



Board of Finance

Monday, February 9, 2026, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor

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1. Agenda

Subject	1.1. Motion to adopt agenda
Meeting	February 9, 2026 - Board of Finance Meeting - Monday, February 9, 2026, 5:15 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 as amended as follows: remove from the consent agenda item 3.4. FY2026 Q2 General Fund Budget Performance - DFA and place it on the deliberative agenda as item 4.3. (per Interim COS Kara Alnasrawi)

2. Public Forum

Subject	2.1. Verbal Comments
Meeting	February 9, 2026 - Board of Finance Meeting - Monday, February 9, 2026, 5:15 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 (as amended) and take the actions indicated
Meeting	February 9, 2026 - Board of Finance Meeting - Monday, February 9, 2026, 5:15 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 (as amended) and take the actions indicated

Subject	3.2. January 26, 2026 Board of Finance Meeting Minutes - DFA
Meeting	February 9, 2026 - Board of Finance Meeting - Monday, February 9, 2026, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Department of Finance and Administration
Type	Information Minutes Action (Consent)
Recommended Action	approve the minutes

Subject	3.3. CVOEO Fair Housing Month Sponsorship 2026 - REIB
Meeting	February 9, 2026 - Board of Finance Meeting - Monday, February 9, 2026, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	3. Consent Agenda
Department	Racial Equity, Inclusion, & Belonging (REIB)
Type	Action (Consent)
Recommended Action	move to approve and recommend the City Council approve the Director of the Racial Equity Inclusion and Belonging Office and the Chief Administrative Officer to issue a sponsorship grant in the amount of \$1,000 to CVOEO to support Fair Housing Month programming from the Community Celebrations GL

Subject	3.4. FY2026 Q2 General Fund Budget Performance - DFA **NOW AGENDA ITEM 4.3.**
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Meeting February 9, 2026 - Board of Finance Meeting - Monday, February 9, 2026, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 3. Consent Agenda

Department Department of Finance and Administration

Type Action (Consent)
Information
Communication

Recommended Action waive the reading, accept the communication and place it on file

4. Deliberative Agenda

Subject 4.1. Burlington Harbor Marina: Dredging Maintenance Project: Contract Amendment and Budget - BPRW

Meeting February 9, 2026 - Board of Finance Meeting - Monday, February 9, 2026, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Deliberative Agenda

Department Parks, Recreation, & Waterfront

Type Action

Recommended Action 1. To approve and recommend that the City Council authorize the execution of a contract amendment with Engineers Construction, Inc. for an additional contract value of \$33,865, for a new total contract price not to exceed \$611,711, for the Burlington Harbor Dredging Project and to authorize Phil Lewis, Director of Parks, Recreation & Waterfront, to execute the contract amendment and any related documented necessary or convenient to carry out the project, subject to review by the City Attorney's Office.
2. To approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to affect the necessary budget amendments and transfer of \$25,000 in funds from the Stormwater (Fund 245) to the Parks Special Projects Fund (Boathouse Improvements - Dredging) as outlined in the attached Budget Amendment Form.

Subject 4.2. Request for Job Description Updates and Position Reclassifications Department of Finance and Administration

Meeting February 9, 2026 - Board of Finance Meeting - Monday, February 9, 2026, 5:15 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.

Subject	4.3. FY2026 Q2 General Fund Budget Performance - DFA **WAS CONSENT AGENDA ITEM 3.4.**
Meeting	February 9, 2026 - Board of Finance Meeting - Monday, February 9, 2026, 5:15 PM, Bushor Conference Room, 149 Church Street, 1st Floor
Category	4. Deliberative Agenda
Department	Department of Finance and Administration
Type	Action Communication Information
Recommended Action	waive the reading, accept the communication and place it on file

5. Adjournment

Subject	5.1. Motion to adjourn
Meeting	February 9, 2026 - Board of Finance Meeting - Monday, February 9, 2026, 5:15 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 26, 2026**

1. Agenda

1. Agenda

Mayor Mulvaney-Stanak convened the meeting at 5:02 pm.

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

Other present: City Attorney Brown (online)

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

1.1. Motion to adopt agenda

Motion made by Councilor Barlow, seconded by City Council President Traverse, to adopt the agenda as presented. Motion passed unanimously.

Motion:

By: None

Seconded: None

Yes: None

No: None

Abstain: None

2. Public Forum

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

2.1. Verbal Comments
Sharon Bushor

Motion:
By: None
Seconded: None

Yes: None
No: None
Abstain: None

3. Consent Agenda

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
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 and take the actions indicated. Motion passed unanimously.

Motion:
By: None
Seconded: None

Yes: None
No: None
Abstain: None

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
3.2. January 20, 2026 Board of Finance Meeting Minutes - DFA

Motion:
By: None
Seconded: None

Yes: None
No: None
Abstain: None

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

3.3. Harlem Knights Meets Roaring Twenties - REIB

Motion:
By: None
Seconded: None

Yes: None
No: None
Abstain: None

4. Deliberative Agenda

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

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

Motion:

By: None

Seconded: None

Yes: None

No: None

Abstain: None

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

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

Motion made by Councilor Carpenter, seconded by Councilor Barlow, to approve the motion as presented. Motion passed unanimously.

Motion:

By: None

Seconded: None

Yes: None

No: None

Abstain: None

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.

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

Motion made by Councilor Barlow, seconded by Councilor Carpenter, to postpone this agenda item to the February 9, 2026 Board of Finance Meeting. Motion passed unanimously.

Motion:
By: None
Seconded: None

Yes: None
No: None
Abstain: None

5. Adjournment

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

5.1. Motion to adjourn

Mayor Mulvaney-Stanak adjourned the meeting at 5:23 pm.

Motion:

By: None

Seconded: None

Yes: None

No: None

Abstain: None



MEMORANDUM

Date: February 9th, 2026 and February 17th, 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: **CVOEO Fair Housing Month Sponsorship 2026**

Request

The Office of Racial Equity, Inclusion, and Belonging (REIB) is seeking approval and authorization to execute a sponsorship agreement subject to review of the City Attorney's Office, granting City funds as follows: \$1,000 to Champlain Valley Office of Economic Opportunity (CVOEO) in support of Fair Housing Month events.

Background

The City's Community and Economic Development Office (CEDO) invited the REIB to contribute \$1,000 toward Fair Housing Month.

The REIB Office is committed to continuing its sponsorship of CVOEO's Fair Housing Month, reinforcing our shared dedication to fostering equitable and inclusive communities. This sponsorship supports CVOEO's April initiatives commemorating the 1968 Fair Housing Act, including educational programs, public discussions, virtual panels, and art events that raise awareness about housing discrimination in Vermont.

Funding for Project

CVOEO's grant from the REIB is \$1,000 and is included in 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:

1. Board of Finance Motion:

Move to approve and recommend the City Council approve the Director of the Racial Equity Inclusion and Belonging Office and the Chief Administrative Officer to issue a sponsorship grant in the amount of \$1,000 to CVOEO to support Fair Housing Month programming from the Community Celebrations GL.

2. City Council Motion:

Move to approve the Director of the Racial Equity Inclusion and Belonging Office and the Chief Administrative Officer to issue a sponsorship grant in the amount of \$1,000 to CVOEO to support Fair Housing Month programming from the Community Celebrations GL.

Board of Finance and City Council Submission Checklist

Version: April 2025

Department: REIB Submitter: Vicky Luciano

Title/Subject: CVOEO Fair Housing Month Sponsorship

Approval Requested:	Meeting Date:
<input checked="" type="checkbox"/> Board of Finance	2/9/2026
<input checked="" type="checkbox"/> City Council	2/17/2026
<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	1/30/2026	Kelli Perkins
Mayor's Office	Yes	2/4/2026	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	2/3/2026	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	2/3/2026	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.

CITY OF BURLINGTON
Department of Finance & Administration

TO: Board of Finance
FROM: Brad Kukenberger, Director of Finance
DATE: February 9, 2026
RE: FY2026 Q2 General Fund Budget Performance

Executive Summary

This memorandum provides a high-level overview of the General Fund's budget-to-actual performance through the second quarter of FY2026 (July 1, 2025 through December 31, 2025), representing 50% of the fiscal year. All figures are presented on a modified accrual basis consistent with GAAP reporting standards.

Metric	Amended Budget	YTD Actual*	% of Budget
Total Revenues	\$110,613,056	\$51,879,616	46.9%
Total Expenditures	\$111,049,901	\$51,081,236	46%
Net Position	(\$436,845)	\$798,380	

**Modified accrual basis: Revenue includes \$25.4M property tax accrual (50% of levy); Expenditures include \$10.6M employee benefits accrual (50% of budget)*

Year-End Projection

Based on current trends and established projection methodologies, we anticipate the following year-end position:

Projected Revenues	\$107,379,963
Projected Expenditures	\$107,475,972
Projected Surplus/(Deficit)	(\$96,009)

Projection assumptions:

- **Revenues:** Property taxes at budget; other categories annualized based on current collection rates, with Gross Receipts adjusted for the declining trend identified below
- **Personnel & Benefits:** 95% of budget (reflecting current vacancy savings rate)
- **General Operating:** Adopted budget
- **All other categories:** 100% of budget

Revenue Performance

Key revenue observations:

- **Property Taxes:** \$25.4 million recognized (50.0% of budget) – modified accrual basis reflects 50% of annual levy; historical collections rate is 99.7% of budgeted property taxes.
- **Sales Tax Equivalents:** \$5.3 million collected (40.6% of budget) – includes Gross Receipts and Local Option Sales Tax; see detailed analysis below
- **PILOT & Development Fees:** \$4.8 million collected (57.3% of budget) – ahead of pace due to timing of utility PILOT payments
- **Fees for Services:** \$6.7 million collected (44.4% of budget) – slightly under pace; monitoring ambulance and recreation fees
- **Fines & Penalties:** \$1.1 million collected (52.4% of budget) – parking fines tracking on target

Gross Receipts Tax through November 30, 2025

Gross Receipts tax collections provide insight into local economic activity in the hospitality, dining, and entertainment sectors. Through November 2025 (the most accurate data available) collections show a modest year-over-year decline that warrants monitoring.

DFA will prepare a detailed review of Gross Receipts activity for the Board at the meeting scheduled March 9, 2026.

Category	FY26 YTD	FY25 YTD	Change	% Change
Meals	\$1,500,613	\$1,420,015	\$80,598	5.7%
Rooms	\$1,012,791	\$1,048,093	(\$35,302)	-3.4%
Alcohol	\$449,752	\$406,736	\$43,016	10.6%
Short-term Rentals	\$318,702	\$298,366	\$20,336	6.8%
Admissions & Amusements	\$55,747	\$56,740	(\$993)	-1.8%
Total GR Tax	\$3,229,950	\$3,337,604	(\$107,654)	-3.2%

Key findings:

- **Mixed category performance:** Meals (+5.7%) and Alcohol (+10.6%) show growth, while Rooms (-3.4%) declined. The increase in meals and alcohol tax may reflect price increases rather than volume growth.
- **Budget implications:** Based on current trends, Gross Receipts may finish approximately \$580,000 (8.7%) below the \$6.7 million budget. This shortfall is incorporated into our year-end revenue projection.

Expenditure Performance

Key expenditure observations:

- **Personnel Services:** \$21.9 million spent (48.3% of budget) – slightly under pace; indicates that 5% vacancy savings rate budgeted in FY26 is reasonable and attainable.
- **Employee Benefits:** \$11.7 million recognized (50.0% of budget) – modified accrual basis
- **General Operating:** \$6.5 million spent (38.8% of budget)
- **Debt Service:** \$6.6 million spent (80.2% of budget) – reflects scheduled principal payment in Q2
- **Interfund Transfers:** \$2.2 million transferred (15.2% of budget) – majority of transfers occur at year-end.

Conclusion

The General Fund is performing favorably at the mid-year point. On a modified accrual basis, both revenues and expenditures are tracking just under 50% of budget, yielding a positive net position of approximately \$798,000 through Q2. The projected year-end deficit of approximately \$96k reflects conservative expenditure assumptions that should be beatable through continued budget discipline.

The decline in Gross Receipts activity bears monitoring as a potential indicator of broader economic softening in the hospitality and retail sectors. However, the overall fiscal position remains sound, with property tax collections expected to proceed normally in the second half of the fiscal year.

Staff will continue to monitor budget performance and provide updates as conditions warrant. The attached detailed budget-to-actual report provides additional information by department and revenue and expenditure category.

Please reach out directly with any questions if you have them.

CITY OF BURLINGTON - GENERAL FUND
FY2026 Second Quarter Budget Performance Dashboard

Period: July 1, 2025 - December 31, 2025 (50% of Fiscal Year)

KEY FINANCIAL METRICS

Metric	Amended Budget	YTD Actual	% of Budget	YTD Expected	Variance	Status
Total Revenues	\$110,613,056	\$51,879,616	46.9%	\$55,306,528	-\$3,426,912	On Track*
Total Expenditures	\$111,049,901	\$51,081,236	46.0%	\$55,524,951	-\$4,443,715	Favorable
Net Position	-\$436,845	\$798,381				

*Revenue timing reflects normal property tax collection cycle - bulk recognized in Q3/Q4

YEAR-END PROJECTION

Projected Revenue:	\$107,379,963					
Projected Expenses:	\$107,475,972					
Projected Surplus/(Deficit):	-\$96,009					

GENERAL FUND EXPENDITURES BY CATEGORY

FY2026 Q2 (July 1, 2025 - December 31, 2025)

	Expense Category	Adopted Budget	Budget Amendments	Amended Budget	YTD Transactions	% Used	Projected Expense	Prior Year Total
Expense	PER SERVICES - Personnel Services	45,023,822	278,045	45,301,867	21,897,449.11	48.3%	42,940,764.55	42,970,686.55
Expense	FRINGE - Employee Benefits	23,358,532	26,879	23,385,411	11,692,705.50	50.0%	22,216,140.45	21,694,900.14
Expense	CAPITAL EQUIP - Capital Equipment	1,089,911	-125,018	964,893	408,339.80	42.3%	964,893.00	1,347,792.25
Expense	GEN OPER - General Operating	14,528,482	2,200,986	16,729,468	6,496,238.93	38.8%	14,528,482.00	13,249,123.62
Expense	REG PROGRAM - Regional Programs	3,703,518	-4,000	3,699,518	1,700,757.83	46.0%	3,699,518.00	3,000,487.91
Expense	DEBT - Debt Service	8,296,418	0	8,296,418	6,649,728.97	80.2%	8,296,418.00	7,905,353.26
Expense	INTERFUND - Interfund	12,831,134	1,636,713	14,467,847	2,198,763.82	15.2%	14,467,847.00	12,987,487.03
Expense	OTHER - Other	323,000	-57,100	265,900	37,251.75	14.0%	265,900.00	165,568.68
Expense	Expenditure Control	-2,061,421	0	-2,061,421	0.00	0.0%	0.00	0.00
	Expense Total	107,093,396	3,956,505	111,049,901	51,081,235.71	46.0%	107,379,963.00	103,321,399.44

Note: Expenditure Control represents budget placeholder for budgeted vacancy savings/adjustments.

GENERAL FUND EXPENDITURES BY CATEGORY

FY2026 Q2 (July 1, 2025 - December 31, 2025)

	Expense Category	Adopted Budget	Budget Amendments	Amended Budget	YTD Transactions	% Used	Projected Expense	Prior Year Total
Expense	PER SERVICES - Personnel Services	45,023,822	278,045	45,301,867	21,897,449.11	48.3%	43,036,773.65	42,970,686.55
Expense	FRINGE - Employee Benefits	23,358,532	26,879	23,385,411	11,692,705.50	50.0%	22,216,140.45	21,694,900.14
Expense	CAPITAL EQUIP - Capital Equipment	1,089,911	-125,018	964,893	408,339.80	42.3%	964,893.00	1,347,792.25
Expense	GEN OPER - General Operating	14,528,482	2,200,986	16,729,468	6,496,238.93	38.8%	14,528,482.00	13,249,123.62
Expense	REG PROGRAM - Regional Programs	3,703,518	-4,000	3,699,518	1,700,757.83	46.0%	3,699,518.00	3,000,487.91
Expense	DEBT - Debt Service	8,296,418	0	8,296,418	6,649,728.97	80.2%	8,296,418.00	7,905,353.26
Expense	INTERFUND - Interfund	12,831,134	1,636,713	14,467,847	2,198,763.82	15.2%	14,467,847.00	12,987,487.03
Expense	OTHER - Other	323,000	-57,100	265,900	37,251.75	14.0%	265,900.00	165,568.68
Expense	Expenditure Control	-2,061,421	0	-2,061,421	0.00	0.0%	0.00	0.00
	Expense Total	107,093,396	3,956,505	111,049,901	51,081,235.71	46.0%	107,475,972.10	103,321,399.44

Note: Expenditure Control represents budget placeholder for anticipated savings/adjustments.

GENERAL FUND BUDGET TO ACTUAL BY DEPARTMENT

FY2026 Q2 (July 1, 2025 - December 31, 2025)

Dept	Department Name	Adopted Budget	Amendments	Amended Budget	YTD Actual	% Used
REVENUES						
00	Non-Departmental	78,356,203	1,067,861	79,424,064	39,480,731	49.7%
01	Regional Programs	0	2,200,000	2,200,000	760,000	34.5%
02	Mayor's Office	69,413	0	69,413	0	0.0%
04	Clerk/Treasurer	3,912,280	0	3,912,280	1,156,262	29.6%
05	City Attorney	226,653	0	226,653	4,441	2.0%
06	Planning	30,000	0	30,000	0	0.0%
07	City Assessor	0	0	0	44	
09	REIB	40,000	10,000	50,000	127,929	255.9%
15	Fire	3,450,637	203,953	3,654,590	1,634,983	44.7%
17	Police	1,958,403	0	1,958,403	810,315	41.4%
19	Public Works	7,254,074	0	7,254,074	3,034,712	41.8%
20	Permitting and Inspections	4,105,356	0	4,105,356	1,129,643	27.5%
21	Fletcher Free Library	33,000	0	33,000	7,489	22.7%
23	Parks and Recreation	5,894,792	37,846	5,932,638	2,879,265	48.5%
27	Burlington City Arts	1,762,585	0	1,762,585	853,801	48.4%
	Total Revenues	107,093,396	3,519,660	110,613,056	51,879,616	46.9%
EXPENDITURES						
00	Non-Departmental	25,520,935	1,043,861	26,564,796	11,570,110	43.6%
01	Regional Programs	813,547	2,200,000	3,013,547	413,351	13.7%
02	Mayor's Office	892,595	0	892,595	374,863	42.0%
03	City Council	302,060	0	302,060	170,099	56.3%
04	Clerk/Treasurer	3,410,289	24,000	3,434,289	1,596,401	46.5%
05	City Attorney	1,384,947	0	1,384,947	686,086	49.5%
06	Planning	698,479	0	698,479	271,567	38.9%
07	City Assessor	422,323	0	422,323	213,140	50.5%
08	Human Resources	1,625,497	0	1,625,497	769,807	47.4%
09	REIB	798,186	10,000	808,186	318,249	39.4%
10	Information Technology	2,732,518	43,970	2,776,488	1,978,421	71.3%
12	Dpt. of Business & Workforce Dev	0	0	0	0	
15	Fire	18,083,714	519,128	18,602,842	8,071,483	43.4%
17	Police	20,261,734	77,700	20,339,434	9,456,784	46.5%
19	Public Works	11,059,426	-16,000	11,043,426	4,896,315	44.3%
20	Permitting and Inspections	2,331,519	0	2,331,519	1,137,009	48.8%
21	Fletcher Free Library	3,037,262	0	3,037,262	1,563,557	51.5%
23	Parks and Recreation	10,534,157	53,846	10,588,003	5,811,201	54.9%
27	Burlington City Arts	3,184,208	0	3,184,208	1,782,793	56.0%
	Total Expenditures	107,093,396	3,956,505	111,049,901	51,081,235	46.0%
	Net Position (Rev - Exp)	0	-436,845	-436,845	798,381	

MEMO

Date: February 9th, 2026

To: Board of Finance and City Council

From: Jon Adams-Kollitz, Parks Project Coordinator
Sophie Sauvé, Parks Planning Division Director
Phil Lewis, BPRW Director
Megan Moir, Division Director – Water Resources
Chapin Spencer, Director of Public Works

Re: Burlington Harbor Marina: Dredging Maintenance Project: Contract Amendment and Budget Amendment

I. Purpose

The Department of Parks, Recreation and Waterfront (BPRW) seeks approval and authorization to amend its contract agreement with Engineers Construction, Inc. (ECI) for an additional \$33,865 or a maximum limiting amount of \$611,711 for the Burlington Harbor Marina Dredging Maintenance Project with a project contingency of \$10,516. The contract amendment is requested to pay for temporary stockpiling of approximately 1,100 CY of Category 2B soils at Perkins Pier while final approvals and next steps are determined for this portion of sediment being removed as part of the dredging project with the Department of Environmental Conservation (DEC).

BPRW also seeks approval and authorization for a \$25,000 budget amendment for the project from Water Resources. To date, \$755,000 has been approved and allocated from the General Fund Capital Bond Proceeds towards this project. Funds from Water Resources are being allocated to support the project specifically at the Community Boathouse, where the College Street stormwater outfall contributes to sediment accumulation in the harbor. Approximately 1,533 CY of sediment will be removed from this area, of which approximately 430 CY are Category 2B soils.

II. Background

BPRW's marina facilities at the Community Boathouse and Perkins Pier provide 58 slips for various sized private boats in addition to docking space for the Spirit of Ethan Allen and numerous smaller commercial operations. Collectively, these facilities are the hub of water recreation on Burlington's Waterfront. It has been more than twenty-five years since the last dredging of these facilities, and at that time was only partially completed as it was excavated from the land only.

After long delays, the project is underway. BPRW's key objective with contracting with ECI was to remove sediment from the lake to restore navigable water depths within Burlington Harbor's marina facilities to avoid further impacts to the upcoming boating season which opens in May.

The project is following a State of Vermont Department of Environmental Conservation approved Soil Management Plan (SMP) which was developed by consultants Vanasse, Hangen and Brustlin (VHB) after sediment testing. Three types of soils were identified in the SMP. Category 1 soils meet the the standard for qualifying as 'development soils,' that is, they can be relocated/re-used anywhere in the county. Category 3 soils, on the other hand, are required to be disposed of at an



approved landfill. At the outset of the project, Category 2 soils were subdivided into two tiers: 2A, which qualify as development soils. and 2B, which contain lead at levels that exceed DEC’s threshold for groundwater. However, in the interest of minimizing costs to the City, VHB and BPRW are working with DEC on identifying ways to avoid landfill disposal for the 2B material. While discussions continue, 2B soils will be stockpiled and polyencapsulated (wrapped with special plastic) at Perkins Pier and/or Sears Lane as BPRW awaits direction from VTDEC.

III. Process

As was highlighted in previous memos to City Council on November 18, 2024, and November 3, 2025, the dredging project was stalled over several years due to challenges with the data generated by the consultant team hired in 2023 to perform the engineering work. Deficiencies were identified during the project bidding process in 2024 and after substantial efforts by City Staff to work with the project team to correct the work and the course of the project, the contract was not renewed.

Subsequently, VHB, a firm with solid knowledge of the Burlington Waterfront and well-versed in environmental quality regulations in Vermont and specifically, iRULE, which impacts the project, were retained and have produced the documents needed to let the project out to bid. IRULE stands for the Investigation and Remediation of Contaminated Properties Rule which is intended to protect public health and the environment by establishing procedures and requirements for corrective actions where a release of hazardous materials has occurred.

BPRW and VHB worked with the DEC on identifying an agreeable location for disposal of sediments which meet the environmental background standards. In collaboration with the Department of Public Works, VT 127 was identified as the ideal location to dispose of these soils as they can be used to help stabilize a slope along the road which has been losing material. However, 1,100CY of “Category 2B” soils do not meet DEC standards for disposal at this location without further review and consideration. In the interest and at the direction of the City, VHB has been identifying alternative approaches to propose to DEC to meet iRULE standards but the process is delayed as this project is atypical and there is limited precedent within the State of Vermont on approaches for this particular project other than landfill disposal. As such, VHB’s scope has also expanded to include proposing and reviewing options to amend the material once excavated and dewatered, with additives to bring lead concentration within DEC’s standards for disposal at VT 127. This process includes additional negotiating with DEC and the preparation of documents for permitting approvals, should this be a way forward. Ultimately, this would result in a much lower cost to the City than trucking and disposing of the material at a landfill. Disposal of all 2B soils at a landfill would be approximately between an additional \$180,000 and \$300,000, while amending the soils may be between \$35,000-\$55,000.

IV. Project Funding Sources, Budget, and Estimates

To date, funds for the Burlington Harbor Dredging Project have been budgeted and approved from City General Fund Bond Proceeds. At this time, the majority of the \$755,000 bond proceeds have been encumbered.

WATERFRONT HARBOR DREDGING BUDGET	
Annual Borrowing, Bond Series 2022A – Harbor Marina Dredging – Engineering/Design	\$80,000
Annual Borrowing, Bond Series 2023A – Harbor Marina Dredging – Sediment Removal	\$495,000
FY25 GO Bond, Bond Series 2024A – Harbor Marina Dredging	\$80,000



Annual Borrowing, Bond Series 2025A – Harbor Marina Dredging	\$100,000
Water Resources (GL 245-19-000.6300_182)	\$25,000
TOTAL AVAILABLE BUDGET for HARBOR MARINA DREDGING PROJECT	\$780,000
ENCUMBERED PROJECT FUNDS TO DATE	
Design Engineering Costs (Geosyntec Inc.) – contract completed	\$65,792
Re-Engineering Costs (VHB) – contract signed and work underway	\$74,160
Construction (ECI)	\$577,846
TOTAL ENCUMBERED FUNDS	\$717,798
CONTRACT AMENDMENTS	
Additional Soil Management Work (VHB) – Contract Amendment	\$17,821
Stockpiling (ECI) – Contract Amendment	\$33,865
TOTAL PROJECT COSTS TO DATE	\$769,484
TOTAL REMAINING - PROJECT CONTINGENCY	\$10,516

The bid documents were written in a way that allowed the City to determine which area of the harbor would be prioritized for dredging, sediment removal and dewatering. As the priority is to remove the sediment from the harbor, that part of the contract was prioritized and is moving forward. This contract amendment addresses the temporary stockpile of the material until a final destination can be agreed upon with DEC for Category 2B soils. Depending on DEC’s determination, additional costs to the project outside the current scope may require additional funds.

V. Schedule

The anticipated Construction schedule is as follows:

- Winter 2026: Sediment removals are underway.
- Spring 2026: Category 2B Soils are transported to their final destination and construction is complete.

DEPARTMENT RECOMMENDATION

Board of Finance Motions:

1. To approve and recommend that the City Council authorize the execution of a contract amendment with Engineers Construction, Inc. for an additional contract value of \$33,865, for a new total contract price not to exceed \$611,711, for the Burlington Harbor Dredging Project and to authorize Phil Lewis, Director of Parks, Recreation & Waterfront, to execute the contract amendment and any related documented necessary or convenient to carry out the project, subject to review by the City Attorney’s Office.
2. To approve and recommend that the City Council authorize the Chief Administrative Officer, or their designee, to affect the necessary budget amendments and transfer of \$25,000 in funds



from the Stormwater (Fund 245) to the Parks Special Projects Fund (Boathouse Improvements – Dredging) as outlined in the attached Budget Amendment Form.

City Council Motions:

1. To approve and authorize the execution of a contract amendment with Engineers Construction, Inc. for an additional contract value of \$33,865, for a new total contract price not to exceed \$611,711 for the Burlington Harbor Dredging Project and to authorize Phil Lewis, Director of Parks, Recreation & Waterfront, to execute the contract amendment and any related documented necessary or convenient to carry out the project, subject to review by the City Attorney's Office.
2. To approve and authorize the Chief Administrative Officer, or their designee, to affect the necessary budget amendments and transfer of \$25,000 in funds from the Stormwater (Fund 245) and Parks Special Projects Fund (Boathouse Improvements – Dredging) as outlined in the Budget attached Amendment Form.

Board of Finance and City Council Submission Checklist

Department: Parks, Recreation & Waterfront Submitter: Sophie Sauvé

Title/Subject: Burlington Harbor Dredging Project – Contract Amendment and Budget Amendment

	Approval:	Meeting Date:
<input checked="" type="checkbox"/>	Board of Finance	2/9/2026
<input checked="" type="checkbox"/>	City Council	2/17/2026
<input type="checkbox"/>	Concurrent	Click or tap to enter a date.

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

Signoffs Received

Signoff Needed	Received	Date Received	Note
Department Head	Yes	2/3/2026	Phil Lewis
Mayor’s Office informed and approved memo	Yes	2/4/2026	Erin Jacobsen
Board/Commission, if required	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney’s Office has approved contract and/or legal documents, -Identify attorney in note	Yes	2/4/2026	Hayley McClenahan
City Attorney’s Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CAO has reviewed budget, financing, and memo	Yes	2/3/2026	Katherine Schad
Human Resources, if personnel action -Identify HR Manager in note	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.
CIO, if an IT-related investment/purchase	Choose an item.	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

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

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: February 9, 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.

While it is not always expected that ModernGov initiatives and mergers will result in reorganizations and reclassifications, in some instances this may be necessary. 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. This ensures ongoing savings as a result of ModernGov.

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 to 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 such as cross-training on licensing, taking minutes/roll for city council, etc.) that fit within her current job description but require 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

February 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	

Please note that the City makes every reasonable effort to not incur retroactive pay. In this case, 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.

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.
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.
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:

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

Org Chart showing requested changes

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.

seeing

ability to move distances

lifting (specify)

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<input type="checkbox"/> color perception (red, green, amber)	<input type="checkbox"/> within and between warehouses/offices	<input type="checkbox"/> <u>15</u> pounds
<input checked="" type="checkbox"/> hearing/listening	<input checked="" type="checkbox"/> climbing	<input checked="" type="checkbox"/> carrying (specify) <u>15</u> pounds
<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		
<input checked="" type="checkbox"/> finger		
<input type="checkbox"/> reading - basic analysis/comprehension	<input type="checkbox"/> math skills - basic	<input type="checkbox"/>
<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
 color perception

ability to move distances
within and between

lifting (specify)
15 pounds

- | | | |
|---|---|--|
| (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"/> <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:

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: _____

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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

Page 16 of 35
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:

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.

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.

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- 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:

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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.

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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
(red, green, amber)	between 30 pounds
<input checked="" type="checkbox"/> hearing/listening	warehouses/offices <input checked="" type="checkbox"/> carrying (specify) <input type="checkbox"/> climbing
<input type="checkbox"/> clear speech	30 pounds <input type="checkbox"/> ability to mount and <input type="checkbox"/> driving (local/over

touching

dexterity

hand

finger

reading - basic

reading – complex

writing - basic

writing - complex

shift work

works alone

works with others

verbal contact w/others

face-to-face contact

inside

pushing/pulling

dismount
forklift/truck the
road)

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: _____

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

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 |
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| <input checked="" type="checkbox"/> touching | <input type="checkbox"/> pushing/pulling |
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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: February 9, 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 as 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. This ensures ongoing savings as a result of ModernGov.

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

February 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 the City makes every reasonable effort to not incur retroactive pay. In this case, 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.

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.
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:

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

Org Chart showing requested changes

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.

seeing

ability to move distances

lifting (specify)

Page 9 of 35

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|--|--|--|
| <input type="checkbox"/> color perception
(red, green, amber) | <input type="checkbox"/> within and between
warehouses/offices | <input type="checkbox"/> <u>15</u> pounds |
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dismount forklift/truck | <input type="checkbox"/> driving (local/over
the road) |
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| <input checked="" type="checkbox"/> works alone | <input type="checkbox"/> extreme heat | <input type="checkbox"/> moving objects |
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| <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: _____

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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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ability to move distances
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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:

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.

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 but 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 |
| (red, green, amber) | warehouses/offices |
| <input checked="" type="checkbox"/> hearing/listening | <input checked="" type="checkbox"/> carrying (specify) <input type="checkbox"/> climbing 30 pounds |
| <input type="checkbox"/> clear speech | <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.

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.

- | | |
|---|--|
| <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 checked="" type="checkbox"/> touching | <input type="checkbox"/> ability to mount and (local/over) driving |
| <input checked="" type="checkbox"/> dexterity | <input type="checkbox"/> dismount forklift/truck the road) |
| <input checked="" type="checkbox"/> hand | <input type="checkbox"/> math skills - basic |
| <input checked="" type="checkbox"/> finger | <input checked="" type="checkbox"/> analysis/comprehension |
| <input type="checkbox"/> reading - basic | <input checked="" type="checkbox"/> math skills - complex |
| <input checked="" type="checkbox"/> reading – complex | <input checked="" type="checkbox"/> judgment/decision |
| <input type="checkbox"/> writing - basic | <input type="checkbox"/> clerical making |
| <input checked="" type="checkbox"/> writing - complex | <input type="checkbox"/> outside |
| <input type="checkbox"/> shift work | pressurized equipment |
| <input checked="" type="checkbox"/> works alone | <input type="checkbox"/> extreme heat |
| <input type="checkbox"/> works with others | <input type="checkbox"/> moving objects |
| | <input type="checkbox"/> extreme cold |
| | <input type="checkbox"/> high places |

verbal contact w/others

face-to-face contact

inside

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.

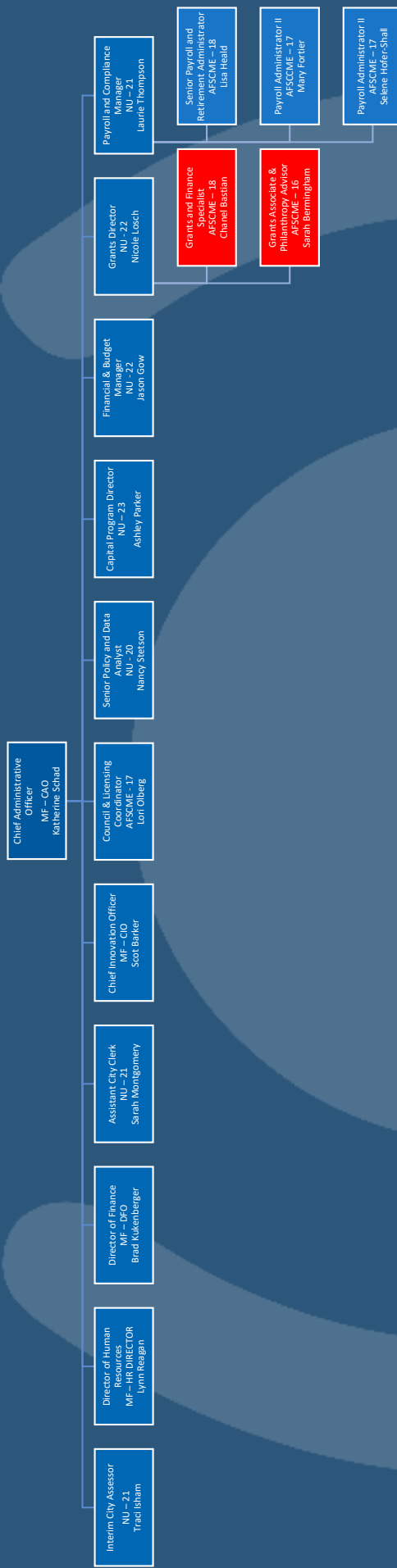
Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

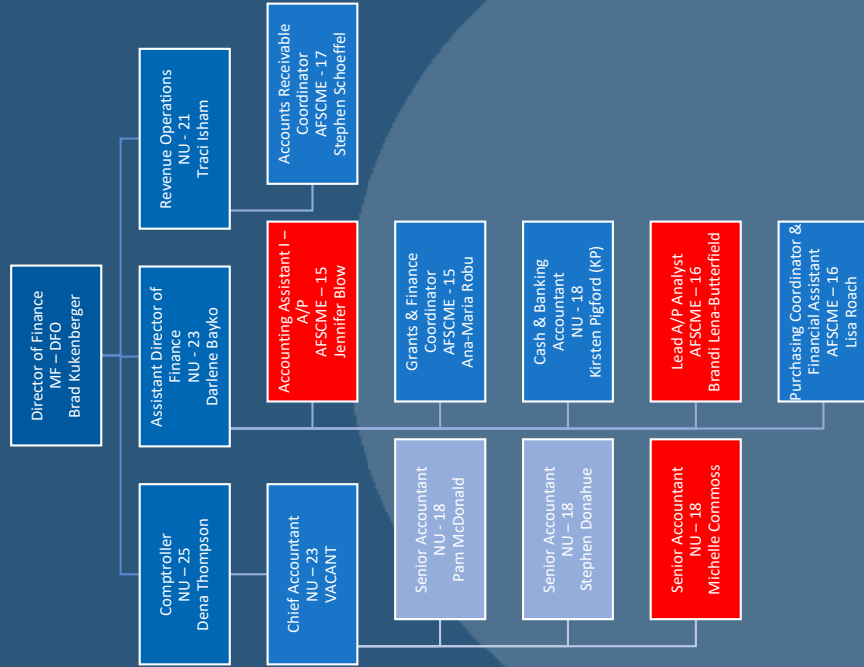
Created December 202, July 2022, Revised January 2023 with Remote Work Rating.

DEPARTMENT OF FINANCE & ADMINISTRATION (DFA) FEBRUARY 2026 - PROPOSED



FINANCE OFFICE

FEBRUARY 2026 - PROPOSED



CLERK'S OFFICE FEBRUARY 2026 - PROPOSED

Assistant City Clerk
NU - 21
Sarah Montgomery

Associate City Clerk
AFSCME - 17
Tenzin Chokden

Customer Service
Associate
AFSCME - 14
Phil Lalime

Customer Service
Associate
AFSCME - 14
Laurie Buker

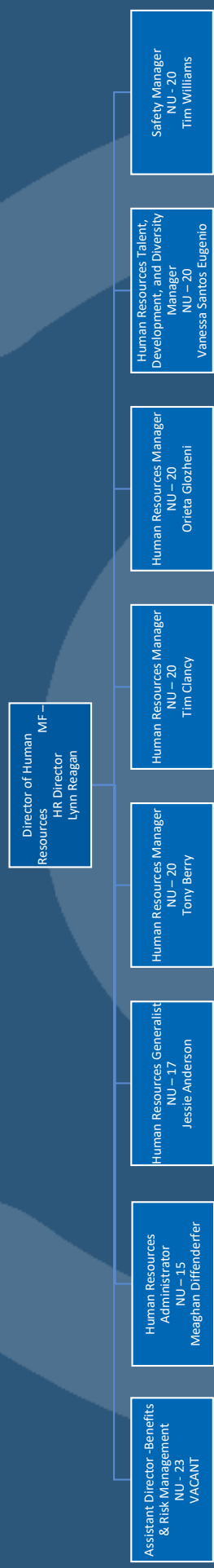
Customer Service
Associate
AFSCME - 14
Willow Butler

Customer Service
Associate
AFSCME - 14
Shaunie Farmer

NPA Public Engagement
Specialist
AFSCME - 14
Barbara Turbull

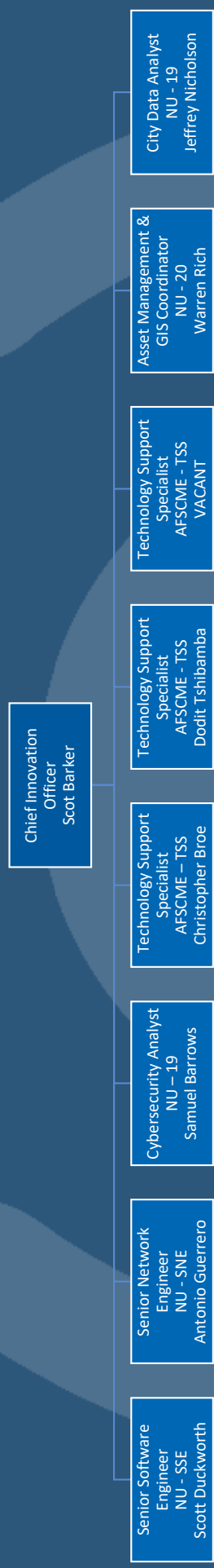
HUMAN RESOURCES OFFICE

FEBRUARY 2026



INNOVATION AND TECHNOLOGY (IT) OFFICE

FEBRUARY 2026



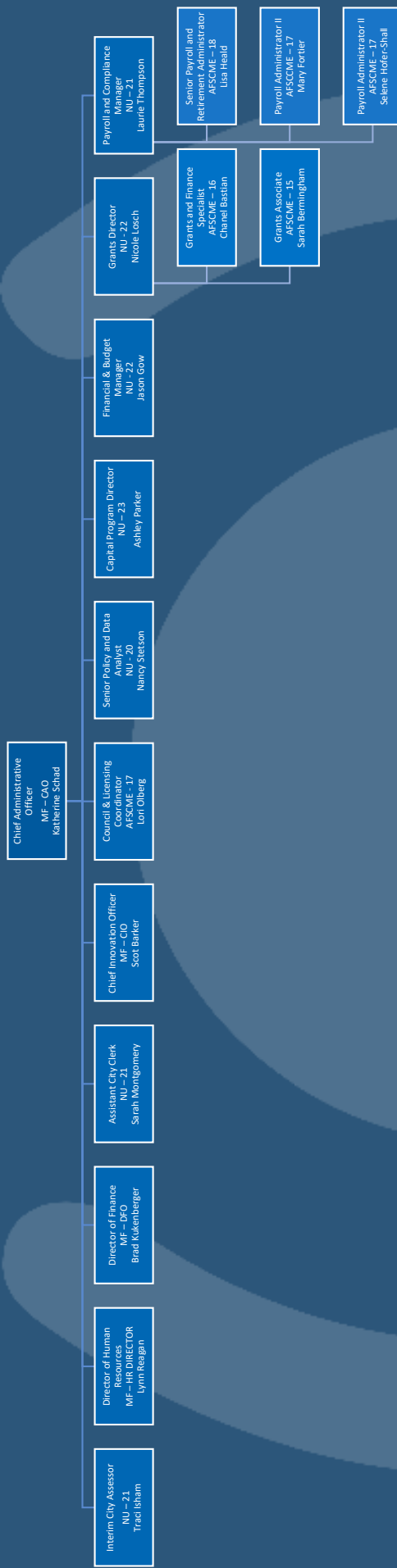
**ASSESSOR'S OFFICE
FEBRUARY 2026**

**Interim City Assessor
NU - 21
Traci Isham**

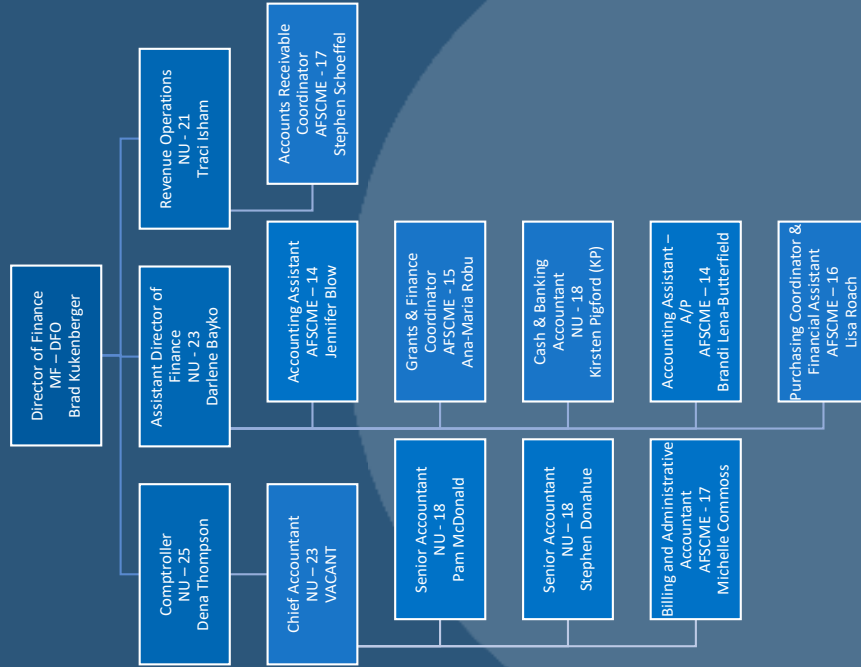
**Assessment Specialist
AFSCME – 18
Kenneth Nosek**

**Assessment Analyst
AFSCME - 17
Jared Rogers**

DEPARTMENT OF FINANCE & ADMINISTRATION (DFA) JANUARY 2026



FINANCE OFFICE JANUARY 2026



CLERK'S OFFICE JANUARY 2026

Assistant City Clerk
NU - 21
Sarah Montgomery

Associate City Clerk
AFSCME - 17
Tenzin Chokden

Customer Service
Associate
AFSCME - 14
Phil Lalime

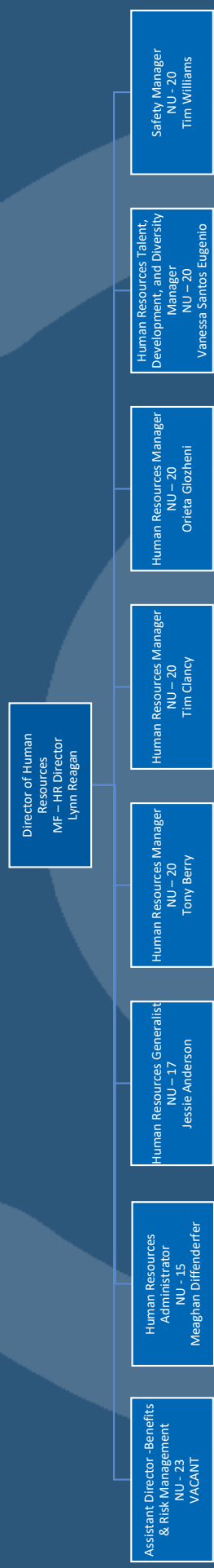
Customer Service
Associate
AFSCME - 14
Laurie Buker

Customer Service
Associate
AFSCME - 14
Willow Butler

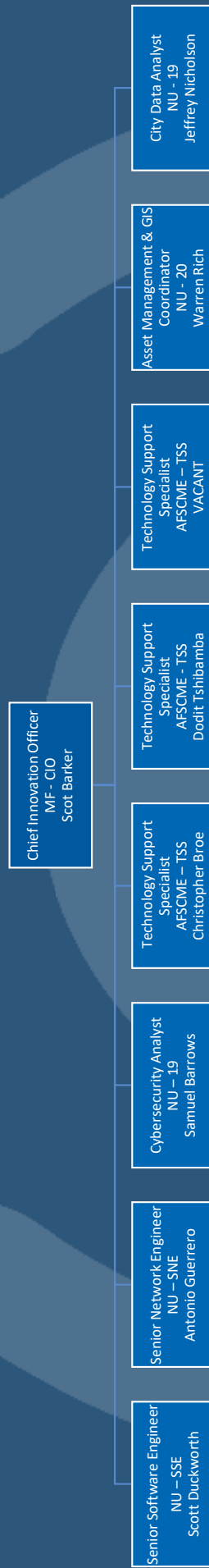
Customer Service
Associate
AFSCME - 14
Shaunie Farmer

NPA Public Engagement
Specialist
AFSCME - 14 (PT)
Barbara Turbull

HUMAN RESOURCES OFFICE JANUARY 2026



INNOVATION AND TECHNOLOGY (IT) OFFICE JANUARY 2026



**ASSESSOR'S OFFICE
JANUARY 2026**

**Interim City Assessor
NU - 21
Traci Isham**

**Assessment
AFSCME - 18
Specialist Kenneth
Nosek**

**Assessment Analyst
AFSCME - 17
Jared Rogers**

CITY OF BURLINGTON
Department of Finance & Administration

TO: Board of Finance
FROM: Brad Kukenberger, Director of Finance
DATE: February 9, 2026
RE: FY2026 Q2 General Fund Budget Performance

Executive Summary

This memorandum provides a high-level overview of the General Fund's budget-to-actual performance through the second quarter of FY2026 (July 1, 2025 through December 31, 2025), representing 50% of the fiscal year. All figures are presented on a modified accrual basis consistent with GAAP reporting standards.

Metric	Amended Budget	YTD Actual*	% of Budget
Total Revenues	\$110,613,056	\$51,879,616	46.9%
Total Expenditures	\$111,049,901	\$51,081,236	46%
Net Position	(\$436,845)	\$798,380	

**Modified accrual basis: Revenue includes \$25.4M property tax accrual (50% of levy); Expenditures include \$10.6M employee benefits accrual (50% of budget)*

Year-End Projection

Based on current trends and established projection methodologies, we anticipate the following year-end position:

Projected Revenues	\$107,379,963
Projected Expenditures	\$107,475,972
Projected Surplus/(Deficit)	(\$96,009)

Projection assumptions:

- **Revenues:** Property taxes at budget; other categories annualized based on current collection rates, with Gross Receipts adjusted for the declining trend identified below
- **Personnel & Benefits:** 95% of budget (reflecting current vacancy savings rate)
- **General Operating:** Adopted budget
- **All other categories:** 100% of budget

Revenue Performance

Key revenue observations:

- **Property Taxes:** \$25.4 million recognized (50.0% of budget) – modified accrual basis reflects 50% of annual levy; historical collections rate is 99.7% of budgeted property taxes.
- **Sales Tax Equivalents:** \$5.3 million collected (40.6% of budget) – includes Gross Receipts and Local Option Sales Tax; see detailed analysis below
- **PILOT & Development Fees:** \$4.8 million collected (57.3% of budget) – ahead of pace due to timing of utility PILOT payments
- **Fees for Services:** \$6.7 million collected (44.4% of budget) – slightly under pace; monitoring ambulance and recreation fees
- **Fines & Penalties:** \$1.1 million collected (52.4% of budget) – parking fines tracking on target

Gross Receipts Tax through November 30, 2025

Gross Receipts tax collections provide insight into local economic activity in the hospitality, dining, and entertainment sectors. Through November 2025 (the most accurate data available) collections show a modest year-over-year decline that warrants monitoring.

DFA will prepare a detailed review of Gross Receipts activity for the Board at the meeting scheduled March 9, 2026.

Category	FY26 YTD	FY25 YTD	Change	% Change
Meals	\$1,500,613	\$1,420,015	\$80,598	5.7%
Rooms	\$1,012,791	\$1,048,093	(\$35,302)	-3.4%
Alcohol	\$449,752	\$406,736	\$43,016	10.6%
Short-term Rentals	\$318,702	\$298,366	\$20,336	6.8%
Admissions & Amusements	\$55,747	\$56,740	(\$993)	-1.8%
Total GR Tax	\$3,229,950	\$3,337,604	(\$107,654)	-3.2%

Key findings:

- **Mixed category performance:** Meals (+5.7%) and Alcohol (+10.6%) show growth, while Rooms (-3.4%) declined. The increase in meals and alcohol tax may reflect price increases rather than volume growth.
- **Budget implications:** Based on current trends, Gross Receipts may finish approximately \$580,000 (8.7%) below the \$6.7 million budget. This shortfall is incorporated into our year-end revenue projection.

Expenditure Performance

Key expenditure observations:

- **Personnel Services:** \$21.9 million spent (48.3% of budget) – slightly under pace; indicates that 5% vacancy savings rate budgeted in FY26 is reasonable and attainable.
- **Employee Benefits:** \$11.7 million recognized (50.0% of budget) – modified accrual basis
- **General Operating:** \$6.5 million spent (38.8% of budget)
- **Debt Service:** \$6.6 million spent (80.2% of budget) – reflects scheduled principal payment in Q2
- **Interfund Transfers:** \$2.2 million transferred (15.2% of budget) – majority of transfers occur at year-end.

Conclusion

The General Fund is performing favorably at the mid-year point. On a modified accrual basis, both revenues and expenditures are tracking just under 50% of budget, yielding a positive net position of approximately \$798,000 through Q2. The projected year-end deficit of approximately \$96k reflects conservative expenditure assumptions that should be beatable through continued budget discipline.

The decline in Gross Receipts activity bears monitoring as a potential indicator of broader economic softening in the hospitality and retail sectors. However, the overall fiscal position remains sound, with property tax collections expected to proceed normally in the second half of the fiscal year.

Staff will continue to monitor budget performance and provide updates as conditions warrant. The attached detailed budget-to-actual report provides additional information by department and revenue and expenditure category.

Please reach out directly with any questions if you have them.

CITY OF BURLINGTON - GENERAL FUND
FY2026 Second Quarter Budget Performance Dashboard

Period: July 1, 2025 - December 31, 2025 (50% of Fiscal Year)

KEY FINANCIAL METRICS

Metric	Amended Budget	YTD Actual	% of Budget	YTD Expected	Variance	Status
Total Revenues	\$110,613,056	\$51,879,616	46.9%	\$55,306,528	-\$3,426,912	On Track*
Total Expenditures	\$111,049,901	\$51,081,236	46.0%	\$55,524,951	-\$4,443,715	Favorable
Net Position	-\$436,845	\$798,381				

*Revenue timing reflects normal property tax collection cycle - bulk recognized in Q3/Q4

YEAR-END PROJECTION

Projected Revenue:	\$107,379,963					
Projected Expenses:	\$107,475,972					
Projected Surplus/(Deficit):	-\$96,009					

GENERAL FUND EXPENDITURES BY CATEGORY

FY2026 Q2 (July 1, 2025 - December 31, 2025)

	Expense Category	Adopted Budget	Budget Amendments	Amended Budget	YTD Transactions	% Used	Projected Expense	Prior Year Total
Expense	PER SERVICES - Personnel Services	45,023,822	278,045	45,301,867	21,897,449.11	48.3%	42,940,764.55	42,970,686.55
Expense	FRINGE - Employee Benefits	23,358,532	26,879	23,385,411	11,692,705.50	50.0%	22,216,140.45	21,694,900.14
Expense	CAPITAL EQUIP - Capital Equipment	1,089,911	-125,018	964,893	408,339.80	42.3%	964,893.00	1,347,792.25
Expense	GEN OPER - General Operating	14,528,482	2,200,986	16,729,468	6,496,238.93	38.8%	14,528,482.00	13,249,123.62
Expense	REG PROGRAM - Regional Programs	3,703,518	-4,000	3,699,518	1,700,757.83	46.0%	3,699,518.00	3,000,487.91
Expense	DEBT - Debt Service	8,296,418	0	8,296,418	6,649,728.97	80.2%	8,296,418.00	7,905,353.26
Expense	INTERFUND - Interfund	12,831,134	1,636,713	14,467,847	2,198,763.82	15.2%	14,467,847.00	12,987,487.03
Expense	OTHER - Other	323,000	-57,100	265,900	37,251.75	14.0%	265,900.00	165,568.68
Expense	Expenditure Control	-2,061,421	0	-2,061,421	0.00	0.0%	0.00	0.00
	Expense Total	107,093,396	3,956,505	111,049,901	51,081,235.71	46.0%	107,379,963.00	103,321,399.44

Note: Expenditure Control represents budget placeholder for budgeted vacancy savings/adjustments.

GENERAL FUND EXPENDITURES BY CATEGORY

FY2026 Q2 (July 1, 2025 - December 31, 2025)

	Expense Category	Adopted Budget	Budget Amendments	Amended Budget	YTD Transactions	% Used	Projected Expense	Prior Year Total
Expense	PER SERVICES - Personnel Services	45,023,822	278,045	45,301,867	21,897,449.11	48.3%	43,036,773.65	42,970,686.55
Expense	FRINGE - Employee Benefits	23,358,532	26,879	23,385,411	11,692,705.50	50.0%	22,216,140.45	21,694,900.14
Expense	CAPITAL EQUIP - Capital Equipment	1,089,911	-125,018	964,893	408,339.80	42.3%	964,893.00	1,347,792.25
Expense	GEN OPER - General Operating	14,528,482	2,200,986	16,729,468	6,496,238.93	38.8%	14,528,482.00	13,249,123.62
Expense	REG PROGRAM - Regional Programs	3,703,518	-4,000	3,699,518	1,700,757.83	46.0%	3,699,518.00	3,000,487.91
Expense	DEBT - Debt Service	8,296,418	0	8,296,418	6,649,728.97	80.2%	8,296,418.00	7,905,353.26
Expense	INTERFUND - Interfund	12,831,134	1,636,713	14,467,847	2,198,763.82	15.2%	14,467,847.00	12,987,487.03
Expense	OTHER - Other	323,000	-57,100	265,900	37,251.75	14.0%	265,900.00	165,568.68
Expense	Expenditure Control	-2,061,421	0	-2,061,421	0.00	0.0%	0.00	0.00
	Expense Total	107,093,396	3,956,505	111,049,901	51,081,235.71	46.0%	107,475,972.10	103,321,399.44

Note: Expenditure Control represents budget placeholder for anticipated savings/adjustments.

GENERAL FUND BUDGET TO ACTUAL BY DEPARTMENT

FY2026 Q2 (July 1, 2025 - December 31, 2025)

Dept	Department Name	Adopted Budget	Amendments	Amended Budget	YTD Actual	% Used
REVENUES						
00	Non-Departmental	78,356,203	1,067,861	79,424,064	39,480,731	49.7%
01	Regional Programs	0	2,200,000	2,200,000	760,000	34.5%
02	Mayor's Office	69,413	0	69,413	0	0.0%
04	Clerk/Treasurer	3,912,280	0	3,912,280	1,156,262	29.6%
05	City Attorney	226,653	0	226,653	4,441	2.0%
06	Planning	30,000	0	30,000	0	0.0%
07	City Assessor	0	0	0	44	
09	REIB	40,000	10,000	50,000	127,929	255.9%
15	Fire	3,450,637	203,953	3,654,590	1,634,983	44.7%
17	Police	1,958,403	0	1,958,403	810,315	41.4%
19	Public Works	7,254,074	0	7,254,074	3,034,712	41.8%
20	Permitting and Inspections	4,105,356	0	4,105,356	1,129,643	27.5%
21	Fletcher Free Library	33,000	0	33,000	7,489	22.7%
23	Parks and Recreation	5,894,792	37,846	5,932,638	2,879,265	48.5%
27	Burlington City Arts	1,762,585	0	1,762,585	853,801	48.4%
	Total Revenues	107,093,396	3,519,660	110,613,056	51,879,616	46.9%
EXPENDITURES						
00	Non-Departmental	25,520,935	1,043,861	26,564,796	11,570,110	43.6%
01	Regional Programs	813,547	2,200,000	3,013,547	413,351	13.7%
02	Mayor's Office	892,595	0	892,595	374,863	42.0%
03	City Council	302,060	0	302,060	170,099	56.3%
04	Clerk/Treasurer	3,410,289	24,000	3,434,289	1,596,401	46.5%
05	City Attorney	1,384,947	0	1,384,947	686,086	49.5%
06	Planning	698,479	0	698,479	271,567	38.9%
07	City Assessor	422,323	0	422,323	213,140	50.5%
08	Human Resources	1,625,497	0	1,625,497	769,807	47.4%
09	REIB	798,186	10,000	808,186	318,249	39.4%
10	Information Technology	2,732,518	43,970	2,776,488	1,978,421	71.3%
12	Dpt. of Business & Workforce Dev	0	0	0	0	
15	Fire	18,083,714	519,128	18,602,842	8,071,483	43.4%
17	Police	20,261,734	77,700	20,339,434	9,456,784	46.5%
19	Public Works	11,059,426	-16,000	11,043,426	4,896,315	44.3%
20	Permitting and Inspections	2,331,519	0	2,331,519	1,137,009	48.8%
21	Fletcher Free Library	3,037,262	0	3,037,262	1,563,557	51.5%
23	Parks and Recreation	10,534,157	53,846	10,588,003	5,811,201	54.9%
27	Burlington City Arts	3,184,208	0	3,184,208	1,782,793	56.0%
	Total Expenditures	107,093,396	3,956,505	111,049,901	51,081,235	46.0%
	Net Position (Rev - Exp)	0	-436,845	-436,845	798,381	