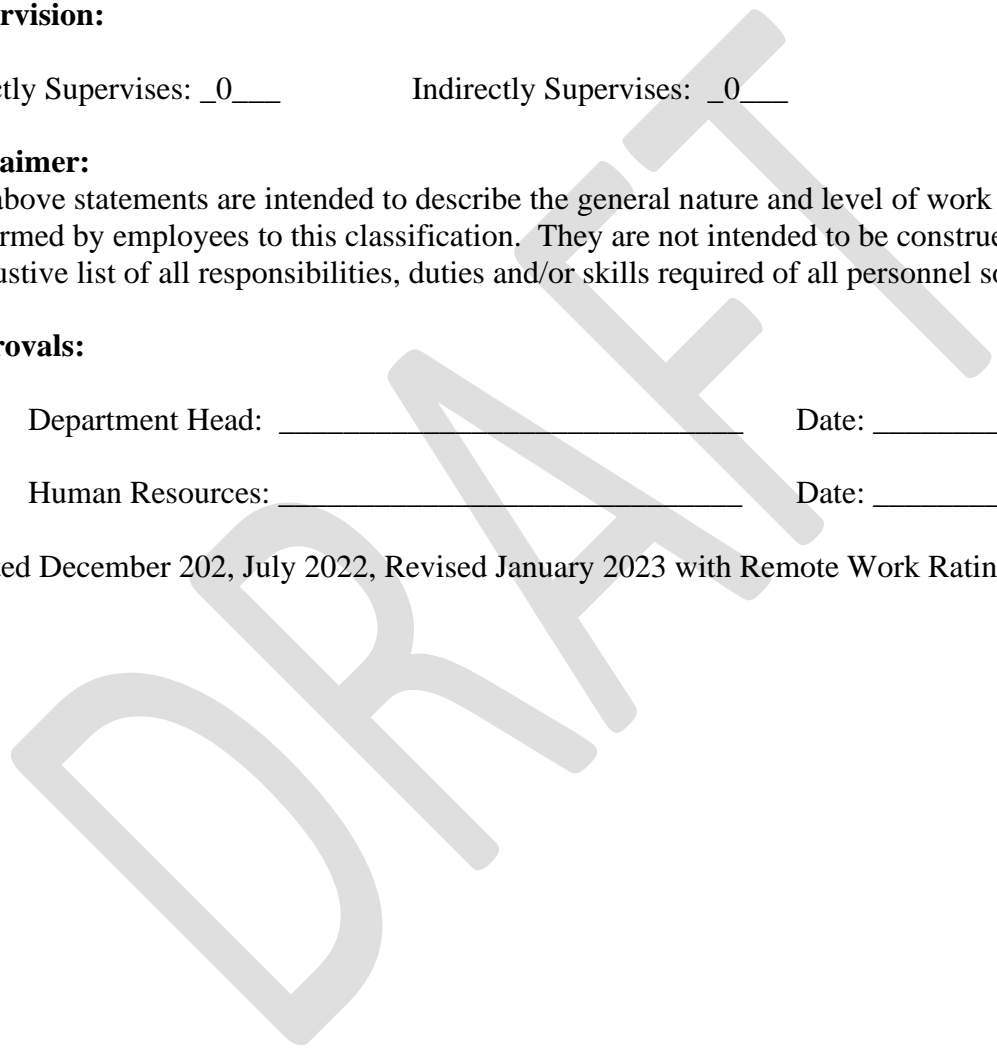
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Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Created December 202, July 2022, Revised January 2023 with Remote Work Rating.



CITY OF BURLINGTON

Department of Finance and Administration

MEMORANDUM

TO: Board of Finance and City Council
FROM: Brad Kukenberger, Director of Finance
CC: Katherine Schad, Chief Administrative Officer
DATE: January 26, 2026
RE: Request for Job Description Updates and Position Reclassifications
Department of Finance and Administration

INTRODUCTION

We are writing to request your approval for critical updates to job descriptions and reclassifications for six positions within the Department of Finance and Administration (DFA). These changes are essential to properly recognize the expanded scope, complexity, and professional-level responsibilities that have evolved in these roles, particularly following the creation of centralized accounting and financial operations through the ModernGov Initiative.

As detailed in the Mayor's FY26 Budget memorandum, the ModernGov Initiative represents a multi-year effort to right-size and modernize our city government. The creation of DFA merged the Clerk Treasurer, Innovation & Technology, Human Resources, and Assessor's Office into a unified department to centralize core city services essential to continuity of government operations. This reorganization has fundamentally changed the nature and scope of work for several finance positions, and has also created additional administrative needs in the Clerk's Office, necessitating formal updates to job descriptions and adjustments to position allocations.

PROCESS & REVIEW TIMELINE

The proposed changes result from a comprehensive job description review conducted by DFA leadership, examining how roles have evolved and comparing responsibilities against current AFSCME pay grade classifications and market standards.

July 1, 2025: ModernGov Initiative & FY26 Budget resolution take effect

August 2025: DFA Finance requested all employees to review current Job Descriptions and suggest edits

September/October 2025: Management Review of proposed changes. Request HR to review and recalculate paygrades for affected positions

October/November 2025: HR Review & Grading and AFSCME Union review of outcome

December 2025: Confirmed final Job Descriptions with affected staff

January 2026: Request BOF/City Council to approve reclassifications and required

RATIONALE FOR CHANGES

The proposed reclassifications and position adjustments address several key factors:

- **Expanded Scope:** Positions now serve citywide rather than single departments, requiring broader knowledge and coordination
- **Increased Complexity:** Roles now involve policy development, compliance management, and system-wide financial controls rather than primarily transactional work
- **Leadership Responsibilities:** Certain positions now include team supervision, training responsibilities, and subject matter expertise
- **Professional Standards:** Enhanced positions require bachelor's degrees and significant experience, reflecting professional-level accounting and grants management work

These changes also help address retention concerns and internal equity. As we work to maintain a stable, effective workforce, it is critical that compensation reflects the actual work performed and the qualifications required.

POSITION-BY-POSITION SUMMARY

The following table summarizes the seven positions requesting reclassification or adjustment:

Position Title	Budgeted G/L	Current Status	Proposed Change	Annualized Budgetary Impact	Union Status
Accounting Assistant I – Accounts Payable	101-04-000	Grade 14	Grade 15	\$3,544.11	AFSCME
Lead Accounts Payable Analyst	101-04-000	Grade 14	Grade 16	\$3,258.11	AFSCME
Grants & Finance Specialist	101-04-000	Grade 16	Grade 18	\$4,041.23	AFSCME
Grants Associate & Philanthropy Advisor	101-04-000	Grade 15	Grade 16	\$4,035.62	AFSCME
Billing and Admin Accountant → Senior Accountant	101-04-000	Grade 17	Grade 18	\$4,759.46	AFSCME→Non-Union
NPA Public Engagement Specialist	101-04-000	30 hrs/wk	40 hrs/wk	\$14,308.32	AFSCME

DFA Subtotal (FY26 half-year):	\$16,973.43	
FY26 retroactive pay to July 1, 2025:	\$9,819.27	
FY26 Total Impact:	\$26,795.70	
FY27 Annual Impact:	\$35,644.20	

Please note that while the City makes every reasonable effort to not incur retroactive pay, given the unique circumstances regarding the reorganization it was not possible to avoid paying this per the AFSCME contract. Employees needed to begin performing their new functions as of July 1 but it took a few months for the administrative work of changing job descriptions and getting this request to the BoF and CC.

FUNDING THIS PROPOSAL

The DFA, within the Clerk Treasurer's General Fund budget, has sufficient vacancy savings from turnover in the Comptroller and Chief Accountant positions to fund these reclassifications. These turnover savings are projected to continue in FY27, creating a budget-neutral request for reclassification in both the current and future budget years.

This approach aligns with the administration's commitment to fiscal sustainability while maintaining internal equity and competitive compensation for staff whose roles have fundamentally changed through the ModernGov reorganization. Because these vacancy savings are ongoing, this reclassification package does not require additional General Fund appropriations in FY26 or FY27.

CONCLUSION AND REQUEST

These proposed reclassifications and position adjustments represent important investments in our workforce and in the long-term sustainability of city government. As we work to modernize our operations through the ModernGov Initiative, we must ensure that employees whose roles have expanded significantly are compensated fairly for the work they now perform, and that we maintain adequate administrative capacity to support effective government operations.

We respectfully request that the Board of Finance and City Council approve:

- Updated job descriptions for all DFA positions as attached
- Pay grade reclassifications for DFA positions as detailed in this memorandum
- Hours increase for the NPA Public Engagement Specialist from 30 to 40 hours per week
- Authorization to implement changes effective January 27, 2026 (after city council review)
- Acknowledgment that these changes will be funded through existing vacancy savings within the DFA General Fund budget, requiring no additional appropriations

Board of Finance:

1. To approve and recommend that the City Council approve the following position reclassifications:
 - a. Reclassification of one (1) Accounting Assistant I – Accounts Payable, non-exempt, full-time, AFSCME position, grade 14, to grade 15;
 - b. Reclassification of one (1) Lead Accounts Payable Analyst, non-exempt, full-time, AFSCME position, grade 14, to grade 16;
 - c. Reclassification of one (1) Grants & Finance Specialist, non-exempt, full-time, AFSCME position, grade 16, to grade 18;
 - d. Reclassification of one (1) Grants Associate & Philanthropy Advisor, non-exempt, full-time, AFSCME position, grade 15, to grade 16;
 - e. Reclassification of one (1) Billing & Admin Accountant, non-exempt, full-time, AFSCME position, grade 17, to one (1) Sr. Accountant, exempt, full-/part-time, non-union position, grade 18; and
 - f. Reclassification of one (1) NPA Engagement Specialist, part-time, non-exempt, AFSCME position, grade 14, to a full-time position, grade 14.
2. To approve and recommend that the City Council authorize the Chief Administrative Officer to make such amendments to the FY26 Budget as may be necessary or convenient to effectuate the foregoing staff reorganization, in substantial conformance with the information outlined in the staff report, for a total FY 26 impact of \$26,795.70.

City Council:

1. To approve the following position reclassifications:
 - a. Reclassification of one (1) Accounting Assistant I – Accounts Payable, non-exempt, full-time, AFSCME position, grade 14, to grade 15;
 - b. Reclassification of one (1) Lead Accounts Payable Analyst, non-exempt, full-time, AFSCME position, grade 14, to grade 16;
 - c. Reclassification of one (1) Grants & Finance Specialist, non-exempt, full-time, AFSCME position, grade 16, to grade 18;
 - d. Reclassification of one (1) Grants Associate & Philanthropy Advisor, non-exempt, full-time, AFSCME position, grade 15, to grade 16;

Page 5 of 27

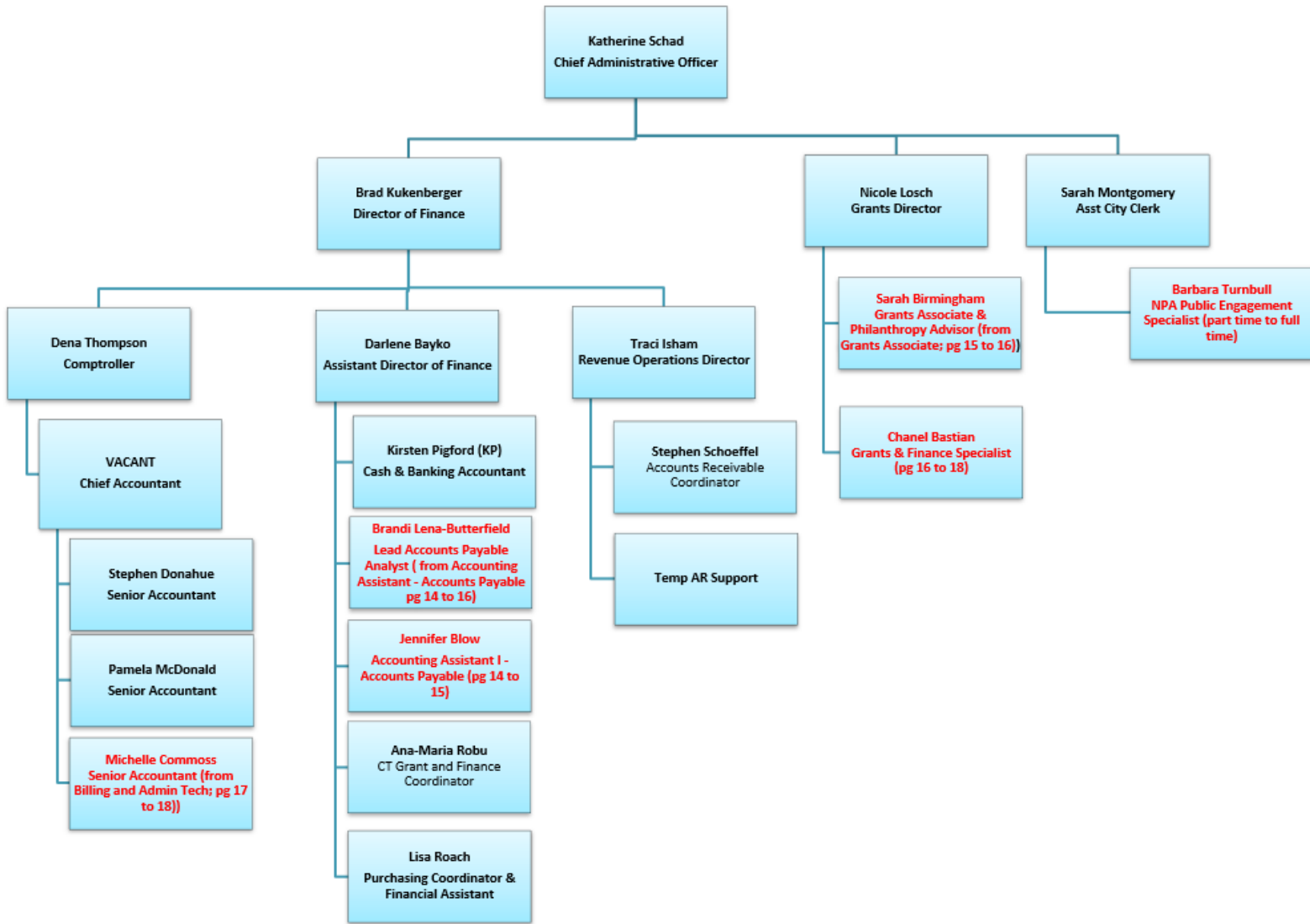
- e. Reclassification of one (1) Billing & Admin Accountant, non-exempt, full-time, AFSCME position, grade 17, to one (1) Sr. Accountant, exempt, full-time, non-union position, grade 18; and
 - f. Reclassification of one (1) NPA Engagement Specialist, part-time, non-exempt, AFSCME position, grade 14, to a full-time position, grade 14.
2. To authorize the Chief Administrative Officer to make such amendments to the FY26 Budget as may be necessary or convenient to effectuate the foregoing staff reorganization, in substantial conformance with the information outlined in the staff report, for a total FY 26 impact of \$26,795.70.

Our DFA leadership teams are prepared to answer any questions you may have and provide additional detail as needed. Thank you for your consideration of this important request.

Attachments:

Org Chart showing requested changes

Updated job descriptions: Accounting Assistant I – Accounts Payable, Lead Accounts Payable Analyst, Grants & Finance Specialist, Grants Associate & Philanthropy Advisor, Billing and Admin Accountant, Senior Accountant



City of Burlington Job Description

Position Title: Accounting Assistant I – Accounts Payable

Department: Department of Finance and Administration

Reports to: Assistant Director of Finance

Pay Grade: 15

Job Code: 208

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

General Purpose: This position is primarily responsible for processing and monitoring payments throughout the city's automated Accounts Payable System (AP), including all internal reporting and ensuring compliance with policy & procedures and clearing cashed checks in the system.

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.)

- Prepare and maintain all Accounts Payable (AP) functions city-wide including but not limited to resolving vendor statement discrepancies.
- Adheres to AP internal controls; including but not limited to, purchase orders, invoice payment approval, W-9 verification for accuracy, etc.
- Assist in maintaining electronic files relating to AP.
- Collect, code and deposit receivables, Misc. Payments for Public Works, Equipment Maintenance, Recycling, and Misc. Departments as needed. Invoice and collect on any bad checks.
- Invoice through Miscellaneous Billing for Recycling monthly solid waste generation tax returns and yearly License renewals.
- Manage the AP email mailbox which includes sorting, distributing, answer and direct and help with all questions for all incoming messages.
- Manage various credit accounts for multiple city departments.
- Entry, coding and uploading of city purchasing card transactions on a weekly basis for various departments.
- Responsible for issuing and tracking some purchase orders for Public Works, BPRW, IT City Hall, and Cemetery.
- Provides training in the city's ERP System to various departments and new staff.
- Adheres to Accounts Payable internal controls; including but not limited to, purchase orders, invoice payment approval, W-9 verification for accuracy, etc.

- Assist in the preparation of audit schedules and testing by pulling invoices and backup as directed by supervisor for the year-end audit.
- Assesses, individually and as part of a team, and recommends to supervisor ways to reduce the city's purchasing costs.
- Performs other responsibilities in the absence of co-workers and during periods of high volume as directed.

Qualifications/Basic Job Requirements:

- High school diploma and three years relevant experience in accounting required. An Associate's Degree in Accounting or related field is preferred.
- Ability to operate in a Windows based operating environment using word-processing, spreadsheets and database software required.
- Must be consistent and demonstrate a high level of initiative in problem solving.
- Ability to work successfully in a fast paced environment and with minimal supervision required.
- Ability to organize, prioritize workflow and meet established deadlines required.
- Ability to analyze data with particular attention to detail required.
- Ability to communicate effectively both orally and in writing required.
- Ability to recognize AP software problems and to effectively communicate to Supervisor/IT department and/or vendor technical support.
- Must have a high level of enthusiasm to work within a team environment in a constantly changing organization.
- Must be able to listen to and appropriately react to a supervisor's constructive criticism and incorporate said criticism to improve employee performance.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

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

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| <input checked="" type="checkbox"/> seeing | <input checked="" type="checkbox"/> ability to move distances | <input checked="" type="checkbox"/> lifting (specify) |
| <input type="checkbox"/> color perception | within and between | <input type="checkbox"/> 15 pounds |
| <input type="checkbox"/> (red, green, amber) | warehouses/offices | <input checked="" type="checkbox"/> carrying (specify) |
| <input checked="" type="checkbox"/> hearing/listening | <input checked="" type="checkbox"/> climbing | <input type="checkbox"/> 15 pounds |

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| <input type="checkbox"/> clear speech | <input type="checkbox"/> ability to mount and
dismount forklift/truck | <input type="checkbox"/> driving (local/over
the road) |
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| <input checked="" type="checkbox"/> reading - complex | <input checked="" type="checkbox"/> math skills - complex | <input checked="" type="checkbox"/> judgment/decision
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| <input type="checkbox"/> shift work | <input type="checkbox"/> outside | <input type="checkbox"/> pressurized equipment |
| <input checked="" type="checkbox"/> works alone | <input type="checkbox"/> extreme heat | <input type="checkbox"/> moving objects |
| <input checked="" type="checkbox"/> works with others | <input type="checkbox"/> extreme cold | <input type="checkbox"/> high places |
| <input checked="" type="checkbox"/> verbal contact w/others | <input type="checkbox"/> noise | <input type="checkbox"/> fumes/odors |
| <input checked="" type="checkbox"/> face-to-face contact | <input type="checkbox"/> mechanical equipment | <input type="checkbox"/> hazardous materials |
| <input checked="" type="checkbox"/> inside | <input type="checkbox"/> electrical equipment | <input checked="" type="checkbox"/> 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: _____

This position description is provided to AFSCME for information only. The City has no obligation to negotiate with AFSCME regarding changes in position descriptions. The City's provision of revised position descriptions is in no way an admission of any obligation to negotiate or voluntary commitment to negotiate changes in position descriptions.

Created November 2015

City of Burlington Job Description

Position Title: Lead Accounts Payable Analyst

Department: Department of Finance and Administration

Reports to: Assistant Director of Finance

Pay Grade: 16

Job Code: 208

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

General Purpose: This position is primarily responsible for leading the Accounts Payable (AP) team, processing and monitoring payments throughout the city's automated accounts payable system, including all internal reporting and ensuring compliance with policy & procedures.

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.)

- Leads AP staff and training. Oversees the processing of all invoices and verification of transactions to ensure compliance, accuracy and timely payments to vendors and suppliers.
- Development and implementation of policies and procedures that enhance the effectiveness of the accounts payable function, fostering a culture of continuous improvement within the team to prevent errors and fraud in the accounts payable process. Maintain exceptional customer service externally & internally ensuring such requests receive timely responses.
- Handle complex vendor inquiries and disputes, including resolving billing errors and negotiating adjustments or refunds to ensure fair and accurate transactions.
- Prepare and analyze AP reports and metrics to assess performance and identify areas for improvement in the payment process.
- Vendor data management. W9 verification and vendor entry approvals.
- Prepare, review and execute ACH, EFT and Wire transfers for the City departments, Special Revenue Funds and Enterprise Funds verifying and ensuring fraud prevention.
- Reconcile accounts payable transactions with the general ledger balances, identifying discrepancies and resolving issues to ensure accuracy in financial statements.
- Reconcile bank accounts and balance sheet accounts.
- Prepare, review and process various journal entries for senior staff.
- Preparation of audit schedules and testing for annual audit.

- Preparation of annual 1099 reporting to the IRS and Unclaimed Property to the State of Vermont.
- Manages the record retention and retrieval program for AP records, including but not limited to: cataloging, maintaining records listing, and coordination of destruction of records, etc.
- Performs other responsibilities in the absence of colleagues and during periods of high volume as directed.

Qualifications/Basic Job Requirements:

- Bachelor's Degree and three (3) years' experience in Accounting or related field required. Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Ability to operate in a Windows based operating environment using word-processing, spreadsheets and database software required.
- Must be consistent and demonstrate a high level of initiative in problem solving.
- Ability to work successfully in a fast-paced environment and with minimal supervision required.
- Ability to organize, prioritize workflow and meet established deadlines required.
- Ability to analyze data with particular attention to detail required.
- Ability to communicate effectively both orally and in writing required.
- Ability to recognize AP software problems and to effectively communicate to Supervisor/IT department and/or vendor technical support.
- Must have a high level of enthusiasm to work within a team environment in a constantly changing organization.
- Must be able to listen to and appropriately react to a supervisor's constructive criticism and incorporate said criticism to improve employee performance.
- 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:

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| analysis/comprehension | | |
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Created November 2015

City of Burlington Job Description

Position Title: Grants & Finance Specialist

Department: Department of Finance and Administration

Reports to: Grants Director

Pay Grade: 18

Code: 202

Job

Exempt/Non-Exempt:

Union:

Remote Work Rating: Tier

General Purpose: The Grants & Finance Specialist provides senior level guidance and applies best practices for grant expenditures, grant reimbursements, financial documentation, and fiscal management of grant funds using the City's Enterprise Resource Planning (ERP) system or other internal and external system(s) as required. This position is responsible for ensuring timely and accurate reporting of grant financials by documenting and maintaining internal controls over federal and state grant awards, developing and implementing related policies and procedures, and training employees on these best practices. The Grants & Finance Specialist will work with departmental project/program managers to create and manage budgets, support them in monitoring and reconciling budgets, advise the use and tracking of multiple funding sources, and serve as the subject matter expert for fiscal management of federal grants.

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.)

- Responsible for timely and accurate federal, state and local financial reporting requirements and compliance
- Maintain awareness of current federal and state grant regulations
- Review terms and conditions of funding opportunities to advise the city before new grant applications are submitted, and for new or amended funding awards to advise the city before grant agreements are executed
- Organize and maintain a system containing all grant data and documentation needed for internal and external audits
- Prepare schedules to assure compliance with applicable laws and regulations under which grants were received.
- Direct proper accounting structure in the ERP system to ensure compliance with grant terms and conditions and ensure data is easily accessible and reportable.
- Assist departmental grant managers in creating grant budgets to allocate and

track their funds

- Coordinate and track receipt of reimbursements, and reconcile grant revenues, expenses, and accounts receivable balances for assigned grants and loans
- Coordinate receipt and entry of electronic and paper receipts for assigned grants and loans as needed
- Review payroll weekly to ensure correct organization sets and projects are selected as required
- Confirm accuracy of year-end and beginning-of-year grant balances and information in the ERP system.
- Ensure appropriate management and tracking of grants across fiscal years and life-to-date cycles, providing financial and budget related information, budgetary reviews, year-to-date and life-to-date reporting and other reporting as needed.
- Ensure appropriate management and tracking of assigned loans, maintaining the terms and conditions of each loan, timely receipt of loans receivable, tracking cost allocation and payment of long-term debt, and supporting collection of delinquent loans
- Perform specialized accounting functions for expense allocation across all assigned grants and loans, such as preparing and entering monthly journal entries to allocate benefits for grants
- Perform and/or supervise grant and loan accounting duties such as the preparation of journal entries, bank statement reconciliation, general ledger account reconciliation and billing.
- Ensure eligibility of all grant expenditures in compliance with each grantor's regulatory requirements.
- Prepare financial statements and reports as required and perform research and reporting as needed
- Evaluate issues, identify concerns, and advise departmental leadership on opportunities for efficiencies and improvements related to fiscal management of grants
- Collaborate with other accounting staff to ensure that all grant accounting issues are addressed and resolved in a timely fashion.
- Work with City Auditors to update and submit annual audit-related requirements.
- Advise departmental leadership and project managers to implement recommended corrective action to resolve any audit findings.
- Develop and maintain relevant city-wide best practices, policies, procedures, and technologies.
- Train staff on grants accounting policies and practices, as well as the effective use of the ERP.

Non-Essential Job Functions:

- Other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor's Degree in Accounting or Business and five years of grant accounting required. Master's Degree is preferred. Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Experience with account reconciliation, project & grant billing and tracking.
- Must have a demonstrated ability to show great attention to detail.
- Proficiency with Excel and strong working knowledge of computer systems, including Word and electronic file management required.
- Ability to establish and maintain good relations with coworkers required.
- Previous municipal fiscal experience preferred.
- Ability to communicate effectively and work cooperatively with peers and management within and across departments.
- Ability to appropriately deal with stress such that it does not interfere with performance of job duties required.
- Ability to meet schedules and deadlines while working with minimal supervision.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.

Physical & Mental/Reasoning Requirements; Work Environment:

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

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color perception

(red, green, amber)

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ability to
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pounds

ability to mount

and driving

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Page 16 of 27
x touching

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dismount forklift/truck
the road)

reading - basic

reading - complex

writing - basic

writing - complex

shift work

works alone

works with others

verbal contact w/others

face-to-face contact

inside

math skills -
 basic
 analysis/comprehension
 math skills - complex

 judgment/decision
 clerical
 making
 outside

 pressurized equipment
 extreme heat
 moving
 objects
 extreme cold
 high
 places
 noise
 fumes/odors
 mechanical equipment
 hazardous
 materials
 electrical
 equipment
 dirt/dust

Supervision:

Directly Supervises: 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: _____

Revised December 2019; July 2021; April 2024

City of Burlington Job Description

Position Title: Billing and Administrative Accountant, Technical Services

Department: Department of Public Works

Reports to: Division Director of Technical Services

Pay Grade: 17

Job Code: TBD

Exempt/Non-Exempt: Non-Exempt (Due to Union Status) **Union:** AFSCME

General Purpose: The Technical Services Billing and Administrative Accountant is responsible for overseeing and carrying out financial and administrative functions for the Public Works Department, Technical Services Division under the supervision of the Division Director Public Works-Technical Services. The Technical Services Billing and Administrative Accountant will manage division level financial and administrative operations including annual capital and operating budget preparation, capital project accounting and administration, grant financial management, grant reporting, respond to City and SEFA Audit questions, participate in the development and implementation of financial management procedures led by the Clerk Treasurer's Office, carry out compliance and training activities.

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.)

Team Lead Functions

- Assist the Division Director with adherence to proper accounting procedures performed by the Senior Engineers and their respective subordinate project managers
- Assist the Division Director with planning, arranging and delivering training opportunities for the Technical Services Team

General Accounting Functions

- For the Technical Services Division
 - Oversee general accounting duties including by not limited to the management, creation, review and approval of purchase orders, submitting invoices to accounts payable and preparing, verifying and processing journal entries while ensuring accurate coding and adequate documentation.
 - Monitor annual budget expenses lines, notifying budget managers and prepare budget amendments as necessary for the Clerk Treasurers Office review and processing.

- Responsible for reconciliation of revenue collections and ensures accurate entry, identify variances and processes corrections as needed.
- Prepare and review reports including, but not limited to, monthly budget reports, revenue tracking and accounts receivable. Investigate variances and ensure corrections are completed as appropriate.
- Calculate and submit Annual Draft Technical Services Force Account Markup for the review and approval of the Vermont Agency of Transportation Audit Division
- Make Force Account Billing Rate Adjustments within the Technical Service Team Billing System consistent with Vermont Agency of Transportation Audit Division Approved Force Account Markup Rate.
- Responsible for Capital Accounting
- Primary point of contact with Clerk Treasurers Office for Technical Services Division Finance Questions.
- Provide Intermediate level technical support and training to the Technical Services Division staff utilizing the City's financial software system.

Project Accounting & Financial Project Management Functions

- For capital and grant funded projects related to the Technical Service Division Budgets
 - Assist in developing and managing capital project budgets, capital project billing, and overall project general accounting that aligns with the City's policy, procedures and audit requirements and specifically:
 - Initializing projects and project budgets in the City's accounting system in collaboration with the Clerk/Treasurers Office.
 - Oversee and perform the same general accounting duties as listed above for capital and grant funded project in addition to verifying and submitting pay requisitions and miscellaneous billing, submitting reimbursement requests to grant, loan or bond escrow agencies, managing accounts receivable, and reconciling general ledger, project, and miscellaneous billing.
 - Collaborate with project managers to process and track invoices and reimbursements from various funding sources using City and Federal government accounting software.
 - Monitor the financial performance of project accounts.
 - For Technical Services Division Capital Projects that are eligible for impact fee reimbursement, manage the balance and planned expenditure of the impact fee budget.

Policy, Procedure and Compliance Function

- Lead Technical Services Division participation in the development and implementation of financial management policies and procedures, including the creation and maintenance of appropriate forms and templates in coordination with the Clerk Treasurers Office.
- Perform duties in a manner consistent with citywide project accounting procedures and policies, GAAP and GASB.
- Together with the Technical Services Division Director serve as the Divisions' lead supporting the Clerk Treasurers Office with the annual audit, the Schedule of Expenditures of Federal Awards (SEFA) audit, and other audits including but not limited to producing documentation and responding to auditor inquiries.
- Ensure compliance with financial grant and loan reimbursement procedures and

requirements for Federal, State and other funding sources.

- Manage time collection system including establishing new people in timekeeping systems, preparing and reviewing overhead/indirect rates, processing monthly internal and external billing and reimbursement, running regular timekeeping reports for the Technical Services Division Director and Management Team.
- Track success of divisions' financial key performance indicators and recommend strategies for improvement.
- Communicate and collaborate regularly on financial matters with officials at all levels within the City Administration and other City departments as well as external consultants and contractors.

Administrative Duties

- Administrative support for the Technical Services Division on various items including, but not limited to:
 - Serve in a leadership roles to ensure the City's purchasing policy is being followed and adhered to.
 - Ensure financial documentation of the Technical Services Division is filed and retained in an orderly manner, including organization by grant, project, funding, and fiscal year.
 - Assisting project managers with the release of requests for quotes, proposals or bid documents.
 - Assist in the packaging and preparation of Technical Service Division Agenda items for the Board of Finance and City Council consideration.
 - Assist Project Managers in uploading contract documentation to the City's Contract Management Software. Documents that normally include, Contracts, Contract Amendments, Union Deterrence, Livable Wage, and Insurance certifications.
 - Ensure Annual Livable Wage Certifications are current and on file for City Attorney's Office for review. Perform follow up with project managers that are delinquent to bring into compliance.
 - Collaborate and work cooperatively. Communicate regularly with officials at all levels within the City Administration; City Department; Consultants and Contractors.

Non-Essential Job Functions:

- Perform other duties as may be required.

Qualifications/Basic Job Requirements

- Bachelor's Degree in Accounting or related field with at least 3 years of relevant experience required. Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Minimum 2-years experience supervisory/leadership experience preferred.
- Must have a demonstrated ability to show great attention to detail.
- Must be consistent and accurate.
- Ability to work well under pressure and appropriately deal with stress.
- Ability to communicate effectively and work cooperatively with supervisor,

- subordinates and other departments.
- Ability to communicate effectively both orally and in writing with City management and departmental staff.
- Strong professional communication skills both oral and written required.
- Proficient in utilizing word processing and spreadsheet software required.
- Thorough knowledge of general accounting principles and practices required.
- Proficiency in financial accounting software preferred.
- Experience in billing and project tracking preferred.
- Experience or background in a municipal setting preferred.
- Must possess strong organizational skills.
- Ability to prioritize workflow, meet established deadlines and work under pressure.
- Ability to work independently and as part of a team.
- 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.

x	seeing	x	ability to move distances within warehouses and offices
	color perception (red, green, amber)		lifting (specify 30 pounds)
x	hearing/listening		carrying (specify 30 pounds)
x	clear speech		climbing
x	touching		driving
x	dexterity x hand x finger		ability to mount and dismount forklift
	reading – basic		pushing/pulling
x	reading – complex		shift work
	math skills – basic		moving objects
x	math skills – complex		pressurized equipment
	writing – basic		extreme heat
x	writing – complex		extreme cold
x	analysis/comprehension		high places
x	judgment/decision making		noise

	clerical		fumes/odors
x	inside		dirt/dust
	outside		hazardous materials
x	works alone		electrical equipment
x	works with others		mechanical equipment
x	face-to-face contact		
x	verbal contact w/others		

Supervision:

Directly Supervises: __0__

Indirectly Supervises: _____

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified Revised & Reclassified June, 2024

City of Burlington Job Description

Position Title: Senior Accountant

Department: Clerk/Treasurer

Reports to: Assistant Director of Finance or Comptroller

Pay Grade: 18

Job Code: 325

Exempt/Non-Exempt: Exempt

Union: Non-Union

Remote Work Rating: Tier 3

General Purpose: This position provides senior level accounting services in support of the City's central accounting function. The position requires advanced knowledge of accounting and Generally Accepted Accounting Principles (GAAP). This position ensures the integrity of accounting information by reviewing, recording and verifying general ledger account activity for all City Departments, except for the Burlington Electric Department (BED) & School. Responsible for senior level reconciliation of complex accounts and review of activity proposed by junior staff. Monitor and evaluate general ledger accounts for accuracy monthly. The position will assist in the development of strategies to improve performance & reporting. Position may also provide accounting services to several other major City Departments, including Enterprise Funds and Special Revenue Funds. This position is distinguished from other financial positions by the level of independent judgment and initiative required in planning, developing, training and implementing system changes that is needed to analyze data and provide accurate reporting.

In addition to the core purpose listed above, this position will also have a focus area either in banking & cash, capital projects, and/or grants management – as discussed with Employee's supervisor.

Essential Job Functions:

- Perform and/or oversee accounting duties such as the preparation of journal entries, bank statement reconciliation, and general ledger account reconciliation.
- Responsible for reconciliation of the City's more complex bank statements and General Ledger activity.
- Analyze financial information and prepare documentation and reports associated with reconciliations, departmental budgets and other data as needed.
- Leads staff on the monitoring and reconciliation of the City's balance sheet and income statement accounts.
- Reconcile sub-ledgers to appropriate general ledger accounts. Ensure accurate entry, identify variances and work with City staff to process corrections as needed.

Page 24 of 27

- Trains appropriate staff in Clerk/Treasurer's Department and other City Departments on policies & procedures necessary to accurately provide information & documentation appropriate for ledger processing.
- Assists in the development and maintenance of appropriate accounting standards and procedures in accordance with Generally Accepted Accounting Principles (GAAP) and other regulatory guidelines and requirements.
- Prepares, verifies and processes various journal entries, budget amendments and allocations. Ensure accurate coding and adequate documentation.
- Assists with audit and year-end preparation including deferred revenues, generating and processing entries, tracking various funds and entry types, gathering documentation and working with various City staff to reconcile account variances.
- Develops, design, and provides financial and budget related information and tools, including budgetary reviews, prepare budget vs. actual statements and reports as needed.
- Works with Departments that have external software that interfaces and provides financial data to the City for entry in General Ledger. Ensure departments are compliant and providing accurate financial records before interfacing with General Ledger.
- Provides assistance to Departments by providing financial information analysis & reporting.
- Assists in the preparation of the City's budget.
- Performs or oversees the development and reporting of the City's cost allocation plan(s).

As Assigned:

- Prepares, review and execute ACH, EFT and Wire transfers for City departments, Special Revenue Funds and Enterprise Funds as needed.
- Assists the ADF with preparation of cash flows and cash management.
- Responsible for maintaining, updating and reporting on the City's bonds and debt schedules. Verify amortization schedules to accurately generate and process payments due in a timely fashion. Follow up with appropriate City personnel to ensure timely payment of debt and reimbursement to the City's pooled cash fund.
- Responsible for developing and maintenance of grants tracking software to ensure all grants are captured, accurately classified and links in place to produce annual Schedule of Expenditures of Federal Awards (SEFA).
- Responsible for developing and maintenance of project tracking software to ensure all capital projects are captured, accurately classified and links in place to produce reporting for annual and year-to-date data.
- Review and ensure requests for budget amendments, use of fund balance and other balance forward entries are accurate and follow Board of Finance and City Council authorization.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor's Degree in Accounting Business Administration, or related field and with three (3) years of relevant accounting and banking experience required. Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Prior municipal experience and bond experience are preferred.
- Required three (3) years of more complex reconciliations.
- Knowledge of business concepts, best practices as they relate to departmental activities.
- Proven technical expertise working with multiple software applications to generate, format and import data from various sources.
- Proven technical expertise to generate, format and import data from various sources.
- Thorough knowledge of general accounting principles and practices required.
- Working knowledge of computerized accounting systems including the ability to operate spreadsheets, word-processing, and database software in a Windows based environment.
- Critical thinking and analytical skills required.
- Must be consistent and accurate.
- Initiative, creativity, and attention to detail required.
- Strong problem solving and organizational skills required.
- Ability to work well under pressure and appropriately deal with stress.
- Ability to meet schedules and deadlines while working with minimal supervision.
- Ability to work independently and in a team environment.
- Ability to communicate effectively both orally and in writing with City management and departmental staff.
- Ability to establish and maintain good relations with co-workers.
- Ability to listen to and appropriately react to a supervisor's constructive criticism and incorporate said criticism to improve performance.
- Flexibility, adaptability and commitment to constant improvement and innovation.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

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

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

x	seeing	x	ability to move distances within warehouses and offices
	color perception (red, green, amber)	x	lifting (specify 20 pounds)
x	hearing/listening	x	carrying (specify 20 pounds)
x	clear speech		climbing
x	touching		driving
x	dexterity x hand x finger		ability to mount and dismount forklift
	reading – basic		pushing/pulling
x	reading – complex		shift work
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x	math skills – complex		pressurized equipment
	writing – basic		extreme heat
x	writing – complex		extreme cold
x	analysis/comprehension		high places
x	judgment/decision making		noise
x	clerical		fumes/odors
x	inside		dirt/dust
	outside		hazardous materials
x	works alone		electrical equipment
x	works with others		mechanical equipment
x	face-to-face contact		
x	verbal contact w/others		

Supervision:

Directly Supervises: __0__

Indirectly Supervises: __0__

Disclaimer:

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Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Revised February 2016. Revised January 2019. Revised December 2021, Revised January 2023 with Remote Work Rating.

This position description is provided to AFSCME for information only. The City has no obligation to negotiate with AFSCME regarding changes in position descriptions. The City's provision of revised position descriptions is in no way an admission of any obligation to negotiate or voluntary commitment to negotiate changes in position descriptions.

DRAFT