



Regular City Council Meeting - Monday, June 26, 2023, 5:45 PM, Contois Auditorium OR REMOTELY via ZOOM

5:45 pm, Contois Auditorium OR Remotely via ZOOM:

Please click the link below to join the webinar:

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Webinar ID: 987 6536 2807

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

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

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

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

1. Agenda

Subject	1.1. Motion to amend/adopt agenda
Meeting	June 26, 2023 - Regular City Council Meeting - Monday, June 26, 2023, 5:45 PM, Contois Auditorium OR REMOTELY via ZOOM
Category	1. Agenda
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to amend/adopt agenda as follows: remove from the consent agenda item 3.3. Communication: Councilors Gene Bergman and Ben Traverse, co-chairs, Joint Committee on Oversight, re: Decision on extension of time for Report to the Full Council as per February 6, 2023 resolution and place it on the deliberative agenda as item 4.4. (per City Council President Paul per Councilor Grant)

2. Public Forum: Time Certain: 6:00 pm **See above for signup instructions**

Subject	2.1. Verbal Comments
Meeting	June 26, 2023 - Regular City Council Meeting - Monday, June 26, 2023, 5:45 PM, Contois Auditorium OR REMOTELY via ZOOM
Category	2. Public Forum: Time Certain: 6:00 pm **See above for signup instructions**
Department	Council and Board
Type	Action Procedural Information

3. Consent Agenda

Subject	3.1. Motion to adopt the consent agenda (as amended) and take the actions indicated
Meeting	June 26, 2023 - Regular City Council Meeting - Monday, June 26, 2023, 5:45 PM, Contois Auditorium OR REMOTELY via ZOOM
Category	3. Consent Agenda
Department	Council and Board
Type	Action (Consent) Procedural

Recommended Action Motion to adopt the consent agenda and take the actions indicated

Subject	3.2. Communication: C/T Office, re; Accountability List
Meeting	June 26, 2023 - Regular City Council Meeting - Monday, June 26, 2023, 5:45 PM, Contois Auditorium OR REMOTELY via ZOOM
Category	3. Consent Agenda
Department	Clerk/Treasurer's Office
Type	Action (Consent) Communication Information

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

Subject	3.3. Communication: Councilors Gene Bergman and Ben Traverse, co-chairs, Joint Committee on Oversight, re: Decision on extension of time for Report to the Full Council as per February 6, 2023 resolution **now agenda item 4.4.**
Meeting	June 26, 2023 - Regular City Council Meeting - Monday, June 26, 2023, 5:45 PM, Contois Auditorium OR REMOTELY via ZOOM
Category	3. Consent Agenda
Department	Other
Type	Action (Consent) Communication Information

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

4. Deliberative Agenda

Subject	4.1. Resolution: Authorization Of Parking Revenue Financing For The Department Of Public Works (Board of Finance)
Meeting	June 26, 2023 - Regular City Council Meeting - Monday, June 26, 2023, 5:45 PM, Contois Auditorium OR REMOTELY via ZOOM
Category	4. Deliberative Agenda

Department	Public Works Department
Type	Action Resolution
Recommended Action	waive the reading and adopt the resolution
Subject	4.2. Resolution: Annual Appropriation And Budget For Fiscal Year Beginning July 1, 2023 And Ending June 30, 2024 (Mayor Weinberger; Board of Finance)
Meeting	June 26, 2023 - Regular City Council Meeting - Monday, June 26, 2023, 5:45 PM, Contois Auditorium OR REMOTELY via ZOOM
Category	4. Deliberative Agenda
Department	Clerk/Treasurer's Office
Type	Action Resolution
Recommended Action	waive the reading and adopt the resolution
Subject	4.3. Resolution: Annual Tax Assessments On The Property Grand List Of The City For The Fiscal Year Beginning July 1, 2023 And Ending June 30, 2024 (Mayor Weinberger; Board of Finance)
Meeting	June 26, 2023 - Regular City Council Meeting - Monday, June 26, 2023, 5:45 PM, Contois Auditorium OR REMOTELY via ZOOM
Category	4. Deliberative Agenda
Department	Clerk/Treasurer's Office
Type	Action Resolution
Recommended Action	waive the reading and adopt the resolution
Subject	4.4. Communication: Councilors Gene Bergman and Ben Traverse, co-chairs, Joint Committee on Oversight, re: Decision on extension of time for Report to the Full Council as per February 6, 2023 resolution **was agenda item 3.3.**
Meeting	June 26, 2023 - Regular City Council Meeting - Monday, June 26, 2023, 5:45 PM, Contois Auditorium OR REMOTELY via ZOOM
Category	4. Deliberative Agenda
Department	Clerk/Treasurer's Office
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	June 26, 2023 - Regular City Council Meeting - Monday, June 26, 2023, 5:45 PM, Contois Auditorium OR REMOTELY via ZOOM
Category	5. Adjournment
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adjourn

6. Informational and Non-Discrimination Statements

Subject	6.1. This agenda is available in alternative formats upon request. For more information on access, call Lori Olberg, Licensing, Voting and Records Coordinator (802-865-7136)(TTY 802-865-7142). Persons with disabilities who require assistance or special arrangements to participate are encouraged to contact 802-865-7000 (voice) or 802-865-7142 (TTY) at least 72 hours in advance so that proper arrangements can be made. This meeting will also air on Town Meeting TV the Wednesday after the meeting, starting at 8:00 pm and repeating at 1:00 am and 7:00 am the following day. The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status or genetic information.
Meeting	June 26, 2023 - Regular City Council Meeting - Monday, June 26, 2023, 5:45 PM, Contois Auditorium OR REMOTELY via ZOOM
Category	6. Informational and Non-Discrimination Statements
Department	Council and Board
Type	Information

CITY COUNCIL ACCOUNTABILITY LIST

This list is a working document. It is a record of resolutions, ordinances, communications that have come to the Council and there is an action requested.

Prepared by: Lori Olberg, Licensing, Voting & Records Coordinator

23-Jun-23

	Meeting Date	Type of Document	Action Requested	Updated Next Steps in the Process
1	7/12/2021	Resolution: Parks Arts And Culture Committee To Create A Dog Task Force	report due back to the City Council from the task force	4/29/2022; This timeline was amended to year end 2022; UPDATE as of 1/30/2023: The Task Force will present a report to PACC at its next meeting UPDATE: Task Force will be presenting their report to the Council on March 27, 2023 UPDATE: Final report will come to the Council in September 2023.
2	10/18/2021	Resolution: Police Oversight And Accountability Authorities To Police Commission To Alter The Police Disciplinary System	CA office to draft ordinance with language as per the resolution, with the ordinance to be referred to the Ordinance Committee, amendment to FY22 to include legal counsel for the Police Commission, referral to Charter Change to hold meetings with community and stakeholder input on moving disciplinary authority from the Chief of Police to a body independent from BPD that may include the Commission with the possibility of a Charter change for consideration.	NOTE: This item was never added to this Accountability List in October 2021.** It is being added as of February 10, 2023. Draft ordinance was done by then-CA Richardson in March 2022, presented to the Police Commission in April 2022 and the PC responded with comments to the draft. By May 2022, CA Richardson and other staff left. This draft and PC comments must be followed up on and then referred to the Ordinance Committee. Question on resolved clause lines 103 to 105 to be followed up on. Charter Change Committee was to hold meetings with community and stakeholders with referral of language back to the Council. UPDATE: Draft ordinance was referred to Joint Committee of Ordinance and Charter Change in April 2023.
3	12/5/2022	Communication: Pike Porter, re: Fw: Greenhouse Gas, CAP resolution draft for you	referred to TEUC	not-specified; UPDATE as of 1/30/2023, Airport presented emissions information at the TEUC meeting in March, ongoing item at TEUC
4	2/6/2023	Ordinance: Comprehensive Development Ordinance ZA-23-01 South End Innovatio	referred to Ordinance Committee	UPDATE: First meeting scheduled for April 19.
5	2/6/2023	Resolution: Supporting More Public Input On Police Oversight And Accountability Upon Defeat Of The Ballot Initiative On A Community Control Board	upon defeat of the ballot item on Community Control of Police, that proposed Charter language of Control Board, mayor's December 2020 Charter amendment, October 18, 2021 resolution, related ordinance language from City Attorney in April 2022 be referred to Ordinance and Charter Change Committees for review, robust public input on disciplinary authority of Chief, oversight role of the police commission with referral back to full council by June 1, 2023	3/9/2023 - chairs of Ordinance and Charter Change to meet with Council President to discuss joint meetings, stakeholder and robust public input, beginning early April. UPDATE: Meeting dates being determined for late April and into May. UPDATE: first meeting to be held May 4. UPDATE: Metings scheduled in May, Report to come to the Council on June 5.
6	2/6/2023	Communication re Ward 2/3 NPA Resolution to Name the New Shelburne Street Roundabout After Tony Redington and Ward 2/3 NPA Resolution in Support of Big Heavy World Teen Center Proposal for Memorial Auditorium	refer the communication to TEUC and CDNR Committees respectively for further review and engagement	TEUC Item was taken up at the March meeting, more information was requested for the next TEUC meeting
7	3/13/2023	Communication re Ward 5 NPA Steering Committee to Name the New Shelburne Street Roundabout after Tony Redington	refer the communication to TEUC for further review	TEUC Item was taken up at the March meeting, more information was requested for the next TEUC meeting
8	4/17/2023	Communication re Winooski Avenue Corridor Study Implementation Update	refer the communication to TEUC in order to work with the Administration on the plan to monitor and evaluate the changes to the North Winooski Avenue corridor and any proposal to address the transportation and neighborhood needs arising from the evaluation	
9	5/15/2023	Resolution: BTV Solar Eclipse 2024	The City Council requests that the event planning staff in Burlington City Arts, Business and Workforce Development, and the Burlington Parks, Recreation and Waterfront Department provide regular updates to the City Council Parks, Arts, and Culture Committee regarding planning for this event, including but not limited to, developing a page on the City's website with visitor data, coordinating with local organizations on events in the area, and city-sponsored events to celebrate the eclipse in collaboration with area schools, scientific organizations, and/or other groups celebrating the arrival of the exclipse. Staff to update the Parks, Arts, and Culture Committee in July or August 2023 and in January 2024 with a full plan for the event.	
10	5/15/2023	Resolution: Process For Updating Sheltering on Public Lands Policy Given The Rise in Homelessness And The End Of The Motel Voucher Program	The City Council asks CEDO to provide the CDNR committee with research and community and city staff engagement on best practices and potential pathways to take to improve the status quo on three topics at the CDNR May, June, July 2023 meetings – respectively: 1) The current sheltering on public lands policy 2) Chittenden County sheltering options when shelter capacity has been reached; and, 3) Storage and bathroom access. CDNR committee shall obtain feedback from relevant stakeholders, including the State of Vermont, and report back on the discussion of best practices and potential pathways as well as recommended actions to the City Council on August 14, 2023, Administration and the City Council will work with our state legislative delegation to find additional funding to assist Burlington and other municipalities to find resources to alleviate the full cost of supporting the unhoused on city services; and the City Council requests the Administration convene a meeting of community organizations and City staff responsible for serving unhoused community members to inform a Work Session at the June 5th City Council meeting regarding the City's response to addressing houselessness.	

NOTE: These resolutions relate in part to the work of the Joint Committee (Ordinance and Charter Change) in their work on police oversight and accountability.

NOTE: These communications are both regarding the Shelburne Street Roundabout naming after Tony Reddington

MEMO

To: Burlington City Councilors

Cc: Mayor Miro Weinberger
CAO Katherine Schad
Acting City Attorney Kim Sturtevant

From: Councilors Gene Bergman and Ben Traverse, co-chairs, Joint Committee on Oversight

Re: Decision on extension of time for Report to the Full Council as per February 6, 2023 resolution

On February 6, 2023, the City Council approved a resolution on police oversight and accountability. The final resolved clause made the following request:

“...the City Council requests the Ordinance Committee and Charter Change Committee hold joint meetings, allowing for community and stakeholder input on the disciplinary authority of the Chief of Police, the oversight role of the Police Commission, and the creation of a separate community oversight body independent from the Burlington Police Department, and that the Ordinance Committee and Charter Change Committee shall refer back to the City Council any proposed legislation on such matters by June 1, 2023.”

The Ordinance and Charter Change Committees have met and developed an approach to addressing this work. It has become apparent that in order to do this work and do it well, we will need more time given all the other pressing priorities, including the budget and other annual responsibilities at this time of year.

The joint committee wanted to inform the full Council that this work will continue in earnest over the summer, and we expect to have a report on this matter by the second meeting in September.

Resolution Relating to

AUTHORIZATION OF PARKING REVENUE
FINANCING FOR THE DEPARTMENT OF
PUBLIC WORKS

Resolution _____

Sponsor(s): [REDACTED]

Introduced: _____

Referred to: _____

Action: _____

Date: _____

Signed by Mayor: _____

CITY OF BURLINGTON

In the year Two Thousand Twenty-Three.....

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

1 That WHEREAS, certain parking lots and garages within the City of Burlington (the “City”) require
2 capital repairs and improvements, including, but not limited to, the repair and replacement of a stair tower in
3 the Lakeview Garage and certain other structural repairs to the Marketplace Garage (the “Project”);

4 WHEREAS, Section 48(58) of the City Charter authorizes the City to acquire and hold and maintain
5 and operate a municipal parking lot or lots, and a municipal parking garage or garages, and to improve,
6 extend, add to, construct, and reconstruct such lots or garages and pledge or assign the net revenues from said
7 lots or garages, after the payment of operating expenses, and may mortgage any part of all of said lots or
8 garages, including personal property therein, to secure the payment of the cost of acquiring, leasing, altering,
9 improving, constructing or reconstructing said lots or garages;

10 WHEREAS, the City Charter Section 48(58) further allows the City Council, following
11 recommendation from the Board of Public Works Commissioners, to mortgage its parking lots or garages and
12 pledge the net revenues from such lots and garages for indebtedness incurred to finance the improvements to
13 the City’s parking lots and garages; and

14 WHEREAS, the Board of Public Works Commissioners has recommended that the City obtain a loan,
15 in a principal amount not to exceed \$750,000, in anticipation of the City’s receipt of parking revenues in order
16 to be able to pay for the Project.

17 NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Burlington, Vermont,
18 that the City is hereby authorized and directed to borrow an amount not to exceed \$750,000 (the “Financing”),
19 and to issue one or more notes or bonds for the repayment thereof, for the purpose of the Project and payment
20 of the costs of the proposed financing;

21 BE IT FURTHER RESOLVED, that the Mayor and the Chief Administrative Officer (the “Authorized
22 Officers”) are, and each one of them is, authorized to solicit proposals from one or more qualified banks or
23 other financial institutions to provide the Financing, and to enter into negotiations and then an agreement with
24 such banks or other financial institutions as such Authorized Officer may approve for the Financing, including
25 pledging the City’s net parking revenues as security for such Financing;

Resolution Relating to

AUTHORIZATION OF PARKING REVENUE
FINANCING FOR THE DEPARTMENT OF
PUBLIC WORKS

Resolution _____

Sponsor(s): []

Introduced: _____

Referred to: _____

Action: _____

Date: _____

Signed by Mayor: _____

1 BE IT FURTHER RESOLVED, that that the Financing shall be payable solely from the net revenues
2 of the City's parking system and may be secured by a mortgage and security agreement of the City's parking
3 lots and garages, as may be determined by the Authorized Officers acting together or individually;

4 BE IT FURTHER RESOLVED, that in the event the net revenues from the City's parking system are
5 insufficient to pay debt service on the Financing and upon request of the Director of the Department of Public
6 Works, the City may pay such shortfall, which payment shall be subject to appropriation by the City Council
7 at such time; and

8 BE IT FURTHER RESOLVED, that, the Authorized Officers are, and each one of them is, hereby
9 authorized and empowered to execute and deliver (i) a loan agreement with the lender to evidence the
10 Financing and the repayment thereof, (ii) the one or more notes or bonds in the maximum principal amount of
11 the Financing, together with any renewal notes or bonds, as and when the Financing is renewed, if applicable,
12 (iii) such documents and instruments as the lender may request in connection with the Financing, in such form
13 and with such terms as they deem necessary and in the City's best interest, and (iv) such other documents and
14 instruments necessary or convenient in connection with the Financing, subject to prior review by the City
15 Attorney or bond counsel to the City.

16

17

18 8887319_1:12576-00005



City of Burlington
Department of Public Works
Division of Parking and Traffic
645 Pine Street, Suite A
Burlington, VT 05402
802.863.9094 P
802.863.0466 F
802.863.0450 TTY
www.burlingtonvt.gov

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

Jeffrey A. Padgett, MBA
DIVISION DIRECTOR for PARKING & TRAFFIC

Date: June 26, 2023

To: Board of Finance / City Council

From: Chapin Spencer, Director of Public Works
Jeffrey A. Padgett, Division Director for Parking and Traffic

C.C. Katherine Schad, Chief Administrative Officer
Darlene Bayko, Banking & Cash Operations Manager

Subject: Revenue Bond for Municipal Garage Repairs

Request:

To approve issuance of a \$750,000 Revenue Bond

Background:

Over the past year, major repairs were made to the Downtown Garage and the Marketplace Garage, totaling approximately \$750,000. Repairs included:

- Stair tower replacement in the Downtown Garage
- Beam, deck and concrete repair in the Marketplace Garage

This work is now complete and was essential to keeping the garages safe and extending their useful life. These repairs were not optional – rather they were items that were critical for maintaining operations. If you haven't had a chance to tour our municipal garages lately, we encourage you to come visit. Beyond the large capital repairs, our crews have been sprucing up stairwells, promptly removing any graffiti, and keeping the garages a welcoming landing spot for downtown visitors.

The capital repairs began in the summer of 2022 with the approval of City Council to enter into a \$750,000 borrowing agreement to fund the work. At the time of construction, staff transition in the Clerk/Treasurer's Office (CT Office) meant the intended borrowing did not happen as planned. In the meantime, the City's General Fund has paid for the capital expenses as they were incurred, with the understanding that before the end of FY23 a debt instrument would be secured for Parking Facilities Fund (Fund 265) to repay the General Fund. The CT Office, in consultation with its financial advisors and auditor, has now identified a Revenue Bond (versus lease or loan, etc.) as the most appropriate debt instrument, due to the financial challenges in Fund 265 resulting from the COVID-related revenue decline.

In preparing the bond, and review of the City Charter, the City's bond counsel recommended approval from the Public Works Commission (PWC) to execute a Revenue Bond. The Commission approved the attached Resolution at their June 21, 2023 meeting. We are now seeking Board of Finance and City Council authorization to execute the Revenue Bond given the City's General Fund would be the guarantor of the Bond.

Expected Revenue Bond Terms:

Term:	5 Years
Rate:	3.75% (estimated)
Payments:	Year 1 \$0 Principal + Interest
	Year 2 \$0 Principal + Interest
	Year 3 \$250,000 Principal + Interest
	Year 4 \$250,000 Principal + Interest
	Year 5 \$250,000 Principal + Interest

These terms allow for parking revenues to continue to recover over the next two years and then cover the cost of the loan from operational revenue. The Parking Facilities Fund, which receives revenue from the municipal garages and lots, has budgeted revenue of \$3.4M in FY'24 and has historically (pre-COVID) generated \$200,000-\$400,000 in excess revenue (above costs), annually. A portion of these excess revenues is expected to cover the cost of this loan.

The Department of Public Works and the CT Office are working on a multi-year planning document and associated pro-forma that maps out a strategy to rebuild the financial health of both the Traffic Fund (Fund 264) and the Parking Facilities Fund (Fund 265). We will be re-evaluating rates and policies as part of this effort. We will bring this written roadmap to the Board of Finance within the next 3-6 months.

Motion:

- Board of Finance: "Recommend the City Council waive the reading and adopt the attached Resolution related to financing of garage repairs."
- City Council: "Waive the reading and adopt the attached Resolution related to financing of garage repairs."

Board of Finance and City Council Submission Checklist

Department: Public Works Submitter: Jeff Padgett

Title/Subject: Garage Repairs Bond

	Approval:	Meeting Date:
☐	Board of Finance	Click or tap to enter a date.
☐	City Council	
☒	Concurrent	6/26/2023

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	6/22/23	Click or tap here to enter text.
Mayor's Office informed and approved memo	Yes	6/22/23	Click or tap here to enter text.
Board/Commission, if required	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved contract and/or legal documents, -Identify attorney in note	N/A	Click or tap to enter a date.	Click or tap here to enter text.
City Attorney's Office has approved memo and motion(s) or resolution(s) -Identify attorney in note	Yes	6/21/23	Hayley McClenahan
CAO has reviewed budget, financing, and memo	Yes	6/22/23	Click or tap here to enter text.
Human Resources, if personnel action -Identify HR Manager in note	N/A	Click or tap to enter a date.	
CIO, if an IT-related investment/purchase	N/A	Click or tap to enter a date.	Click or tap here to enter text.

Materials Included

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

Resolution Relating to

AUTHORIZATION OF PARKING REVENUE FINANCING
FOR THE DEPARTMENT OF PUBLIC WORKS

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

CITY OF BURLINGTON

In the year Two Thousand Twenty-Three.....

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That WHEREAS, certain parking lots and garages within the City of Burlington (the “City”) require capital repairs and improvements, including, but not limited to, the repair and replacement of a stair tower in the Lakeview Garage and certain other structural repairs to the Marketplace Garage (the “Project”); and

WHEREAS, Section 48(58) of the City Charter authorizes the City to acquire and hold and maintain and operate a municipal parking lot or lots, and a municipal parking garage or garages, and to improve, extend, add to, construct, and reconstruct such lots or garages and pledge or assign the net revenues from said lots or garages, after the payment of operating expenses, and may mortgage any part of all of said lots or garages, including personal property therein, to secure the payment of the cost of acquiring, leasing, altering, improving, constructing or reconstructing said lots or garages; and

WHEREAS, the City Charter Section 48(58) further allows the City Council, following recommendation from the Board of Public Works Commissioners, to mortgage its parking lots or garages and pledge the net revenues from such lots and garages for indebtedness incurred to finance the improvements to the City’s parking lots and garages; and

WHEREAS, the Board of Public Works Commissioners has recommended that the City obtain a loan, in a principal amount not to exceed \$750,000, in anticipation of the City’s receipt of parking revenues in order to be able to pay for the Project;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Burlington, Vermont, that the City is hereby authorized and directed to borrow an amount not to exceed \$750,000 (the “Financing”), and to issue one or more notes or bonds for the repayment thereof, for the purpose of the Project and payment of the costs of the proposed financing; and

BE IT FURTHER RESOLVED that the Mayor and the Chief Administrative Officer (the “Authorized Officers”) are, and each one of them is, authorized to solicit proposals from one or more qualified banks or other financial institutions to provide the Financing, and to enter into negotiations and then an agreement with such banks or other financial institutions as such Authorized Officer may approve for the Financing, including pledging the City’s net parking revenues as security for such Financing; and

BE IT FURTHER RESOLVED that that the Financing shall be payable solely from the net revenues of the City's parking system and may be secured by a mortgage and security agreement of the City's parking lots and garages, as may be determined by the Authorized Officers acting together or individually; and

BE IT FURTHER RESOLVED that in the event the net revenues from the City's parking system are insufficient to pay debt service on the Financing and upon request of the Director of the Department of Public Works, the City may pay such shortfall, which payment shall be subject to appropriation by the City Council at such time; and

BE IT FURTHER RESOLVED that the Authorized Officers are, and each one of them is, hereby authorized and empowered to execute and deliver (i) a loan agreement with the lender to evidence the Financing and the repayment thereof, (ii) the one or more notes or bonds in the maximum principal amount of the Financing, together with any renewal notes or bonds, as and when the Financing is renewed, if applicable, (iii) such documents and instruments as the lender may request in connection with the Financing, in such form and with such terms as they deem necessary and in the City's best interest, and (iv) such other documents and instruments necessary or convenient in connection with the Financing, subject to prior review by the City Attorney or bond counsel to the City.



City of Burlington
Department of Public Works
Division of Parking and Traffic
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802.863.0450 TTY
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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

Jeffrey A. Padgett, MBA
DIVISION DIRECTOR for PARKING & TRAFFIC

Date: June 26, 2023

To: Board of Finance / City Council

From: Chapin Spencer, Director of Public Works
Jeffrey A. Padgett, Division Director for Parking and Traffic

C.C. Katherine Schad, Chief Administrative Officer
Darlene Bayko, Banking & Cash Operations Manager

Subject: Revenue Bond for Municipal Garage Repairs

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Background:

Over the past year, major repairs were made to the Downtown Garage and the Marketplace Garage, totaling approximately \$750,000. Repairs included:

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This work is now complete and was essential to keeping the garages safe and extending their useful life. These repairs were not optional – rather they were items that were critical for maintaining operations. If you haven't had a chance to tour our municipal garages lately, we encourage you to come visit. Beyond the large capital repairs, our crews have been sprucing up stairwells, promptly removing any graffiti, and keeping the garages a welcoming landing spot for downtown visitors.

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The capital repairs began in the summer of 2022 with the approval of City Council to enter into a \$750,000 borrowing agreement to fund the work. At the time of construction, staff transition in the Clerk/Treasurer’s Office (CT Office) meant the intended borrowing did not happen as planned. In the meantime, the City’s General Fund has paid for the capital expenses as they were incurred, with the understanding that before the end of FY23 a debt instrument would be secured for Parking Facilities Fund (Fund 265) to repay the General Fund. The CT Office, in consultation with its financial advisors and auditor, has now identified a Revenue Bond (versus lease or loan, etc.) as the most appropriate debt instrument, due to the financial challenges in Fund 265 resulting from the COVID-related revenue decline.

In preparing the bond, and review of the City Charter, the City’s bond counsel recommended approval from the Public Works Commission (PWC) to execute a Revenue Bond. The Commission approved the attached Resolution at their June 21, 2023 meeting. We are now seeking Board of Finance and City Council authorization to execute the Revenue Bond given the City’s General Fund would be the guarantor of the Bond.

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Motion:

- Board of Finance: “Recommend the City Council waive the reading and adopt the attached Resolution related to financing of garage repairs.”
- City Council: “Waive the reading and adopt the attached Resolution related to financing of garage repairs.”

Resolution Relating to

**AUTHORIZATION OF PARKING REVENUE FINANCING
FOR THE DEPARTMENT OF PUBLIC WORKS**

****revised version****

RESOLUTION 4.1.

Sponsor(s): Bd. of Finance

Introduced: 06/26/23

Referred to: _____

Action: adopted

Date: 06/26/23

Signed by Mayor: 06/27/23

CITY OF BURLINGTON

In the year Two Thousand Twenty-Three.....

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

1 That WHEREAS, certain parking lots and garages within the City of Burlington (the “City”) require
2 capital repairs and improvements, including, but not limited to, the repair and replacement of a stair tower in
3 the Lakeview Garage and certain other structural repairs to the Marketplace Garage (the “Project”);

4 WHEREAS, Section 48(58) of the City Charter authorizes the City to acquire and hold and maintain
5 and operate a municipal parking lot or lots, and a municipal parking garage or garages, and to improve,
6 extend, add to, construct, and reconstruct such lots or garages and pledge or assign the net revenues from said
7 lots or garages, after the payment of operating expenses, and may mortgage any part of all of said lots or
8 garages, including personal property therein, to secure the payment of the cost of acquiring, leasing, altering,
9 improving, constructing or reconstructing said lots or garages;

10 WHEREAS, the City Charter Section 48(58) further allows the City Council, following
11 recommendation from the Board of Public Works Commissioners, to mortgage its parking lots or garages and
12 pledge the net revenues from such lots and garages for indebtedness incurred to finance the improvements to
13 the City’s parking lots and garages; and

14 WHEREAS, the Board of Public Works Commissioners has recommended that the City obtain a loan,
15 in a principal amount not to exceed \$750,000, in anticipation of the City’s receipt of parking revenues in order
16 to be able to pay for the Project.

17 NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Burlington, Vermont,
18 that the City is hereby authorized and directed to borrow an amount not to exceed \$750,000 (the “Financing”),
19 and to issue one or more notes or bonds for the repayment thereof, for the purpose of the Project and payment
20 of the costs of the proposed financing;

21 BE IT FURTHER RESOLVED that the Mayor and the Chief Administrative Officer (the “Authorized
22 Officers”) are, and each one of them is, authorized to solicit proposals from one or more qualified banks or
23 other financial institutions to provide the Financing, and to enter into negotiations and then an agreement with
24 such banks or other financial institutions as such Authorized Officer may approve for the Financing, including
25 pledging the City’s net parking revenues as security for such Financing;

* * * * *

DISTRIBUTION:

I hereby certify that this resolution
has been sent to the following
department(s) on

ORIGINAL

RESOLUTION RELATING TO

.....

.....

.....

Adopted by the City Council

....., 20.....

..... Clerk

Approved....., 20.....

..... Mayor

Vol. Page

* * * * *

26 BE IT FURTHER RESOLVED, that that the Financing shall be payable solely from the net revenues
27 of the City's parking system and may be secured by a mortgage and security agreement of the City's parking
28 lots and garages, as may be determined by the Authorized Officers acting together or individually;

29 BE IT FURTHER RESOLVED, that in the event the net revenues from the City's parking system are
30 insufficient to pay debt service on the Financing and upon request of the Director of the Department of Public
31 Works, the City may pay such shortfall, which payment shall be subject to appropriation by the City Council
32 at such time; and

33 BE IT FURTHER RESOLVED, that, the Authorized Officers are, and each one of them is, hereby
34 authorized and empowered to execute and deliver (i) a loan agreement with the lender to evidence the
35 Financing and the repayment thereof, (ii) the one or more notes or bonds in the maximum principal amount of
36 the Financing, together with any renewal notes or bonds, as and when the Financing is renewed, if applicable,
37 (iii) such documents and instruments as the lender may request in connection with the Financing, in such form
38 and with such terms as they deem necessary and in the City's best interest, and (iv) such other documents and
39 instruments necessary or convenient in connection with the Financing, subject to prior review by the City
40 Attorney or bond counsel to the City.

41

42 HM/JP/Resolutions 2023/AUTHORIZATION OF PARKING REVENUE FINANCING FOR THE DEPARTMENT OF PUBLIC WORKS
43 June 26, 2023

* * * * *

DISTRIBUTION:

I hereby certify that this resolution
has been sent to the following
department(s) on

Jeff Padgett, DPW

ORIGINAL

RESOLUTION RELATING TO

Authorization..Of..Parking..Revenue..Financing For The Department Of Public Works

.....
.....

Adopted by the City Council

.....June..26....., 20..23.....

..... Clerk

Approved.....June 27..... 20 23.....

..... Mayor

Vol. Page

Attest:
Lori Olberg
Licensing, Voting and Records Coordinator

* * * * *

Resolution Relating to

ANNUAL APPROPRIATION AND BUDGET FOR FISCAL
YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30,
2024

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

CITY OF BURLINGTON

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

That WHEREAS, Section 157 of the City Charter requires that the Mayor, on or before June 15 of each year, provide to the City Council an estimate of the necessary appropriations to cover the expenses of each department and branch of the City government for the next fiscal year to be known as the “budget;” and

WHEREAS, the Administration discussed summaries of proposed department budgets with the Board of Finance and City Council at public sessions on May 8, May 10, May 15, May 17, and May 22, 2023 and then publicly presented a CAO-reviewed FY23 general fund budget to the Board of Finance on May 30, June 5, and June 12, 2023; and

WHEREAS, on June 15, 2023, the Mayor provided to the Board of Finance and the City Council the Mayor’s Recommended Budget for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024 (“FY24”), which is an estimate of the necessary appropriations to cover the expenditures of each fund, department and branch of City government, an estimate of the revenues from sources other than property taxation, including certain operating transfers, and an estimate of the amount to be raised by taxation upon real and personal property within the City of Burlington (“the Mayor’s Budget”); and

WHEREAS, pursuant to Section 157 of the City Charter the City Council must adopt a budget and make annual appropriations by June 30, 2023, for FY24; and

WHEREAS, it is now appropriate to make cost of living compensation adjustments for Fiscal Year 2024 for eligible City employees, including Burlington Electric Department employees, who are not covered by a collective bargaining agreement; and

WHEREAS, the City has received federal funding through the American Rescue Plan Act and intends to use some of those funds in FY24 to help the City recover from the COVID crisis; and

WHEREAS, the City of Burlington receives interdepartmental revenues and employee contributions to fund Workers Compensation, Health, Dental, Life and Liability Insurances, and the City recognizes that these revenues are for the sole purpose of funding these expenditures; and

WHEREAS, the City wishes to further advocate for its legislative priorities and to increase the amount of money dedicated to legislative representation and will evaluate how it currently approaches this endeavor;

26 NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Burlington, that the
27 estimates of the revenues and expenditures shown, the schedules, and the accompanying narrative and tables
28 of the Mayor's Budget are hereby adopted as the annual appropriation and budget of the City of Burlington for
29 the Fiscal Year beginning July 1, 2023 ("the FY24 Budget"); and

30 BE IT FURTHER RESOLVED that no General Fund department or program is authorized to make
31 any expenditure unless sufficient unexpended funds to cover the expenditure remain in the FY24 Budget line
32 item from which that expenditure is to be made; and

33 BE IT FURTHER RESOLVED that for all departments or programs other than the General Fund
34 departments or programs noted in the previous paragraph ("non-General-Fund departments"), including but
35 not limited to all Special Revenue Funds and all Enterprise Funds, the appropriations in the budget are not
36 available for expenditure until a corresponding revenue amount is received or unless additional revenues are
37 reasonably expected to be received within six months of the expenditure; and

38 BE IT FURTHER RESOLVED that the unexpended balances from prior years' appropriations made
39 for any non-General-Fund departments, as well as all reserve funds, debt service reserves, and insurance
40 reserves, except as otherwise provided below, shall be carried over to the FY24 Budget upon determination by
41 the Chief Administrative Officer of the availability of such unexpended balances; and

42 BE IT FURTHER RESOLVED that it has been determined that \$250,000 of the \$750,000 worker's
43 compensation and liability insurance reserve fund previously created is no longer needed, and the Chief
44 Administrative Officer is hereby authorized to transfer the \$250,000 to the Unassigned Fund Balance; and

45 BE IT FURTHER RESOLVED that it has been determined that \$250,000 of the \$750,000 health
46 insurance reserve fund previously created is no longer needed, and the Chief Administrative Officer is hereby
47 authorized to transfer the \$250,000 to the Unassigned Fund Balance; and

48 BE IT FURTHER RESOLVED that since the BTV CARES operational budget is now included in the
49 FY24 annual Police Department budget, including a projected \$365,000 of State of Vermont funding, it has
50 been determined that the funds assigned for Expanded Mental Health efforts for FY23 will not be needed for
51 this purpose, and the Chief Administrative Officer is hereby authorized to transfer up to \$400,000 to the
52 Unassigned Fund Balance; and

53 BE IT FURTHER RESOLVED that it has been determined that whatever is left from the \$150,000
54 assigned for possible COVID expenses is no longer needed as \$200,000 from ARPA is also being held in

55 reserve, and the Chief Administrative Officer is hereby authorized to transfer up to \$77,000 to the Unassigned
56 Fund Balance; and

57 BE IT FURTHER RESOLVED that it has been determined that the entirety of the \$150,000 assigned
58 for digitizing zoning files set aside many years ago has not yet been used for this purpose, and the Chief
59 Administrative Officer is hereby authorized to transfer the \$150,000 to the Unassigned Fund Balance; and

60 BE IT FURTHER RESOLVED that it has been determined that \$50,000 of the \$500,000 assigned for
61 moving City equipment from Memorial Auditorium is no longer needed, and the Chief Administrative Officer
62 is hereby authorized to transfer the \$50,000 to the Unassigned Fund Balance; and

63 BE IT FURTHER RESOLVED that \$500,000 of ARPA funds, which have been assigned as the Police
64 Rebuilding Fund, will be utilized to pay for police salaries in the FY24 budget; and

65 BE IT FURTHER RESOLVED that \$1,000,000 of \$2,000,000 of ARPA funds, which have been
66 assigned as a Revenue Replacement Reserve for the FY23 budget are not needed for that purpose and will be
67 used in the FY24 budget to pay for police and fire salaries, this is in addition to the FY24 ARPA Revenue
68 Replacement Reserve; and

69 BE IT FURTHER RESOLVED that the employee positions and grade levels authorized for FY24 shall
70 be as set forth in the section of the FY24 Budget titled Personnel Listing, except that because the budgeted
71 positions are based on attrition trends and anticipated staff efficiencies, any determination to reclassify any
72 existing staff position is subject to appropriate approvals according to the City's Personnel Policies and any
73 applicable union contract; and

74 BE IT FURTHER RESOLVED that effective July 1, 2023, all eligible regular employees not covered
75 by a collective bargaining agreement that provides otherwise, shall receive a cost of living adjustment equal to
76 that which has been negotiated for FY24 with AFSCME, except for Burlington Electric and Burlington Fire
77 Department employees not covered by a collective bargaining agreement, who shall receive a cost of living
78 adjustment equal to that which has been negotiated for FY24 with IBEW and BFFA, respectively; and

79 BE IT FURTHER RESOLVED that effective July 1, 2023, all eligible employees, except those
80 employees who have legally opted out of the City's health insurance program, shall contribute 6.239% of their
81 annual salary to the City's Health Insurance Fund (Fund 150) to achieve the target of having employees
82 contribute 20% of the total cost of the City's providing health benefits; and

83 BE IT FURTHER RESOLVED that the City Council hereby agrees that effective July 1, 2023, all
84 Class B employees not covered by a collective bargaining agreement that provides otherwise shall contribute

85 3.968% of their annual salary, and all Class A employees not covered by a collective bargaining agreement
86 that provides otherwise shall contribute 14.0% of their annual salary, to the City's Retirement Fund (Fund
87 125) to achieve the target of having employees contribute 30% of the total retirement contributions required;
88 and

89 BE IT FURTHER RESOLVED that \$50,000 of the budgeted funds for consultants for the City
90 Attorney's Office is to be dedicated to legislative representation and before it can be spent, a competitive
91 bidding process will be conducted in Summer 2023; and

92 BE IT FURTHER RESOLVED that within the General Fund Budget there is an account line noted as
93 "Contingency," with an amount of \$175,000, none of which shall be expended without prior approval of the
94 City Council; and

95 BE IT THEREFORE RESOLVED to establish Internal Service Funds, Fund 150, for self- insured
96 Health and Dental, and Fund 175, for self-insured Worker's Compensation, and Liability and Life Insurance,
97 and that any excess revenue or deficit be carried forward and utilized in future budgets within these funds; and

98 BE IT FURTHER RESOLVED that monthly COBRA premium for health and dental insurance shall
99 be as follows:

	Health	Dental
100		
101 Single	\$ 1,057.34	\$ 32.31
102 Single +1	\$ 1,967.85	\$ 59.85
103 Family	\$ 2,632.82	\$ 107.39; and

104 BE IT FURTHER RESOLVED that any unspent funds from the Planning Department's FY23
105 professional & consultant services, account number 101-06-000-6500_118, up to \$490,000, will be rolled over
106 and may be spent in FY24; and

107 BE IT FURTHER RESOLVED that any unspent funds from the Racial Equity, Inclusion and
108 Belonging Office's FY23 empowerment fund, account number 101-09-000-7653, up to \$190,000, will be
109 rolled over and may be spent in FY24; and

110 BE IT FURTHER RESOLVED that any unspent funds from the City Council's FY23 initiative fund,
111 account number 101-03-000-6520, up to \$30,000, will be rolled over and may be spent in FY24; and

112 BE IT FURTHER RESOLVED that any unspent funds from the Racial Equity, Inclusion and
113 Belonging Office's FY23 Racism as a Public Health Emergency fund, account number 101-09-000-7654, up
114 to \$50,000, will be rolled over and may be spent in FY24; and

BE IT FURTHER RESOLVED that any unspent funds from the Early Learning Initiative budget will be rolled over and may be spent in FY24; and

BE IT FURTHER RESOLVED that any unspent funds from the Fletcher Free Library's FY23 repairs and maintenance budget, account number 101-21-060-6300_170, up to \$9,000, will be rolled over and may be spent in FY24; and

BE IT FURTHER RESOLVED that any unspent funds from the Burlington City Arts FY23 Community Arts Fund budget, account number 101-21-060-7650_320, up to \$26,250, will be rolled over and may be spent in FY24; and

BE IT FURTHER RESOLVED that the FY24 budget includes a one-time appropriation of \$15,000 of additional funding for the Children of St. Joseph's Orphanage Memorial, in addition to the \$10,000 previously committed from FY23 City Council Initiative Funds; and

BE IT FURTHER RESOLVED that the Racial Equity Inclusion and Belonging Office is hereby reorganized as follows: there shall be one Director; two REIB Managers at Grade 21, in place of the Health Equity Engagement Manager at Grade 21 and Public Health Equity Manager at Grade 21; five REIB Program Managers at Grade 18, in place of one Strategy & Innovation Manager at Grade 21, one Data Analyst at Grade 16 and one Economic Equity Analyst at Grade 19; one Financial & Grant Coordinator at Grade 17, in place of REIB Event Planner Grade 17; and one Administrative Coordinator at Grade 15, in place of REIB Digital Designer, in accordance with the attached job descriptions and organizational chart; and

BE IT FURTHER RESOLVED that the Capital Programs Director will move from the Department of Public Works to the Clerk/Treasurer's Office, with no change in salary or responsibilities; and

BE IT FURTHER RESOLVED that the Chief Administrative Officer may, from time to time, make expenditures, from the General Fund of the City, for the purposes of acquisition, construction and installation of certain capital improvements or other obligations. The City may intend that such expenditures, including but not limited to parking and terminal improvements at the Burlington International Airport, downtown parking, and street capital improvements, be reimbursed through the issuance of tax-exempt bonds or other obligations, and pursuant to Treasury Regulations Section 1.150-2, the City must declare an intent to reimburse such expenditure with the proceeds of bonds or other obligations. The Chief Administrative Officer is hereby authorized and designated as a representative of the City to adopt an official intent, on behalf of the City, to determine, in each case, whether an approved expenditure for capital improvements will be reimbursed with the proceeds of bonds or other form of obligation; and

BE IT FURTHER RESOLVED that the fees charged by the Department of Permitting & Inspections shall be set as outlined in the attached FY24 Fee Schedule; and

BE IT FURTHER RESOLVED that effective July 1, 2023, the fees charged for water and wastewater shall be set as provided on the three attached schedules entitled FY24 Private Fire Protection Fee Schedule, FY24 Water and Wastewater Fixed Charge by Meter Size Schedule, and FY24 Water and Wastewater Volumetric Rate Schedule; and

BE IT FURTHER RESOLVED that effective July 1, 2023, the fees charged for stormwater shall be set at \$3.04 per ISU (1000 square feet of impervious surface), so that the flat rate for a single-family residence shall be \$8.12 a month, for a duplex \$8.07 a month, and for a triplex \$9.30; and

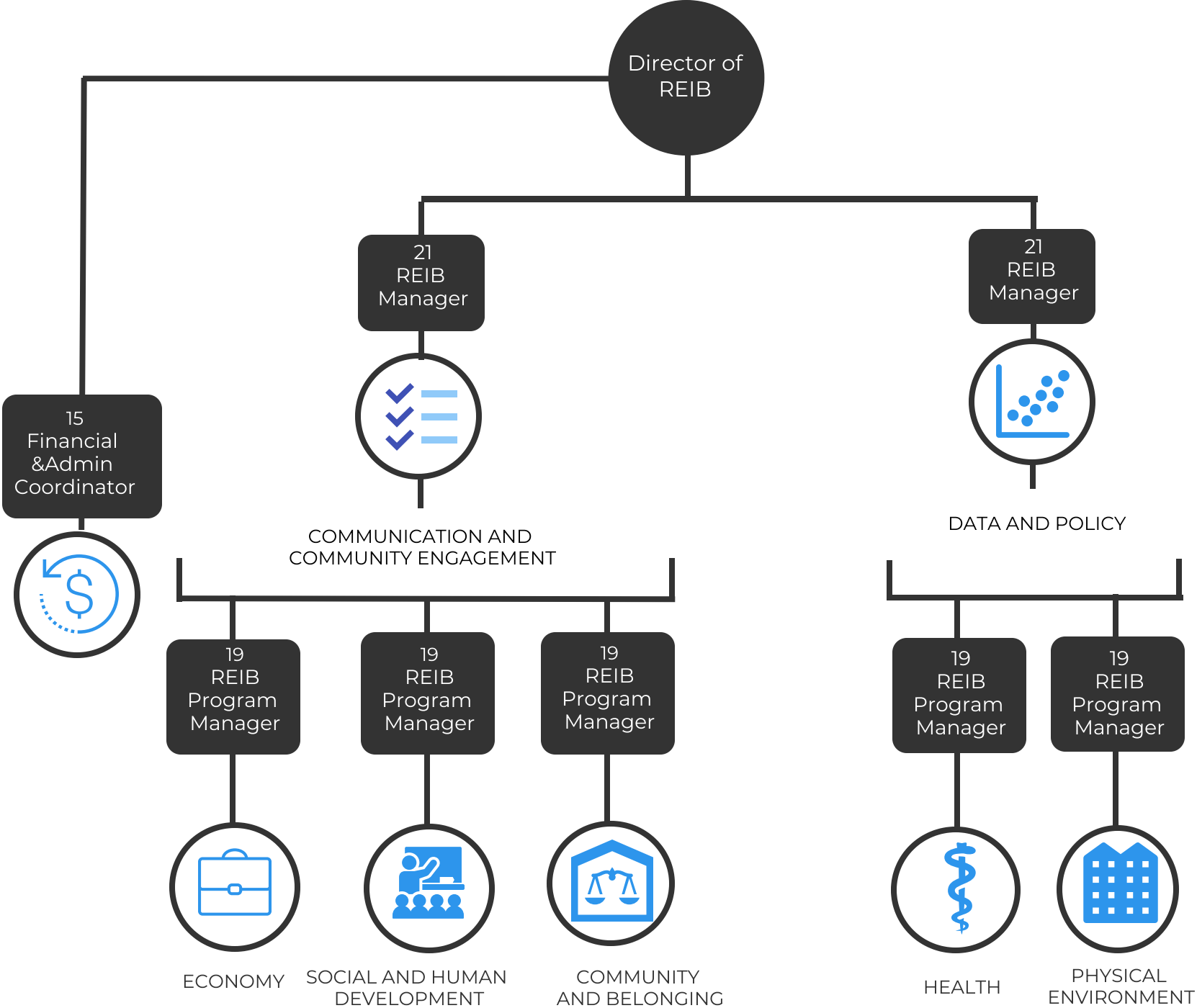
BE IT FURTHER RESOLVED that effective July 1, 2023, the Solid Waste Generation Tax shall increase from \$5.36 to \$5.66 per month per residential dwelling unit; and

BE IT FURTHER RESOLVED that a Department Head may authorize recurring purchases for routine operational costs that are included within the Department's annual budget, such as treatment chemicals for water or wastewater operations, postage, filing or licensing fees, or replacement equipment, without the requirement of additional approval, if there is no contractual obligation to make the purchase; and

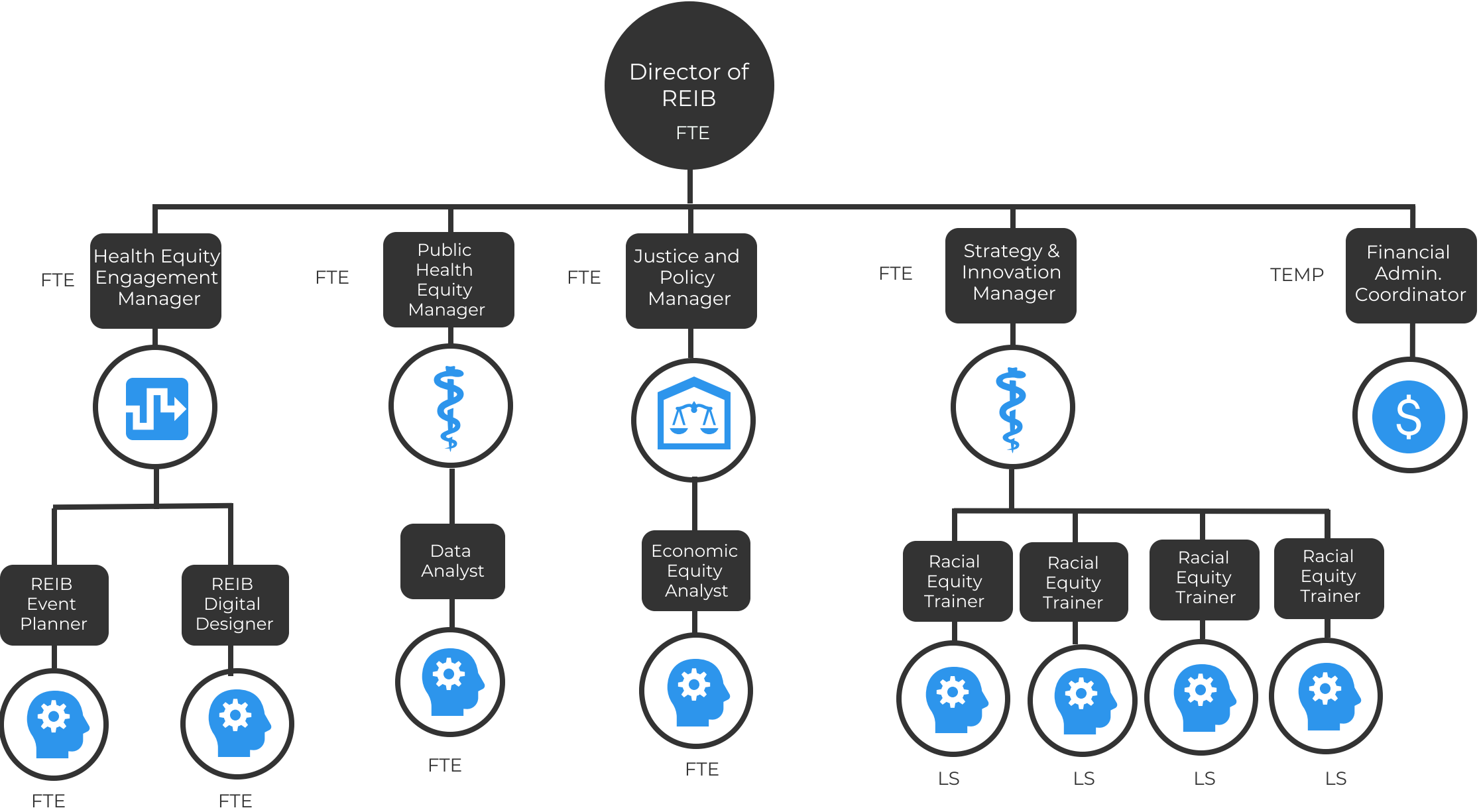
BE IT FURTHER RESOLVED that investment management fees and related administrative expenditures of the Burlington Employees Retirement System may be funded from the investment returns of the Retirement Fund and shall not exceed \$1,100,000 in the fiscal year ending June 30, 2024, but other operating expenses, including retirement employee wages, shall be paid by appropriation of the retirement tax revenue to the System.

KS/JP /Resolutions 2023/ANNUAL APPROPRIATION AND BUDGET FOR FISCAL YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024
June 23, 2023

The Office of Racial Equity, Inclusion & Belonging
Proposed Organizational Structure



The Office of Racial Equity, Inclusion & Belonging
Current Organizational Structure



City of Burlington Job Description

Position Title: REIB Administrative Coordinator

Department: Office of Racial Equity, Inclusion, and Belonging

Reports to: Director of the REIB

Pay Grade: 15

Job Code: 1193

Exempt/Non-Exempt: Non-Exempt

Union: Non-Union

Office of Racial Equity, Inclusion, and Belonging Mission and Vision

The City of Burlington's Office of Racial Equity, Inclusion, and Belonging (REIB) is responsible for leading all City departments in creating sustainable priorities and opportunities to advance the City's shared equity goals. The REIB provides quality assurance to build fair procedural practices within the City's programming, operations, and decision-making. The REIB empowers and ensures agency for the community and City government to develop innovative and collaborative solutions to inform systems, policies, and practices. Aligned with the City of Burlington's 2020 declaration of "Racism as a Public Health Crisis," the office will provide strategic guidance, training, technical assistance, and support to municipal departments and community stakeholders to address structural racism. The Office of REIB aims to ensure that race and other demographic factors or identities do not negatively influence outcomes within our city.

Our Mission

To be the leader and trusted partner in eradicating the legacy of persistent systemic racism and historical disenfranchisement for residents of Vermont's largest city. Through innovative solutions, using the tools of municipal government, we strive to safeguard equitable accessibility. Our ultimate goal is to ensure that all Burlingtonians can fully embrace the everyday joys of life, free from discrimination and marginalization.

General Statement

Under the direct supervision of the Director of the REIB or designee, the REIB Administrative Coordinator is responsible for providing critical support to the Director and Office of the REIB with an emphasis on administrative functions. The administrative coordinator role will be the first contact for City employees and the public to provide customer service. This position has extensive interaction with the public and will support the entire REIB Team with various projects, data, and reporting. Under the direction of the Director, the position will help to develop strategies to improve office services by creating and implementing administrative systems, processes, and policies to ensure REIB's operational success. The administrative coordinator will support the REIB's various projects, committee meetings, and reporting needs. They will assist the (REIB) Manager in community engagement initiatives, including City-wide cultural initiatives and celebrations, public relations, and civic education initiatives that reflect the City's position on addressing racial equity through a public health model. Duties include but are not limited to the following.

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.)

Constituent Relations:

- Greet the public in person and by telephone; answer calls, take messages, monitor email, and determine the appropriate course of action for walk-in traffic and schedule visitors.
- Respond to department and constituent requests for information; resolve or refer complaints or other situations using the utmost diplomacy and tact.
- Facilitate constituent events and follow up on issues and concerns.
- Protect confidential information regarding departmental matters; record actions to be taken on sensitive matters; release information to authorized parties and outside sources as directed using diplomacy, tact, and solid judgment

Schedules/Office Administration:

- Maintain the Director of REIB’s calendar. Make appointments using discretion in committing time. Brief the Director on upcoming appointments to help keep office meetings within scheduled time frames. Regular review of schedules and prepare materials as needed.
- Manages the front desk administrative tasks and communicates with community members under the supervision of the (REIB) Communication and Community Engagement Manager
- Open, review, and prioritize incoming mail. Prepare and post outgoing mail. Prepare documents for Director’s signature and return to requestor at the direction of Director.
- Draft a variety of correspondence, memos, self-composed letters, minutes, reports, agendas and other confidential documents. Assemble materials and coordinate office functions to meet deadlines.
- Prepare records for audits and public information requested, either electronically or in writing.
- Supports the drafting of a variety of office materials and correspondence memos, letters, and meeting agendas.
- Assist in preparing department reports, developing policy briefs, and quantitative/qualitative analysis for internal and external stakeholders
- Maintain office files and filing system.
- Serve as liaison between supervisor and other staff or other offices

Events:

- Facilitate and/or support Mayor’s Office events and employee events
- Supports staffing of committees and task forces in support of the Department and City’s strategic efforts and takes minutes as requested.
- Draft agenda and minutes from REIB staff meetings and support office organization through ordering office supplies, material, and gathering mail.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Associates degree and at least two years' experience of experience working in a computerized office environment required. Experience working in a Human Resources Office preferred.
- Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Strong written and verbal communication.
- Strong computer skills, including MS Office required to fulfill the essential functions of the job. Visio and database management is preferred.
- Ability to maintain the utmost level of confidentiality, integrity and trustworthiness.
- Ability to communicate diplomatically and effectively with the general public, elected officials, employees and outside entities in a courteous, in a professional and confidential manner is required.
- Ability to plan, develop and implement office procedures and make decisions on priority and scheduling of work.
- Ability to operate standard office equipment, including copier, adding machine, postage meter, and recording equipment.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.

Physical & Mental/Reasoning Requirements; Work Environment:

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

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

Supervision:

Directly Supervises: _____ 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: _____

City of Burlington Job Description

Position Title: Communications and Community Engagement Manager

Department: Racial Equity, Inclusion, and Belonging

Reports to: Director of REIB

Pay Grade: 21

Job Code:

Exempt/Non-Exempt: Exempt

Union: Non-Union

Office of Racial Equity, Inclusion, and Belonging Mission and Vision

The City of Burlington's Office of Racial Equity, Inclusion, and Belonging (REIB) is responsible for leading all City departments in creating sustainable priorities and opportunities to advance the City's shared equity goals. The REIB provides quality assurance to build fair procedural practices within the City's programming, operations, and decision-making. The REIB empowers and ensures agency for the community and City government to develop innovative and collaborative solutions to inform systems, policies, and practices. Aligned with the City of Burlington's 2020 declaration of "Racism as a Public Health Crisis," the office will provide strategic guidance, training, technical assistance, and support to municipal departments and community stakeholders to address structural racism. The Office of REIB aims to ensure that race and other demographic factors or identities do not negatively influence outcomes within our city.

Our Mission

To be the leader and trusted partner in eradicating the legacy of persistent systemic racism and historical disenfranchisement for residents of Vermont's largest city. Through innovative solutions, using the tools of municipal government, we strive to safeguard equitable accessibility. Our ultimate goal is to ensure that all Burlingtonians can fully embrace the everyday joys of life, free from discrimination and marginalization.

General Purpose

Under the general direction of the Director of REIB, the (REIB) Communications and Community Engagement Manager is responsible for providing staff supervision, communication strategies, event management, public safety, community partnerships, economic development, and municipal staff development programming.

The REIB Communications and Community Engagement Manager will be critical in developing our community engagement initiatives through effective planning, programming, and continually refining our communication strategies. This role will be the point person for the Department for the City's Reparations Task Force and Language Access Plan and will lead the team that executes the City's directive for mandatory staff training as outlined in the 2020 Resolution Relating to "Racial Justice through Economic and Criminal Justice" and all other REIB educational content, in partnership with Human Resources.

The Manager will lead City-wide efforts in community building and belonging, economic empowerment, and educational initiatives to reflect the City's position on racial equity through a public health model. Duties include but are not limited to the following.

Non-Essential Job Functions

- Performs other duties as assigned

Qualifications / Basic Job Requirements

- The educational requirements are as follows:
 - A Master's Degree in public policy, public administration, communications, urban planning, public health, facilities management and planning, social science, or another related field, and four years of experience in DEI, civil rights and social justice, public policy, housing, planning, public works, community development, public health, community-based advocacy and/or organizing (beyond summer or short-term internships); OR
 - Bachelor's Degree in one of the above fields and six years of experience; DEI, civil rights and social justice, public policy, housing, planning, public works, community development, public health, community-based advocacy and/or organizing (beyond summer or short-term internships); OR
 - Associate's Degree and eight years of experience; DEI, civil rights and social justice, public policy, housing, planning, public works, community development, public health, community-based advocacy and/or organizing (beyond summer or short-term internships); OR
 - High school diploma or equivalent and ten years of experience in an office environment. DEI, civil rights and social justice, public policy, housing, planning, public works, community development, public health, community-based advocacy and/or organizing (beyond summer or short-term internships); Relevant experience can be substituted for education on a 2 to 1 ratio.
- The Communications and Community Engagement Manager will, in addition to providing direct supervision of REIB team members, provide interim support if the Director of the REIB has scheduled leave or if the position is vacant for any length of time.
- Collaborate with the REIB director to design and implement the department's strategic planning and annual budgeting process.
- Manage the REIB Communication and Community Engagement strategies and initiatives by formulating policies, procedures, program opportunities, and department-wide equity goals.
- Collaborate with the Director of the REIB to lead the design and implementation of the department's digital footprint, department brand, and economic initiatives, including the BIPOC business registry, supplies diversity programs, and cannabis equity framework.
- Collaborate with the Director of the REIB, community leaders, and consultants to pilot and implement programs and events, such as the Youth Safety Committee and Reparations Task Force.
- Facilitates the data collection process regarding community engagement, economy, reparations, civic education, and departmental communication strategies.

- Leads the collection and analysis of data to measure and inform change processes related to the City's mandatory training and equity performance outcomes.
- Plan and execute all mandatory City-wide REIB staff training and other educational and professional development offerings in collaboration with Human Resources.
- Manages language access programming, department reports, and other City-wide communications.
- Lead department efforts in grant and budget management, and serve on relevant committees, taskforces, and other municipal work groups to support REIB and City efforts.
- Staff and liaise with REIB Employee Resource Group and REIB City Council Committee.
- Leads community and municipal staff engagement efforts. Gather internal and external stakeholder input and data using various methods including, but not limited to, focus groups, stakeholder forums, needs assessments, etc.
- Develops and maintains working relationships with a broad spectrum of stakeholders inside and outside the City of Burlington.
- Leads the research and integration of public safety data into law enforcement and community-based organizations' policies, practices, and procedures.
- Builds, strengthens, and maintains productive and respectful relationships with historically disenfranchised and marginalized leaders and community members by continuously centering and creating avenues to incorporate community perspectives and feedback into work and policymaking.
- Plan and execute community cultural events, such as Juneteenth and other related events.
- Partners with community organizations and institutions, such as AALV, VNAAC, CEDO-CJC, and USCRI, to support recreational and youth programming with immigrant and refugee communities.
- Attend events and meetings related to the job and utilize the information gathered to inform and improve work activities, strategies, and initiatives.
- Act as the direct supervisor to the REIB Program Consultants and other REIB team members.
- Supports the hiring and selection of staff. Implement sound performance management techniques, including timely completion of probationary reports, annual performance appraisals, and individual development plans.
- Communicate clear performance expectations to staff and provide guidance and direction to REIB staff with appropriate coaching and mentoring while identifying training opportunities for improved staff performance and job satisfaction.
- Delegates work tasks related to REIB Program Consultants' programmatic expectations, review workload and evaluates employee performance by providing timely feedback and recognition.

Special Requirements / Desirable Qualifications

For the REIB Communications and Community Engagement Manager include, but are not limited to:

- Knowledge of best practice models and experience implementing DEI, Race Equity, and Social or Racial Justice principles in the workplace and community.
- Knowledge of collecting and analyzing data from diverse sources to make improvements in the workplace and community.
- Knowledge of training others on the principles and concepts of DEI, Race Equity, and Social or Racial Justice, or equal employment opportunity and discrimination-free workplace or community.

- Experience creating and implementing DEI, Racial Equity, Social or Racial Justice policies, procedures, and processes
- Experience managing staff, including hiring, delegation, performance management, and motivating a team toward tangible outcomes.
- Experience facilitating change management.
- Excellent communication skills with demonstrated experience communicating with all levels of community and leadership
- Ability to establish and maintain cooperative working relationships with other departments.

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		ability to move distances within warehouses and offices
	color perception (red, green, amber)		lifting (specify __ pounds)
x	hearing/listening		carrying (specify __ pounds)
x	clear speech		climbing
x	touching	x	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: __TBD__

Indirectly Supervises: __TBD__

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 10/2010). May 16, 2023.

City of Burlington Job Description

Position Title: Data and Policy Manager

Department: Racial Equity, Inclusion, and Belonging

Reports to: Director of REIB

Pay Grade: 21

Job Code:

Exempt/Non-Exempt: Exempt

Union: Non-Union

Office of Racial Equity, Inclusion, and Belonging Mission and Vision

The City of Burlington's Office of Racial Equity, Inclusion, and Belonging (REIB) is responsible for leading all City departments in creating sustainable priorities and opportunities to advance the City's shared equity goals. The REIB provides quality assurance to build fair procedural practices within the City's programming, operations, and decision-making. The REIB empowers and ensures agency for the community and City government to develop innovative and collaborative solutions to inform systems, policies, and practices. Aligned with the City of Burlington's 2020 declaration of "Racism as a Public Health Crisis," the office will provide strategic guidance, training, technical assistance, and support to municipal departments and community stakeholders to address structural racism. The Office of REIB aims to ensure that race and other demographic factors or identities do not negatively influence outcomes within our city.

Our Mission

To be the leader and trusted partner in eradicating the legacy of persistent systemic racism and historical disenfranchisement for residents of Vermont's largest city. Through innovative solutions, using the tools of municipal government, we strive to safeguard equitable accessibility. Our ultimate goal is to ensure that all Burlingtonians can fully embrace the everyday joys of life, free from discrimination and marginalization.

General Purpose

Under the general direction of the Director of REIB, the REIB Data and Policy Manager will lead municipal and REIB coordinated efforts to address "Racism as a Public Health Crisis". The manager will adopt a public health model that focuses on social determinants of health that drive health outcomes, particularly as they relate to historically marginalized and disenfranchised populations, as well as other relevant fields. The manager will also lead and design the implementation of a City-led Community STAT model.

The Data and Policy Manager will play a critical role in developing data and policy initiatives through effective planning, programming, and continued refinement of the Neighborhood Equity Index. This position leads the centralization of existing public health functions in the City to bring a sustained focus on eliminating disparities in racial health outcomes that particularly affect the physical and mental

health of historically marginalized and underrepresented communities including substance use, housing, and other environmental factors.

The Data and Policy Manager will research and coordinate data driven interventions and services to address public health disparities through policy and systems, by collaborating with the City Departments and Racism as a Public Health Emergency signatories to implement and evaluate changes. The Manager will establish partnership with the local research institutions and local community advocates to support data disaggregation, analysis, and equity policy research.

The Manager will lead City-wide equity data initiatives across all REIB domains, including but not limited to social and human development, economics, physical environment, health, and community and belonging. The goal is to accurately reflect the City's position on addressing racial equity through a public health model, data informed outcome driven. Duties include, but are not limited to, the following:

Non-Essential Job Functions:

- Performs other duties as required

Qualification/ Basic Job Requirements:

- Provide consultation and recommendations to all levels of municipal staff regarding REIB policies and procedures, practices, and programming related to health and data initiatives, and the organization's equity goals and outcomes.
- Collaborate with the Director of the REIB, to design and implement the department's strategic planning and annual budgeting process.
- Manage the REIB Data and Policy strategies and initiatives by formulating policies, procedures, and program opportunities and alternatives.
- Lead the centralization of existing public health functions in the City to bring a sustained focus on racism through a public health model.
- Design and implement data collection instruments, devices and procedures including extracting information from core City systems.
- Collaborate with the Director of the REIB, to execute equity data initiatives, including transportation efforts, quality of care programming, rapid response planning, CommStat Model, and the Burlington Census.
- Lead innovation on new methodologies to advance small area data modeling down to the neighborhood/ward level.
- Research and coordinate data driven interventions and services to address public health disparities through policy and systems by working the City's Planning data team.
- Continue to lead the City's efforts to eliminate disparities in racial health outcomes that particularly affect the physical and mental health of historically marginalized and underrepresented communities, including substance use, housing, and other environmental factors.

- Develop and maintain a comprehensive database of relevant health equity data in collaboration with various departments, including demographic, economic, and environmental information, to inform City policies and programs.
- Secure funding opportunities and write policy proposals for evidence-based interventions and programming for the REIB Department.
- Research and analyze complex sets of data; identify and interpret, for example, City operational activity, patterns, trends and projected future resource needs and allocations.
- Employs an array of methods including rigorous quantitative and qualitative approaches involving large and small datasets, machine learning models, analysis of natural experiments, regression methods, and qualitative research methods to accomplish the research objectives.
- Leads community and municipal staff public health efforts. Gather internal and external stakeholder input and data using various methods including, but not limited to, focus groups, stakeholder forums, needs assessments, etc.
- Design, standardize, and implement City-wide internal equity audit process and be the point person with any external partners.
- Develops and maintains working relationships with a broad spectrum of stakeholders inside and outside the City of Burlington.
- Builds, strengthens, and maintains productive and respectful relationships with historically disenfranchised and marginalized leaders and community members by continuously centering and creating avenues to incorporate community perspectives and feedback into work and policymaking.
- Partners with other municipal departments and community organizations, such as Public Works, UVMHC, and Community Health Centers dedicated to physical environment and health.
- Attend events and meetings related to the job and utilize the information gathered to inform and improve work activities, strategies, and initiatives.
- Act as the direct supervisor to the REIB Program Consultants, and other REIB team members.
- Supports the hiring and selection of staff. Implement sound performance management techniques, including timely completion of probationary reports, annual performance appraisals, and individual development plans.
- Communicate clear performance expectations to staff and provide guidance and direction to REIB staff with appropriate coaching and mentoring while identifying training opportunities for improved staff performance and job satisfaction.
- Delegates work tasks, as it relates to REIB Program Consultants' programmatic expectations, review workload and evaluate employee performance by providing timely feedback and recognition.

Special Requirements / Desirable Qualifications:

For the REIB Data and Policy include, but are not limited to:

- Knowledge of best practice models, and experience implementing, the principles and concepts of DEI, Race Equity, and Social or Racial Justice in the workplace and community.

- Knowledge of collecting and analyzing data from diverse sources to make improvements in the workplace and community.
- Knowledge of training others on the principles and concepts of DEI, Race Equity, and Social or Racial Justice, or equal employment opportunity and discrimination-free workplace or community.
- Experience creating and implementing DEI, Racial Equity, Social or Racial Justice policies, procedures, and processes
- Experience managing staff, including hiring, delegation, performance management, and motivating a team toward tangible outcomes.
- Experience facilitating change management.
- Excellent communication skills with demonstrated experience communicating with all levels of community and leadership
- Ability to establish and maintain cooperative working relationships with other departments.

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		ability to move distances within warehouses and offices
	color perception (red, green, amber)	x	lifting (specify _20_ pounds)
x	hearing/listening		carrying (specify ___ pounds)
x	clear speech		climbing
x	touching	x	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: __TBD__

Indirectly Supervises: __TBD__

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 10/2010). May 16, 2023.

City of Burlington Job Description

Position Title: REIB Financial and Grant Coordinator

Department: Racial Equity, Inclusion, and Belonging

Reports to: Director of REIB

Pay Grade: 17

Job Code:

Exempt/Non-Exempt: non-exempt

Union: AFSCME

Office of Racial Equity, Inclusion, and Belonging Mission and Vision

The City of Burlington's Office of Racial Equity, Inclusion, and Belonging (REIB) is responsible for leading all City departments in creating sustainable priorities and opportunities to advance the City's shared equity goals. The REIB provides quality assurance to build fair procedural practices within the City's programming, operations, and decision-making. The REIB empowers and ensures agency for the community and City government to develop innovative and collaborative solutions to inform systems, policies, and practices. Aligned with the City of Burlington's 2020 declaration of "Racism as a Public Health Crisis," the office will provide strategic guidance, training, technical assistance, and support to municipal departments and community stakeholders to address structural racism. The Office of REIB aims to ensure that race and other demographic factors or identities do not negatively influence outcomes within our city.

Our Mission

To be the leader and trusted partner in eradicating the legacy of persistent systemic racism and historical disenfranchisement for residents of Vermont's largest city. Through innovative solutions, using the tools of municipal government, we strive to safeguard equitable accessibility. Our ultimate goal is to ensure that all Burlingtonians can fully embrace the everyday joys of life, free from discrimination and marginalization.

General Statement

Under the supervision of the (REIB) direct supervision of the Director of the REIB or designee, the REIB Financial and Grant Coordinator will provide critical support in researching and developing recommendations for the Office of the REIB, with a focus on the identification and tracking of relevant opportunities resulting from various funding sources. This position will form relationships with relevant state, federal, and local officials to ensure a reliable flow of information and reporting required by granting and other financial departments and organizations.

The REIB Financial and Grant Coordinator will work with REIB leadership to examine the available opportunities and prioritize them according to City relevance and need. It may also help with recommendations for individual proposals, as directed. This position will assist the office with administrative components, including record keeping, director and department

scheduling, reporting, operations, and communications for internal/external meetings, committees, and task forces as needed.

They will assist in community engagement initiatives, including City-wide cultural initiatives and celebrations, public relations, and civic education initiatives that reflect the City's position on addressing racial equity through a public health model. Duties include but are not limited to the following.

Non-Essential Job Functions

- Performs other duties as assigned

Qualifications / Basic Job Requirements

- The educational requirements are as follows:
 - Bachelor's Degree in one of the list fields and one year of experience; DEI, civil rights and social justice, public policy, housing, education, planning, public works, community development, public health, community-based advocacy and/or organizing, or other relevant fields of study. (beyond summer or short-term internships); OR
 - Associate's Degree and four years of experience in the fields listed above; (beyond summer or short-term internships); OR
 - High school diploma or equivalent and eight years of office experience (beyond summer or short-term internships); Relevant experience can be substituted for education on a 2 to 1 ratio.
- Work closely with the Director and the REIB Manager to implement a system to track grant opportunities relevant to the office based on programs and services offered by the city and areas of need.
- Work closely with the City's grants staff to provide information and reporting to support their work.
- Responsible for the grant processes, including grant proposal writing, data collection, reporting, management, and recommendations, under the direction of the Director or the (REIB) Manager.
- Actively communicate with the leadership team to better understand department needs and ensure grant applications capture the positive impact of grants.
- Supports the REIB department to ensure compliance with all financial and procurement practices, applicable contracts, agreements, invoicing, and all forms aligning with City and department standards and policies.
- Assist in preparing department reports, developing policy briefs, and quantitative/qualitative analysis for internal and external stakeholders.
- Performs financial processes, supports development of budget amendments, updates financial tracking spreadsheet, and reconciles REIB department ledges with Clerk/Treasurer's Office New World reports and credit card to meet timely deadlines.
- Prepare records for audits and public information requested, either electronically or in writing.
- Supports the drafting of a variety of office materials and correspondence memos, letters, and meeting agendas.

- Perform and/or assist in monitoring & reconciliation of accounts payable & accounts receivable for REIB. This includes inputting payable, electronic & paper receipts, and payments made through credit cards.
- Prepare accounting reports, which includes accounts payable, credit card expenses, deposits, budget projections, and grant information request from REIB Director and others.
- Draft agenda and minutes from REIB staff meetings and support office organization through ordering office supplies, material, and gathering mail.
- Maintains REIB's public service values by greeting and assisting the public and visitors in person and over the phone.
- Participate in and/as REIB representative at meetings and events as requested by Director.
- Conducts REIB grant and administrative research to support policy recommendations.
- Manages the front desk administrative tasks and communicates with community members under the supervision of the (REIB) Manager.
- Supports the preparation of communications, as requested by the leadership team.
- Manages the Director's schedule with direction from the (REIB) Manager.
- Maintains working relationships with a broad spectrum of stakeholders inside and outside the City of Burlington to ensure and promote a culture of racial equity, inclusion, and belonging as defined in the department's strategic goals.
- Supports staffing of committees and task forces in support of the Department's and City's strategic efforts and takes minutes as requested.
- Perform other duties as required by Director.

Special Requirements / Desirable Qualifications

For the REIB Financial and Grant Coordinator include, but are not limited to:

- Excellent communication skills with demonstrated experience communicating with all levels of community and leadership
- Excellent organization and time management skills
- Ability to establish and maintain cooperative working relationships with outside organizations and community partners.
- Strong computer skills, including Microsoft Office, required fulfilling the job's essential functions.
- Must have a demonstrated ability to show attention to detail.
- Ability to maintain the utmost level of confidentiality, integrity, and trustworthiness.
- Ability to communicate diplomatically, courteous, and professionally with the general public, elected officials, and employees.
- Database and Excel management experience is preferred
- Experience with budgeting processes within systems is preferred
- Ability to plan, develop and implement office procedures and make decisions on priority and scheduling of work based on deadlines and urgencies.
- Regular attendance is necessary and essential to meeting job functions' expectations.
- Ability to understand and comply with City standards, safety rules, and personnel policies.
- Experience with grant writing, research, and supervision.

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		ability to move distances within warehouses and offices
	color perception (red, green, amber)		lifting (specify __ pounds)
x	hearing/listening		carrying (specify __ pounds)
x	clear speech		climbing
x	touching	x	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: __TBD__

Indirectly Supervises: __TBD__

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 10/2010). May 16, 2023.

City of Burlington Job Description

Position Title: REIB (Specific Domain) Program Manager

Department: Racial Equity, Inclusion, and Belonging

Reports to: REIB Manger

Pay Grade: 18

Job Code:

Exempt/Non-Exempt: Exempt

Union: Non-union

The City of Burlington's Office of Racial Equity, Inclusion, and Belonging (REIB) is responsible for leading all City departments in creating sustainable priorities and opportunities to advance the City's shared equity goals. The REIB provides quality assurance to build fair procedural practices within the City's programming, operations, and decision-making. The REIB empowers and ensures agency for the community and City government to develop innovative and collaborative solutions to inform systems, policies, and practices. Aligned with the City of Burlington's 2020 declaration of "Racism as a Public Health Crisis," the office will provide strategic guidance, training, technical assistance, and support to municipal departments and community stakeholders to address structural racism. The Office of REIB aims to ensure that race and other demographic factors or identities do not negatively influence outcomes within our city.

Our Mission

To be the leader and trusted partner in eradicating the legacy of persistent systemic racism and historical disenfranchisement for residents of Vermont's largest city. Through innovative solutions, using the tools of municipal government, we strive to safeguard equitable accessibility. Our ultimate goal is to ensure that all Burlingtonians can fully embrace the everyday joys of life, free from discrimination and marginalization.

REIB Domains of Focus

Economy: in order to address systemic racial inequality in the economy, this domain will assess and design interventions and policies relating to workforce development, wealth disparities, business development, entrepreneurship, investment, and procurement.

Social and Human Development: This domain will address systemic inequities in recreation, family integration and development, and K-12, higher, and adult education.

Health: Recognizing racism as a public health crisis, this domain will evaluate and design interventions in access to healthcare, cultural competency in healthcare settings and quality of care, systemic inequities across morbidity, mortality, chronic disease, and other health outcomes.

Physical Environment: Work in this domain will address equity in housing, neighborhood development, public infrastructure, land use, and other related aspects of the built and natural environment.

Community and Belonging: This domain will address systemic inequities in policing, public safety, civic engagement, and representation in power structures.

General Statement

Under the general direction of the (REIB) Manager, the (REIB) Program Manager is tasked with addressing systemic racial inequality as it relates to Racism as a Public Health Crisis within the identified domain category. This position will primarily focus on assessing, examining, and designing interventions and policies relating to one of the five domains for identified communities and city departments.

The Program Manager is the identified lead for programming as it relates to the specific domain and the associated specific categories. The position will be critical in executing REIB's racial equity objectives. This includes but is not limited to leading, consulting, and auditing programs and identifying future programmatic needs. The Program Manager will ensure that historically marginalized and disenfranchised impacted communities are provided equal access to the City's resources and services regardless of any protected demographic characteristics. This position will also document and correct discriminatory factors that may arise that directly impact historically marginalized and disenfranchised communities.

As an integral part of our team, this individual will support the program management, reporting, analysis, and relationship-building component of all current and future equity programs. The role requires a collaborative skillset, an understanding of strategic processes related associated domain and it best practices, and the ability to support the implementation and development of program principles within the City. The position will also lead the assessment of City departments' culture, policies, processes, and strategies related to race equity, inclusion, and belonging, utilizing a collaborative approach in designing and tailoring engagement and strategic planning aligning with their designated equity goals. The program manager will manage City-wide equity initiatives ranging from the Equity Tool Kit, Neighborhood Equity Index, and cultural events, such as Juneteenth, that accurately reflect the City's position on addressing racial equity through a public health model.

The Program Manager will plan, manage and execute the City's directive for racial equity staff training as outlined in the 2020 Resolution Relating to "Racial Justice through Economic and Criminal Justice" and all other REIB educational content in partnership with Human Resources and other city departments.

Essential Job Functions –

- Create and implement the City’s Equity Programs. Includes policies, procedures, objectives, processes, and communications to increase the opportunities in relevant areas of current processes and future identified area

City Work –programming/policies/systems development

- Directs the evaluation of policies and practices within the municipality utilizing REIB best practice framework to assess compliance, functionality, and effectiveness.
- Identifies innovation and change management opportunities that align with the department goals and convenes with relevant stakeholders to support these efforts when applicable.
- Work with relevant city departments. Identify and support to implement opportunities to lower systemic barriers and opportunities to apply/qualify/partner with the City.
- Act as the first point of contact and collaborator with Department Heads and other constituents to increase engagement to meet programmatic goals.
- Assist in developing annual and multi-year program plans to help meet equity goals and continuous improvement efforts for assigned city departments.
- Collaborate with REIB team members to plan strategic development and implementation of the Equity Index dashboard.
- Strategy Development: Create/Contribute to the development of opportunities strategy.
- Lead developing equitable development of policies focused on historically marginalized and disenfranchised communities.
- Coordinate projects or grants to meet internal needs and other departments’ needs regarding equity, including drafting grant memos, managing project timelines, and serving as a resource to partners and grantees
- Coordinates management of projects to ensure all applicable contracts, agreements, and form documents align with City and department standards.

Community Work

- Support efforts to build relationships with various local and regional councils and other organizations
- Attend and represent the City at various local and national conferences and meetings.
- Promote the City in the Racial Equity and DEIB communities.
- Perform other duties as requested that support the success of the City’s Race Equity Programs
- Leads in developing and managing community projects aligned with the City and department’s strategic efforts aligned with the specific domain.
- Lead liaison assigned to specific underrepresented communities to build rapport, align resources, and provide technical assistance and sustainable solutions to address disparities related to Racism as a Public Health Crisis and the Public Health Model.

- Provide advocacy and manage intergovernmental affairs for identified communities in the City of Burlington

Research

- Leads the research and the creation of policy recommendations, including helping to prepare reports, develop policy briefs, and quantitative/qualitative analysis for internal and external stakeholders aligned with the REIB domains.
- Lead research and data collection addressing barriers to accessibility for historically marginalized and disenfranchised communities within the City of Burlington
- Work closely with the City's Analytics and finance teams to measure and report activity, Including assisting in analyzing data and developing presentation materials
- Conduct research and analysis to refine and vet potential strategic directions and identify potential partners and advisors
- Manages the monitoring, research, and reporting on actionable and measurable goals, strategies, and metrics in the REIB domains for internal and external partners.
- Heads the needs assessment processes, including data collection, reporting, and recommendations for specific departments and REIB domain indicators to measure barriers, inequities, and outcomes.
- Research tools, propose, design, and implement the City's mandatory staff training and other REIB-focused professional development.

Training/auditing/ technical support

- Leads in the collaborative process with assigned departments to support the implementation of relevant policies, practices, training, and employee resource groups for municipal employees.
- Creates and implements tools that assess the equitability of programs, processes, and policies for assigned City departments.
- Identify and coordinate with various stakeholders to collect REIB domains and demographic data.
- Supports identification for staffing of internal and external stakeholders for committees and task forces supporting the Department's and City's strategic efforts.
- Collecting and reporting on community programming data aligned with the City's and department's strategic efforts and providing quality assurance as necessary regarding the REIB Domains.
- Lead, support, and assist in conducting REIB Domains content-related training sessions for internal and external stakeholders
- Support and assist in the development of presentations and reports, both internal and external
- Manage limited services, seasonal and intern staff as required.

Qualifications / Basic Job Requirements

- The educational requirements are as follows:

- A Master's Degree in public policy, public administration, communications, urban planning, public health, facilities management and planning, social science, or another related field, and two years of experience in DEI, civil rights and social justice, public policy, housing, planning, public works, community development, public health, education, community-based advocacy and/or organizing (beyond summer or short-term internships); OR
- Bachelor's Degree in one of the above fields and four years of experience; DEI, civil rights and social justice, public policy, housing, planning, public works, community development, public health, community-based advocacy and/or organizing (beyond summer or short-term internships); OR
- Associate's Degree and eight years of experience; DEI, civil rights and social justice, public policy, housing, planning, public works, community development, public health, community-based advocacy and/or organizing (beyond summer or short-term internships); OR
- High school diploma or equivalent and 12 years of experience in an office environment. DEI, civil rights and social justice, public policy, housing, planning, public works, community development, public health, community-based advocacy and/or organizing (beyond summer or short-term internships); Relevant experience can be substituted for education on a 2 to 1 ratio.

Non-Essential Job Functions

- Performs other duties as assigned

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		ability to move distances within warehouses and offices
	color perception (red, green, amber)		lifting (specify __ pounds)
x	hearing/listening		carrying (specify __ pounds)
x	clear speech		climbing
x	touching	x	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: __TBD__

Indirectly Supervises: __TBD__

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 10/2010). May 16, 2023.

City of Burlington, Vermont
Department of Permitting & Inspections
FY2024 Fee Schedule

Unless otherwise noted all fees are non-refundable

Development Applications and Permits	Applicable Fee
Administrative Review	
Administrative pre-application conference	No charge
Administrative Time Extension	No charge
Administrative Determinations	1. \$15 filing fee + 2. \$140
Awning Permit (no signage) Basic Zoning Permit (non-design control RL) Fence Permit Certificate of Appropriateness Level I (COA I) Change of use or projects with an estimated construction cost (ECC) of less than \$27,000 ^F	1. \$15 filing fee + 2. \$107
Sign Permit	1. \$15 filing fee + 2. \$118 for one sign 3. + \$80 for each additional sign 4. 1/2 price per sign if part of an approved Master Sign Plan.
Certificate of Appropriateness (COA) Level II For projects with an estimated construction cost (ECC) of greater than or equal to \$27,000. ^F Administrative review as allowed under Section 3.2.7 (b) of the Comprehensive Development Ordinance. A. Application Fee	1. \$15 filing fee + 2. \$140 + 2. \$2.20 per \$1,000 of ECC.
B. Development Review Fee (due prior to release of permit)	\$4.50 per \$1,000 of ECC.
Certificate of Appropriateness (COA) Level III Lot Line Adjustments and Lot Merger – no new lots created	1. \$15 filing fee + 2. \$140

Development Review Board Review	
Sketch Plan Review A. Initial Review B. Subsequent Review	\$300 per Board per visit \$250 per Board per visit
Certificate of Appropriateness (COA) Level III <u>Preliminary Plat</u> A. Application Fee	1. \$200 + 2. \$2 per \$1,000 of ECC; <u>or</u> \$300 per

Impact Fees	Visit: https://www.burlingtonvt.gov/PZ/Impact-Fees
Documents, Copies, etc. a. Audio Tapes b. File research c. Planning documents i. Municipal Development Plan ii. Comprehensive Development Ordinance d. Postage and Handling e. Photocopies f. Paper zoning map g. Digital Maps	\$3.50/tape \$20.00/hour Actual cost of publication (hardcopy or CD) \$4.00 in-state \$5.00 out-of-state \$0.10 per page (black-and-white) \$1.00 per page (color) \$15.00 per map (24 x 36, color) No charge

Other Related Fees	
Zoning Compliance Report A. Standard B. Expedited (within 2 weeks) C. Renewal (if within 2 years of prior compliance report)	\$35 \$70 \$17
Zoning Certificate of Occupancy A. Final Certificate of Occupancy B. Temporary Certificate of Occupancy C. "After the fact" Zoning Certificate of Occupancy	Included in application fees above, the fee is \$30 + 10% of the total application fees and may be refunded if the permit is not enacted. \$150 each See attached schedule

Appeals of DRB Decision to the Vermont Superior Court Environmental Division	Visit: https://www.vermontjudiciary.org/fees
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Fee Schedule Notes

- A. All fees are non-refundable and are due at the time of application unless otherwise noted.
- B. All revenue generated by this Fee Schedule, with the exception of Impact Fees, is deposited into the City's General Fund. Therefore, this Fee Schedule shall not apply when any fees would also be paid out of the City's General Fund, with the exception of the payment of Impact Fees, in order to eliminate the duplicative and unnecessary accounting for payments and deposits within the same City fund. For any application submitted by a municipal entity listed as a City Department by the City of Burlington that is not fully funded by the City's General Fund, the application and development review fee shall together be capped at \$165,000. The payment of Impact Fees out of the City's General Fund and/or other funds shall continue to apply.
- C. Permit fees include a \$15 filing fee assessed by the Burlington Clerk/Treasurer's office as required by state statute unless otherwise noted.
- D. Checks should be made payable to the "City of Burlington." Credit cards are accepted (Visa, MasterCard, and American Express) for a \$3 processing fee plus 2.65% for transactions over \$123.00.
- E. Permit applications resulting from a zoning Notice of Violation are subject to double, triple or triple plus up to \$500 the application fee as specified under Section 2.7.9 of the *Burlington Comprehensive Development Ordinance*.
- F. "ECC" is the Estimated Construction Cost as specified under Section 3.2.4 (a) of the *Comprehensive Development Ordinance*. Fees are calculated for every \$1,000 of ECC.
- G. The Administrative Officer shall make the determination if an application shall be administered as an amendment to an existing permit or a new project entirely based on the relationship between what is being proposed and the original permit. Applications for an amendment to modify an active permit will be assessed based on the net difference in ECC from the original permit or actual area affected by the proposed amendment.
- H. The ECC threshold between COA Level I and COA Level II applications is annually adjusted based on the Consumer Price Index pursuant to Section 3.2.4 (a) of the *Burlington Comprehensive Development Ordinance*. For Fiscal Year 2023, this amount is \$27,000.

Water Resources Rate Schedules FY24

FY24 Private Fire Protection Fee Schedule

Fire Service Size/Type	Monthly Charge
1"	\$ 27.90
1.5"	\$ 27.90
2"	\$ 27.90
3"	\$ 27.90
4"	\$ 27.90
6"	\$ 81.00
8"	\$ 172.62
10"	\$ 310.44
Private Fire Hydrant	\$ 81.00

FY24 Water and Wastewater Fixed Charge by Meter Size Schedule

	Water	Wastewater
Meter Size	Monthly Charge	
5/8"	\$ 3.74	\$ 5.25
3/4"	\$ 5.61	\$ 7.87
1"	\$ 9.34	\$ 13.12
1.5"	\$ 18.65	\$ 26.24
2"	\$ 29.84	\$ 41.98
3"	\$ 55.95	\$ 78.71
4"	\$ 93.23	\$ 131.18
6"	\$ 186.46	\$ 262.35
8"	\$ 298.31	\$ 419.74
10"	\$ 428.84	\$ 660.84

Water Resources Rate Schedules FY24

FY 24 Water and Wastewater Volumetric Rate Schedule

	Water	Wastewater
Meter Type and Usage Tiers	Rate per 100 Cubic Feet (CF) per month	
Single-Family Residential		
Tier 1 (0-400 CF)	\$ 2.79	\$ 6.71
Tier 2 (401 CF and higher)	\$ 6.96	\$ 6.71
Duplex		
Tier 1 (0-600 CF)	\$ 2.79	\$ 6.71
Tier 2 (601 CF and higher)	\$ 6.96	\$ 6.71
Triplex		
Tier 1 (0-900 CF)	\$ 2.79	\$ 6.71
Tier 2 (901 CF and higher)	\$ 6.96	\$ 6.71
Multi-Family Residential	\$ 4.77	\$ 6.71
Mixed Residential & Commercial	\$ 4.77	\$ 6.71
Commercial	\$ 4.77	\$ 6.71
City	\$ 4.77	\$ 6.71
Heating/Cooling Make Up Water	\$ 5.39	-
Irrigation	\$ 8.34	-

Stormwater Monthly Fee

\$3.04 per ISU per month

1 ISU = 1000 sq. ft. of impervious

The Council sets the ISU fee which is then multiplied by the flat rate multipliers in the ordinance to establish the Flat Fees for SF, Duplex and Triplex customers

Single Family	\$ 8.12	per month
Duplex	\$ 8.07	per month
Triplex	\$ 9.30	per month



Office of Mayor Miro Weinberger

MEMORANDUM

To: City Council
From: Mayor Miro Weinberger
Date: 6/20/24
Re: Fiscal Year 2024 Proposed Budget

Herein is the Mayor's proposed budget for Fiscal Year 2024 (FY24). As with the past three budget years since the pandemic, FY24 revenues and expenditures have once again proven very complex, ever-evolving, and difficult to project. In some ways, this is the most difficult of the pandemic-era budgets and many of the challenges that shaped this year's fiscal strategy will ripple into the future.

In recent years, a significant infusion of one-time federal relief dollars helped balance dramatic revenue shortfalls driven by the pandemic, enabling us to restore City operations and make progress on numerous equity initiatives.

This year, our major budget challenges are driven by lingering pandemic impacts on City revenues, severe and sustained inflationary pressures which have increased City costs across all operations, and our commitment to minimize cost impacts on residents as Burlingtonians continue to face uncertain and challenging economic times.

To answer these challenges, this budget implements a creative combination of one-time funds, repurposed reserves, non-service or personnel-related cuts, and a modest tax increase pursuant to the City Council Charter Authority to properly fund Parks and Recreation (the Parks tax rate has remained at or below the current rate of .025 since FY14).

FY24 Budget Principles

The Administration began the FY24 budgeting process by laying out principles that would guide our work to develop the budget. Those principles were:

- Restoring public safety through rebuilt and expanded Burlington Police Department and additional public safety resources is top priority of the budget.
- Minimizing increases to property tax burden as constituents and Burlington businesses recover from pandemic and absorb costs of new high school.
- Retaining current City employees through the volatility of the pandemic and recovery continues to be a high priority as it has been since 2020.

- Continuing historically high level of public infrastructure investment as in all years since 2016.
- Cuts are focused on non-personnel budget lines.
- Few, if any, new initiatives can be added to the structural budget this year unless funded externally.
- We will need a multi-year plan to address the challenges that are coming into focus as we emerge from the pandemic.
- We will continue to invest heavily in addressing the climate emergency in significant part through expanded BED efforts.
- Additional new federal and state opportunities are available and we continue our expanded efforts to apply for them.

Now, at the conclusion of the process, the budget that we have submitted reflects all of these principles. The General Fund Budget makes significant investments in a rebuilt and expanded police department, retains current City services and employees, and maintains historic levels of infrastructure investment – while minimizing property tax and fee increases as Burlingtonians and local businesses work to recover from the pandemic and absorb the debt burden of the new high school.

I would like to recognize the work of our Chief Administrative Officer, Katherine Schad, who has led the budget process, members of the Clerk Treasurer’s Office team, especially Jason Gow, City Department Heads, and their teams, who worked diligently towards our common goals to deliver this budget.

A Challenging Budget Period

Factors contributing to challenges in the FY24 budget, and likely future years, include:

- Inflation-driven COLA increases across all unions for FY23 and FY24 add substantial costs to the operating budget.
- Increases to most of the City’s non-personnel operating costs are driven by significant and sustained inflation rates (an average of 8.0% across all months in 2022, and 5.26% across the first 5 months of 2023).
- We are in the third and final year of phasing out federal support for dramatically expanded city-wide equity initiatives, including the creation of the Racial Equity, Inclusion, and Belonging (REIB) Department, paying board and commission members, our language access program, and paying all City employees a livable wage. In FY22 the General Fund budget allocated \$2.76M to launch these initiatives, the FY24 the budget commits only \$800k of federal dollars to REIB and \$170K to CEDO to support these initiatives.
- Pandemic-impacted revenue shortfalls persist across numerous sources, such as boat slip rental at the waterfront and parking across the City.
- Our largest revenue source, property taxes, can only increase by 1) growing the Grand List (which historically drives a <1% increase in tax revenue per year) or 2) voter-approved tax rate increases.
- Rebuilding of police officer ranks (in alignment with the Rebuilding Plan, the budget assumes 7 additional officers in FY24), hiring three new firefighters, and fully staffing the CSL (6) and CSO (11) programs, also contribute to considerable public safety cost increase.

Process & Solutions for a Full-Service Budget

This budget includes many initiatives proposed by Councilors during the budget process and in meetings that took place over the course of the last six weeks including rolling over unspent

councilor initiative funds from the prior-year budget, increased funds for lobbying for City initiatives during the legislative session, and increased patching and paving in the 2024 construction season.

Voters have not increased the municipal tax rate since an increase since the Public Safety tax was approved in March 2020 and implemented in the FY22 budget (which was used to pay for the cost of adding a third ambulance crew). Level funding a full-service budget amidst a high inflationary environment and without significant new federal funds or a commensurate increase in the tax rate created real challenges to this budget process.

To solve for these challenges, the FY24 budget implements the following solutions:

- As in FY23, we are assuming that pandemic-impacted revenues continue to strongly rebound, and we are continuing to carry a \$1 million ARPA-funded Revenue Replacement Reserve for revenue shortfalls.
- Department Heads level-funded all operating budgets with few exceptions (ambulance supplies, diesel fuel, etc.) and all Departments maintain current staffing levels, the only new hires are in public safety positions.
- Use of City Council Charter Authority to sufficiently fund public parks and recreation, and paving and patching.
- Repurposing of unspent FY23 Revenue Replacement Reserve and other reserves to fund the first year of multi-year plan to phase in new Public Safety costs into the structural budget.
- Use of one-time funds to address one year of vehicle needs.
- Approximately \$750,000 of additional cuts and adjustments.

Increased Public Safety costs are driving a significant portion of the year-over-year budget increase. This pressure will increase in the next two budget years as the Rebuilding Plan is implemented and as police officer ranks approach the authorized headcount as detailed in the “Stabilized Budget” projection included in the BPD budget presentation. In order to continue our momentum in the Rebuilding Plan, the FY24 budget relies on \$1.3 million of federal funds. In order to complete the rebuilding of the department we will need to phase these costs and the projected future cost increases into the structural budget over the next couple of years.

Furthermore, in 2022 the City created two new positions in the Clerk Treasure’s Office to support primarily General Fund departments in their collective efforts to compete for new and ongoing state and federal grant funding opportunities, to more aggressively reduce financial burdens on property tax revenues, and to grow new and underfunded initiatives. In FY23 the City leveraged \$212,000 of City funds for more than \$2 million in non-federally funded projects and received \$107 million in federal awards across all City departments.

The Grants team has made \$26.5 million in further requests which are pending, and anticipates opportunities ahead in FY24 to seek state and federal support for major infrastructure projects including the QCPR bridge, Great Streets improvements in the Downtown, and in various city parks, as well as for programs including REIB’s planned Neighborhood Equity Index, workforce development, public art, planning, and public health.

Significant Public Investments in FY24

Despite the major challenges detailed above, the FY24 budget avoids any service cuts, layoffs, or hiring freezes on existing positions and will continue to forge critical progress in our highest priority areas, including:

- Robust investments in green stimulus incentives for BED ratepayers and work underway to ready the electric grid for future increased electricity demand will continue, funded in part by the voter-approved \$20 million Net Zero Energy Revenue Bond passed in 2021.
- Expanded resources, recruitment tools, and new hires for public safety, including \$1.3 million of increased BPD personnel costs and \$950,000 of increased BFD personnel costs.
- Major public infrastructure investments supported in large part by the 2022 voter-approved Capital Bond, federal and state awards, and more than \$1 million in Street Capital funds for paving and large patching repairs, including an additional \$282,000 (for approximately 1/3 mile of full-width paving) beyond the 2.3 miles already planned for FY24.
- New deployment of \$183,000 in annual Opioid Settlement funds to support the City's expanded efforts to advance harm reduction and expand access to MOUD treatment and contingency management. The City has signed two settlements that will provide steady funds over more than a decade and is expecting to sign more agreements in FY24.
- A \$1.7 million budget for the REIB Department which includes the elimination of any temporary or limited services positions and the structural reorganization of 10 full-time employees to advance the Department's key initiatives, including cultural events, programs to address racism as a public health emergency, the continuation of the Empowerment Fund, and the planned Neighborhood Equity Index.

Finally, I want to note that the Regional Programs budget includes \$15,000 for the construction of the Children of St. Joseph's Orphanage Memorial. The memorial is one of a number of important, restorative initiatives being taken in the wake of the investigation of the orphanage that the City helped launch in 2015 and will be added to the \$10,000 of councilor initiative funds that the Board of Finance has already approved. [You can read more about this memorial here.](#)

Property Tax Rates

The General Fund Budget is level funded and holds the overall increase in City expenses below the average rate of inflation for 2023 to date, which is 5.26% (the current rate of inflation is 4%).

	FY23 Amended Budget	FY24 Proposed Budget	Year over Year Increase, dollars	Year over Year increase, percent
Revenues	\$98.0M	\$101.1M	\$3.1M	3%
Expenses	\$97.4M	\$101.1M	\$3.7M	4%

The proposed FY24 budget will require an increased tax rate of \$.7523 from the FY23 tax rate of \$.7082 -- or an increase of 6.2%, which is comparable to this year's projected State Education tax rate increase. This includes an addition of \$.005 to the dedicated Street Capital and Greenbelt tax to increase patching and paving in the 2024 construction season, and an additional \$.02 to the dedicated Parks tax which will generate an additional \$1.1 million of revenue to pay for BPRW expenses the City is already incurring.

As prescribed by Charter, the dedicated Retirement and Debt Service taxes are adjusted annually to meet the needs of those funds. The proposed budget also increases the Business Personal Property Tax exemption from \$45,000 to \$75,000.

The total year over year increase in the municipal property tax rate represents a \$13.60 per month, or \$163.20 per year, increase for homeowners with a home with median tax assessed value of \$370,000.

FY24 Mayor's Recommended Budget General Fund Tax Rate Revenue

Grand List / \$100	FY23		FY24	
	\$56,324,734		\$57,068,220	
	Budget Tax Rate	Projected Taxes	Budget Tax Rate	Projected Taxes
REVENUE NEUTRAL RATES:				
General City	0.1952	\$ 10,994,588	0.1952	\$ 11,139,717
Police/Fire	0.0785	4,421,492	0.0785	4,479,855
RATES CAPPED BY VOTERS:				
Parks	0.0250	1,408,118	0.0450	2,568,070
Penny for Parks	0.0100	563,247	0.0100	570,682
Highway	0.0312	1,757,332	0.0312	1,780,528
Street Capital and Greenbelt	0.0500	2,816,237	0.0550	3,138,752
Library Tax	0.0050	281,624	0.0050	285,341
Housing Trust	0.0100	563,247	0.0100	570,682
Open Space - Conservation Legacy	0.0100	563,247	0.0100	570,682
BUDGET DRIVEN RATES:				
GMT (formerly CCTA)	0.0295	1,660,893	0.0325	1,852,861
County Tax	0.0041	230,931	0.0042	237,859
Retirement	0.1534	8,640,214	0.1564	8,925,470
Debt Service	0.1063	5,989,270	0.1166	6,654,154
	=====	=====	=====	=====
TOTAL	0.7082	\$ 39,890,441	0.7495	\$ 42,774,654

Looking Ahead to FY25 and Beyond

Many of the financial pressures we faced this year are likely to continue and intensify in the future. To plan for future budget years and maintain the City's commitments to equity, good fiscal health, and to minimizing financial burdens on ratepayers and taxpayers, numerous operational analyses and studies are planned.

Following the most recent citywide appraisal, the Planning Department initiated a revenue and equity analysis now being conducted by an outside firm to map the financial health of built environments in Burlington in order to understand which areas of the City are the most underperforming from a valuation perspective, but simultaneously have the most tax revenue potential for redevelopment. This work will be completed in FY24 and will inform future budgets, land use policy reforms, and City planning to support the equitable and sustainable growth of property tax revenues.

In addition to the revenue and equity analysis, and ongoing work by City staff to complete an updated Capital Investment Plan and review our current Franchise Fee ordinance, the FY24 budget includes:

- \$50,000 for a Fleet Management Study to establish sustainable funding for City vehicles.

- \$75,000 for operational analysis of City operations to ensure functions aren't duplicated across the City and to increase inter-department efficiencies.
- Continued support for the Impact Fee Study (for which the City allocated \$100,000 in FY23) so that a leading expert firm can advise the City and CCRPC on an update of our impact fee program.
- Funding provided by HUD for no-cost technical assistance to complete a Financial Sustainability Study for CEDO.



Presentation of FY24 Mayor's Budget

June 26, 2023



Context

FY24 is a particularly challenging budget year because of:

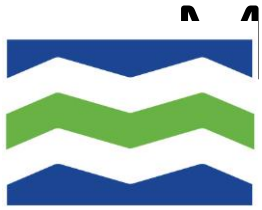
- increased public safety personnel costs,
- vehicle fleet costs, and
- COLA increases to non-public safety staff and general inflationary pressures.

Over five Marvelous Nights in May City Councilors reviewed, in detail, each aspect of the budget and provided feedback.



General Fund Overview

Category	FY23 Amended Budget	FY24 Proposed Budget	Y over Y \$ Increase	Y over Y % Increase
Revenues	\$98.0M	\$101.1M	\$3.1M	3%
Expenses	\$97.4M	\$101.1M	\$3.7M	4%



Major Elements of \$5 Million Challenge Entering Budget Season

- **\$1M of Vehicle Fleet Costs**
- **\$1.3M of increased BPD personnel costs**
 - \$950K for increased uniform officer costs, including 7 new hires and COLA
 - \$350K for other increased staffing costs, including dispatch and community support
- **\$950K of increased BFD personnel costs**
 - All for firefighters - for COLA and 3 new hires
- **\$1.7M of COLA increases to non-public safety staff and general inflationary pressures**



Major Elements of Solution

- Use of one-time funds to address one year of fleet challenge - \$400K from unassigned fund balance and \$600K from other one-time sources
- Use of City Council Charter Authority to Properly Fund Parks - \$1.1M
- Repurposing of ARPA Revenue Replacement Reserve and other reserves to Fund first year of multi-year plan to phase in new public safety costs to structural budget - \$1.75M
- Use of BPD Rebuilding Reserve to fund first year of multi-year plan to phase in new public safety costs to structural budget - \$500K
- Approximately \$750,000 of additional cuts and adjustments including doubling of FY23 attrition



Unassigned Fund Balance

- FY24 budget proposes use of \$800,000 of UAFB

Category	Amount
FY22 Starting Balance from ACFR	\$8,637,873
Items from FY23 Budget Resolution not captured in FY22 Starting Balance	(\$513,000)
WF TIF audit resolution	(\$459,136)
May 30, 2023 UAFB	\$7,647,737 (10.13%)

- New balance would be \$7,057,678 (9.35%, within Fund Balance Policy)



FY24 Municipal Tax Rate

	FY24	
Grand List / \$100	\$56,544,085	
	Budget Tax Rate	Projected Taxes
REVENUE NEUTRAL RATES:		
General City	0.1952	\$ 11,037,405
Police/Fire	0.0785	4,438,711
RATES CAPPED BY VOTERS:		
Parks	0.0450	2,544,484
Penny for Parks	0.0100	565,441
Highway	0.0312	1,764,175
Street Capital and Greenbelt	0.0550	3,109,925
Library Tax	0.0050	282,720
Housing Trust	0.0100	565,441
Open Space - Conservation Legacy	0.0100	565,441
BUDGET DRIVEN RATES:		
GMT	0.0328	1,852,861
County Tax	0.0041	231,831
Retirement	0.1578	8,925,470
Debt Service	0.1177	6,654,154
	=====	=====
TOTAL	0.7523	\$ 42,538,059

- FY23 \$.7082
- FY24 \$.7523 (6.2% increase)
- Includes \$.005 addition to dedicated street capital and greenbelt tax to allow for additional patching program
- Includes raising exemption for Business Personal Property Tax from \$45K to \$75K



Impact of FY24 Municipal Tax Rate

- Increasing BPRW appropriation from \$.025 to \$.045 represents a \$6.16/month increase for homeowners at median of \$370,000
- Increasing street tax from \$.05 to \$.055 represents a \$1.54/month increase for those homeowners
- Total municipal tax increase represents \$13.60/month increase for homeowners at median



Approximate Impact of FY24 Increases

Type of tax or fee	FY24 monthly increase
Property tax- school (on \$370K home)	\$17.25
Property tax – muni (on \$370K home)	\$13.60
Electricity for average consumer	\$ 4.39
Water for average consumer	\$ 3.46
Recycling	\$ 0.30
Total	\$39.00



Approximate Impact of on Lower-Income Residents

Type of tax or fee	FY24 monthly increase
Property tax- school	\$17.25
Property tax - muni	\$13.60
Electricity (low-moderate income)	\$ 3.20
Water (customer assistance program)	\$ 2.96
Recycling	\$ 0.30
Total	\$37.31



Proposed FY24 Revenues

FY24 Revenues		
Non-dept	\$ 69,700,000	69%
CT	\$ 4,800,000	5%
Fire	\$ 3,800,000	4%
Police	\$ 2,500,000	2%
DPW	\$ 6,200,000	6%
P&I	\$ 3,800,000	4%
BPRW	\$ 5,600,000	6%
BCA	\$ 1,600,000	2%
Other	\$ 3,055,000	3%
TOTAL	\$ 101,055,000	100%



Proposed FY24 Expenses

FY24 Expenses		
Non-dept	\$ 20,600,000	20%
Regional	\$ 3,000,000	3%
Mayor	\$ 548,000	1%
CC	\$ 158,000	0%
CT	\$ 3,500,000	3%
CA	\$ 1,500,000	1%
Planning	\$ 807,000	1%
Assessor	\$ 542,000	1%
HR	\$ 1,500,000	1%
REIB	\$ 1,700,000	2%
IT	\$ 2,000,000	2%
BWD/ELI	\$ 1,600,000	2%

Fire	\$ 15,600,000	15%
Police	\$ 18,700,000	19%
DPW	\$ 9,500,000	9%
P&I	\$ 2,300,000	2%
FFL	\$ 2,700,000	3%
BPRW	\$ 10,100,000	10%
BCA	\$ 3,200,000	3%
CEDO GF	\$ 1,500,000	1%
	\$ 101,055,000	100%



Looking Ahead to FY25 and Beyond

- Many of the FY24 budget challenges are likely to intensify in future years.
- FY24's reliance on cuts and one-time funds is not sustainable moving forward.
- Administration will complete and implement numerous revenue and operational studies in first half of FY24 including: fleet management, revenue & equity analysis, fire staffing, impact fee study, and CEDO financial sustainability
- Develop Capital Plan to meet City's needs before additional bond capacity available
- Increase franchise fees, PILOT and other non-property tax sources of revenue
- Develop multi-year sustainability plan to pay for expanded public safety
- Budget is tight and will require tight monitoring of personnel expenses throughout the year to ensure balanced budget – will report quarterly to BOF on revenues and expenses



Questions and Discussion



Presentation of FY24 Mayor's Budget

June 26, 2023



Context

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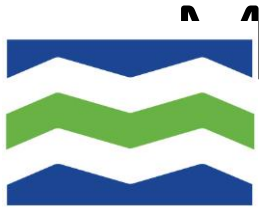
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FY24 Municipal Tax Rate

FY24 Mayor's Recommended Budget General Fund Tax Rate Revenue

Grand List / \$100	FY23		FY24	
	\$56,324,734		\$57,068,220	
	Budget Tax Rate	Projected Taxes	Budget Tax Rate	Projected Taxes
REVENUE NEUTRAL RATES:				
General City	0.1952	\$ 10,994,588	0.1952	\$ 11,139,717
Police/Fire	0.0785	4,421,492	0.0785	4,479,855
RATES CAPPED BY VOTERS:				
Parks	0.0250	1,408,118	0.0450	2,568,070
Penny for Parks	0.0100	563,247	0.0100	570,682
Highway	0.0312	1,757,332	0.0312	1,780,528
Street Capital and Greenbelt	0.0500	2,816,237	0.0550	3,138,752
Library Tax	0.0050	281,624	0.0050	285,341
Housing Trust	0.0100	563,247	0.0100	570,682
Open Space - Conservation Legacy	0.0100	563,247	0.0100	570,682
BUDGET DRIVEN RATES:				
GMT (formerly CCTA)	0.0295	1,660,893	0.0325	1,852,861
County Tax	0.0041	230,931	0.0042	237,859
Retirement	0.1534	8,640,214	0.1564	8,925,470
Debt Service	0.1063	5,989,270	0.1166	6,654,154
	=====	=====	=====	=====
TOTAL	0.7082	\$ 39,890,441	0.7495	\$ 42,774,654

- FY23 \$.7082
- FY24 \$.7523 (6.2% increase)
- Includes \$.005 addition to dedicated street capital and greenbelt tax to allow for additional patching program
- Includes raising exemption for Business Personal Property Tax from \$45K to \$75K



Impact of FY24 Municipal Tax Rate

- Increasing BPRW appropriation from \$.025 to \$.045 represents a \$6.16/month increase for homeowners at median of \$370,000
- Increasing street tax from \$.05 to \$.055 represents a \$1.54/month increase for those homeowners
- Total municipal tax increase represents \$13.60/month increase for homeowners at median



Approximate Impact of FY24 Increases

Type of tax or fee	FY24 monthly increase
Property tax- school (on \$370K home)	\$17.25
Property tax – muni (on \$370K home)	\$13.60
Electricity for average consumer	\$ 4.39
Water for average consumer	\$ 3.46
Recycling	\$ 0.30
Total	\$39.00



Approximate Impact of on Lower-Income Residents

Type of tax or fee	FY24 monthly increase
Property tax- school	\$17.25
Property tax - muni	\$13.60
Electricity (low-moderate income)	\$ 3.20
Water (customer assistance program)	\$ 2.96
Recycling	\$ 0.30
Total	\$37.31



Proposed FY24 Revenues

FY24 Revenues		
Non-dept	\$ 69,700,000	69%
CT	\$ 4,800,000	5%
Fire	\$ 3,800,000	4%
Police	\$ 2,500,000	2%
DPW	\$ 6,200,000	6%
P&I	\$ 3,800,000	4%
BPRW	\$ 5,600,000	6%
BCA	\$ 1,600,000	2%
Other	\$ 3,055,000	3%
TOTAL	\$ 101,055,000	100%



Proposed FY24 Expenses

FY24 Expenses		
Non-dept	\$ 20,600,000	20%
Regional	\$ 3,000,000	3%
Mayor	\$ 548,000	1%
CC	\$ 158,000	0%
CT	\$ 3,500,000	3%
CA	\$ 1,500,000	1%
Planning	\$ 807,000	1%
Assessor	\$ 542,000	1%
HR	\$ 1,500,000	1%
REIB	\$ 1,700,000	2%
IT	\$ 2,000,000	2%
BWD/ELI	\$ 1,600,000	2%

Fire	\$ 15,600,000	15%
Police	\$ 18,700,000	19%
DPW	\$ 9,500,000	9%
P&I	\$ 2,300,000	2%
FFL	\$ 2,700,000	3%
BPRW	\$ 10,100,000	10%
BCA	\$ 3,200,000	3%
CEDO GF	\$ 1,500,000	1%
	\$ 101,055,000	100%



Looking Ahead to FY25 and Beyond

- Many of the FY24 budget challenges are likely to intensify in future years.
- FY24's reliance on cuts and one-time funds is not sustainable moving forward.
- Administration will complete and implement numerous revenue and operational studies in first half of FY24 including: fleet management, revenue & equity analysis, fire staffing, impact fee study, and CEDO financial sustainability
- Develop Capital Plan to meet City's needs before additional bond capacity available
- Increase franchise fees, PILOT and other non-property tax sources of revenue
- Develop multi-year sustainability plan to pay for expanded public safety
- Budget is tight and will require tight monitoring of personnel expenses throughout the year to ensure balanced budget – will report quarterly to BOF on revenues and expenses



Questions and Discussion

Resolution Relating to

ANNUAL APPROPRIATION AND BUDGET FOR FISCAL
YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30,
2024

RESOLUTION 4.2.
Sponsor(s): Mayor Weinberger,
Bd. of Finance
Introduced: 06/26/23
Referred to:
Action: adopted
Date: 06/26/23
Signed by Mayor: 06/27/23

CITY OF BURLINGTON

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

- 1 That WHEREAS, Section 157 of the City Charter requires that the Mayor, on or before June 15 of each
2 year, provide to the City Council an estimate of the necessary appropriations to cover the expenses of each
3 department and branch of the City government for the next fiscal year to be known as the “budget;” and
4 WHEREAS, the Administration discussed summaries of proposed department budgets with the Board
5 of Finance and City Council at public sessions on May 8, May 10, May 15, May 17, and May 22, 2023 and
6 then publicly presented a CAO-reviewed FY23 general fund budget to the Board of Finance on May 30, June
7 5, and June 12, 2023; and
8 WHEREAS, on June 15, 2023, the Mayor provided to the Board of Finance and the City Council the
9 Mayor’s Recommended Budget for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024
10 (“FY24”), which is an estimate of the necessary appropriations to cover the expenditures of each fund,
11 department and branch of City government, an estimate of the revenues from sources other than property
12 taxation, including certain operating transfers, and an estimate of the amount to be raised by taxation upon real
13 and personal property within the City of Burlington (“the Mayor’s Budget”); and
14 WHEREAS, pursuant to Section 157 of the City Charter the City Council must adopt a budget and
15 make annual appropriations by June 30, 2023, for FY24; and
16 WHEREAS, it is now appropriate to make cost of living compensation adjustments for Fiscal Year
17 2024 for eligible City employees, including Burlington Electric Department employees, who are not covered
18 by a collective bargaining agreement; and
19 WHEREAS, the City has received federal funding through the American Rescue Plan Act and intends
20 to use some of those funds in FY24 to help the City recover from the COVID crisis; and
21 WHEREAS, the City of Burlington receives interdepartmental revenues and employee contributions to
22 fund Workers Compensation, Health, Dental, Life and Liability Insurances, and the City recognizes that these
23 revenues are for the sole purpose of funding these expenditures; and
24 WHEREAS, the City wishes to further advocate for its legislative priorities and to increase the amount
25 of money dedicated to legislative representation and will evaluate how it currently approaches this endeavor;

* * * * *

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RESOLUTION RELATING TO

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Adopted by the City Council

....., 20.....

..... Clerk

Approved....., 20.....

..... Mayor

Vol. Page

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26 NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Burlington, that the
27 estimates of the revenues and expenditures shown, the schedules, and the accompanying narrative and tables
28 of the Mayor's Budget are hereby adopted as the annual appropriation and budget of the City of Burlington for
29 the Fiscal Year beginning July 1, 2023 ("the FY24 Budget"); and

30 BE IT FURTHER RESOLVED that no General Fund department or program is authorized to make
31 any expenditure unless sufficient unexpended funds to cover the expenditure remain in the FY24 Budget line
32 item from which that expenditure is to be made; and

33 BE IT FURTHER RESOLVED that for all departments or programs other than the General Fund
34 departments or programs noted in the previous paragraph ("non-General-Fund departments"), including but
35 not limited to all Special Revenue Funds and all Enterprise Funds, the appropriations in the budget are not
36 available for expenditure until a corresponding revenue amount is received or unless additional revenues are
37 reasonably expected to be received within six months of the expenditure; and

38 BE IT FURTHER RESOLVED that the unexpended balances from prior years' appropriations made
39 for any non-General-Fund departments, as well as all reserve funds, debt service reserves, and insurance
40 reserves, except as otherwise provided below, shall be carried over to the FY24 Budget upon determination by
41 the Chief Administrative Officer of the availability of such unexpended balances; and

42 BE IT FURTHER RESOLVED that it has been determined that \$250,000 of the \$750,000 worker's
43 compensation and liability insurance reserve fund previously created is no longer needed, and the Chief
44 Administrative Officer is hereby authorized to transfer the \$250,000 to the Unassigned Fund Balance; and

45 BE IT FURTHER RESOLVED that it has been determined that \$250,000 of the \$750,000 health
46 insurance reserve fund previously created is no longer needed, and the Chief Administrative Officer is hereby
47 authorized to transfer the \$250,000 to the Unassigned Fund Balance; and

48 BE IT FURTHER RESOLVED that since the BTV CARES operational budget is now included in the
49 FY24 annual Police Department budget, including a projected \$365,000 of State of Vermont funding, it has
50 been determined that the funds assigned for Expanded Mental Health efforts for FY23 will not be needed for
51 this purpose, and the Chief Administrative Officer is hereby authorized to transfer up to \$400,000 to the
52 Unassigned Fund Balance; and

53 BE IT FURTHER RESOLVED that it has been determined that whatever is left from the \$150,000
54 assigned for possible COVID expenses is no longer needed as \$200,000 from ARPA is also being held in

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Approved....., 20.....

..... Mayor

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reserve, and the Chief Administrative Officer is hereby authorized to transfer up to \$77,000 to the Unassigned Fund Balance; and

BE IT FURTHER RESOLVED that it has been determined that the entirety of the \$150,000 assigned for digitizing zoning files set aside many years ago has not yet been used for this purpose, and the Chief Administrative Officer is hereby authorized to transfer the \$150,000 to the Unassigned Fund Balance; and

BE IT FURTHER RESOLVED that it has been determined that \$50,000 of the \$500,000 assigned for moving City equipment from Memorial Auditorium is no longer needed, and the Chief Administrative Officer is hereby authorized to transfer the \$50,000 to the Unassigned Fund Balance; and

BE IT FURTHER RESOLVED that \$500,000 of ARPA funds, which have been assigned as the Police Rebuilding Fund, will be utilized to pay for police salaries in the FY24 budget; and

BE IT FURTHER RESOLVED that \$1,000,000 of \$2,000,000 of ARPA funds, which have been assigned as a Revenue Replacement Reserve for the FY23 budget are not needed for that purpose and will be used in the FY24 budget to pay for police and fire salaries, this is in addition to the FY24 ARPA Revenue Replacement Reserve; and

BE IT FURTHER RESOLVED that the employee positions and grade levels authorized for FY24 shall be as set forth in the section of the FY24 Budget titled Personnel Listing, except that because the budgeted positions are based on attrition trends and anticipated staff efficiencies, any determination to reclassify any existing staff position is subject to appropriate approvals according to the City's Personnel Policies and any applicable union contract; and

BE IT FURTHER RESOLVED that effective July 1, 2023, all eligible regular employees not covered by a collective bargaining agreement that provides otherwise, shall receive a cost of living adjustment equal to that which has been negotiated for FY24 with AFSCME, except for Burlington Electric and Burlington Fire Department employees not covered by a collective bargaining agreement, who shall receive a cost of living adjustment equal to that which has been negotiated for FY24 with IBEW and BFFA, respectively; and

BE IT FURTHER RESOLVED that effective July 1, 2023, all eligible employees, except those employees who have legally opted out of the City's health insurance program, shall contribute 6.239% of their annual salary to the City's Health Insurance Fund (Fund 150) to achieve the target of having employees contribute 20% of the total cost of the City's providing health benefits; and

BE IT FURTHER RESOLVED that the City Council hereby agrees that effective July 1, 2023, all Class B employees not covered by a collective bargaining agreement that provides otherwise shall contribute

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..... Mayor

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85 3.968% of their annual salary, and all Class A employees not covered by a collective bargaining agreement
86 that provides otherwise shall contribute 14.0% of their annual salary, to the City's Retirement Fund (Fund
87 125) to achieve the target of having employees contribute 30% of the total retirement contributions required;
88 and

89 BE IT FURTHER RESOLVED that \$50,000 of the budgeted funds for consultants for the City
90 Attorney's Office is to be dedicated to legislative representation and before it can be spent, a competitive
91 bidding process will be conducted in Summer 2023; and

92 BE IT FURTHER RESOLVED that within the General Fund Budget there is an account line noted as
93 "Contingency," with an amount of \$175,000, none of which shall be expended without prior approval of the
94 City Council; and

95 BE IT THEREFORE RESOLVED to establish Internal Service Funds, Fund 150, for self- insured
96 Health and Dental, and Fund 175, for self-insured Worker's Compensation, and Liability and Life Insurance,
97 and that any excess revenue or deficit be carried forward and utilized in future budgets within these funds; and

98 BE IT FURTHER RESOLVED that monthly COBRA premium for health and dental insurance shall
99 be as follows:

	Health	Dental
100		
101	Single \$ 1,057.34	\$ 32.31
102	Single +1 \$ 1,967.85	\$ 59.85
103	Family \$ 2,632.82	\$ 107.39; and

104 BE IT FURTHER RESOLVED that any unspent funds from the Planning Department's FY23
105 professional & consultant services, account number 101-06-000-6500_118, up to \$490,000, will be rolled over
106 and may be spent in FY24; and

107 BE IT FURTHER RESOLVED that any unspent funds from the Racial Equity, Inclusion and
108 Belonging Office's FY23 empowerment fund, account number 101-09-000-7653, up to \$190,000, will be
109 rolled over and may be spent in FY24; and

110 BE IT FURTHER RESOLVED that any unspent funds from the City Council's FY23 initiative fund,
111 account number 101-03-000-6520, up to \$30,000, will be rolled over and may be spent in FY24; and

112 BE IT FURTHER RESOLVED that any unspent funds from the Racial Equity, Inclusion and
113 Belonging Office's FY23 Racism as a Public Health Emergency fund, account number 101-09-000-7654, up
114 to \$50,000, will be rolled over and may be spent in FY24; and

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..... Mayor

Vol. Page

Attest:

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BE IT FURTHER RESOLVED that any unspent funds from the Early Learning Initiative budget will be rolled over and may be spent in FY24; and

BE IT FURTHER RESOLVED that any unspent funds from the Fletcher Free Library's FY23 repairs and maintenance budget, account number 101-21-060-6300_170, up to \$9,000, will be rolled over and may be spent in FY24; and

BE IT FURTHER RESOLVED that any unspent funds from the Burlington City Arts FY23 Community Arts Fund budget, account number 101-21-060-7650_320, up to \$26,250, will be rolled over and may be spent in FY24; and

BE IT FURTHER RESOLVED that the FY24 budget includes a one-time appropriation of \$15,000 of additional funding for the Children of St. Joseph's Orphanage Memorial, in addition to the \$10,000 previously committed from FY23 City Council Initiative Funds; and

BE IT FURTHER RESOLVED that the Racial Equity Inclusion and Belonging Office is hereby reorganized as follows: there shall be one Director; two REIB Managers at Grade 21, in place of the Health Equity Engagement Manager at Grade 21 and Public Health Equity Manager at Grade 21; five REIB Program Managers at Grade 18, in place of one Strategy & Innovation Manager at Grade 21, one Data Analyst at Grade 16 and one Economic Equity Analyst at Grade 19; one Financial & Grant Coordinator at Grade 17, in place of REIB Event Planner Grade 17; and one Administrative Coordinator at Grade 15, in place of REIB Digital Designer, in accordance with the attached job descriptions and organizational chart; and

BE IT FURTHER RESOLVED that the Capital Programs Director will move from the Department of Public Works to the Clerk/Treasurer's Office, with no change in salary or responsibilities; and

BE IT FURTHER RESOLVED that the Chief Administrative Officer may, from time to time, make expenditures, from the General Fund of the City, for the purposes of acquisition, construction and installation of certain capital improvements or other obligations. The City may intend that such expenditures, including but not limited to parking and terminal improvements at the Burlington International Airport, downtown parking, and street capital improvements, be reimbursed through the issuance of tax-exempt bonds or other obligations, and pursuant to Treasury Regulations Section 1.150-2, the City must declare an intent to reimburse such expenditure with the proceeds of bonds or other obligations. The Chief Administrative Officer is hereby authorized and designated as a representative of the City to adopt an official intent, on behalf of the City, to determine, in each case, whether an approved expenditure for capital improvements will be reimbursed with the proceeds of bonds or other form of obligation; and

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BE IT FURTHER RESOLVED that the fees charged by the Department of Permitting & Inspections shall be set as outlined in the attached FY24 Fee Schedule; and

BE IT FURTHER RESOLVED that effective July 1, 2023, the fees charged for water and wastewater shall be set as provided on the three attached schedules entitled FY24 Private Fire Protection Fee Schedule, FY24 Water and Wastewater Fixed Charge by Meter Size Schedule, and FY24 Water and Wastewater Volumetric Rate Schedule; and

BE IT FURTHER RESOLVED that effective July 1, 2023, the fees charged for stormwater shall be set at \$3.04 per ISU (1000 square feet of impervious surface), so that the flat rate for a single-family residence shall be \$8.12 a month, for a duplex \$8.07 a month, and for a triplex \$9.30; and

BE IT FURTHER RESOLVED that effective July 1, 2023, the Solid Waste Generation Tax shall increase from \$5.36 to \$5.66 per month per residential dwelling unit; and

BE IT FURTHER RESOLVED that a Department Head may authorize recurring purchases for routine operational costs that are included within the Department's annual budget, such as treatment chemicals for water or wastewater operations, postage, filing or licensing fees, or replacement equipment, without the requirement of additional approval, if there is no contractual obligation to make the purchase; and

BE IT FURTHER RESOLVED that investment management fees and related administrative expenditures of the Burlington Employees Retirement System may be funded from the investment returns of the Retirement Fund and shall not exceed \$1,100,000 in the fiscal year ending June 30, 2024, but other operating expenses, including retirement employee wages, shall be paid by appropriation of the retirement tax revenue to the System.

KS/JP /Resolutions 2023/ANNUAL APPROPRIATION AND BUDGET FOR FISCAL YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024
June 23, 2023

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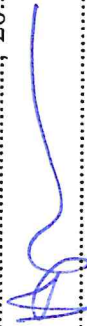
Annual Appropriation And Budget For Fiscal Year Beginning July 1, 2023 And

Ending June 30, 2024

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Adopted by the City Council

June 26, 2023

 Clerk

Approved June 27, 2023

 Mayor

Vol. Page

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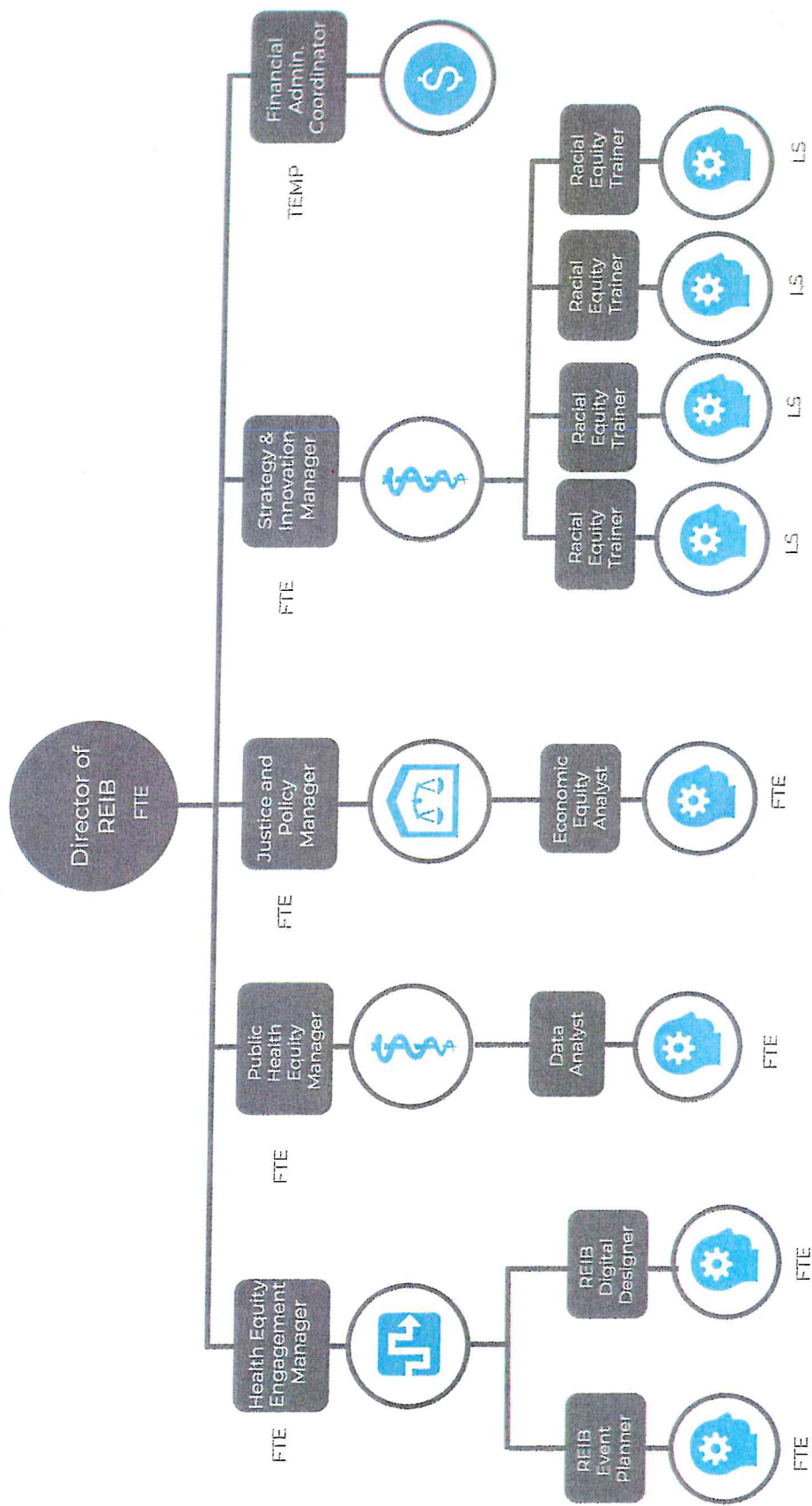
Attest:

Director of REIB

- 15 Financial & Admin Coordinator**
 - 15 Financial & Admin Coordinator**
- 21 REIB Manager**
 - 21 REIB Manager**
- 21 REIB Manager**
 - COMMUNICATION AND COMMUNITY ENGAGEMENT**
 - 19 REIB Program Manager** (Economy)
 - 19 REIB Program Manager** (Social and Human Development)
 - 19 REIB Program Manager** (Community and Belonging)
 - DATA AND POLICY**
 - 19 REIB Program Manager** (Health)
 - 19 REIB Program Manager** (Physical Environment)

Role	FTE
Director of REIB	1
Financial & Admin Coordinator	15
REIB Manager	21
REIB Program Manager (Economy)	19
REIB Program Manager (Social and Human Development)	19
REIB Program Manager (Community and Belonging)	19
REIB Program Manager (Health)	19
REIB Program Manager (Physical Environment)	19

The Office of Racial Equity, Inclusion & Belonging Current Organizational Structure



City of Burlington Job Description

Position Title: REIB Administrative Coordinator

Department: Office of Racial Equity, Inclusion, and Belonging

Reports to: Director of the REIB

Pay Grade: 15

Job Code: 1193

Exempt/Non-Exempt: Non-Exempt

Union: Non-Union

Office of Racial Equity, Inclusion, and Belonging Mission and Vision

The City of Burlington's Office of Racial Equity, Inclusion, and Belonging (REIB) is responsible for leading all City departments in creating sustainable priorities and opportunities to advance the City's shared equity goals. The REIB provides quality assurance to build fair procedural practices within the City's programming, operations, and decision-making. The REIB empowers and ensures agency for the community and City government to develop innovative and collaborative solutions to inform systems, policies, and practices. Aligned with the City of Burlington's 2020 declaration of "Racism as a Public Health Crisis," the office will provide strategic guidance, training, technical assistance, and support to municipal departments and community stakeholders to address structural racism. The Office of REIB aims to ensure that race and other demographic factors or identities do not negatively influence outcomes within our city.

Our Mission

To be the leader and trusted partner in eradicating the legacy of persistent systemic racism and historical disenfranchisement for residents of Vermont's largest city. Through innovative solutions, using the tools of municipal government, we strive to safeguard equitable accessibility. Our ultimate goal is to ensure that all Burlingtonians can fully embrace the everyday joys of life, free from discrimination and marginalization.

General Statement

Under the direct supervision of the Director of the REIB or designee, the REIB Administrative Coordinator is responsible for providing critical support to the Director and Office of the REIB with an emphasis on administrative functions. The administrative coordinator role will be the first contact for City employees and the public to provide customer service. This position has extensive interaction with the public and will support the entire REIB Team with various projects, data, and reporting. Under the direction of the Director, the position will help to develop strategies to improve office services by creating and implementing administrative systems, processes, and policies to ensure REIB's operational success. The administrative coordinator will support the REIB's various projects, committee meetings, and reporting needs. They will assist the (REIB) Manager in community engagement initiatives, including City-wide cultural initiatives and celebrations, public relations, and civic education initiatives that reflect the City's position on addressing racial equity through a public health model. Duties include but are not limited to the following.

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.)

Constituent Relations:

- Greet the public in person and by telephone; answer calls, take messages, monitor email, and determine the appropriate course of action for walk-in traffic and schedule visitors.
- Respond to department and constituent requests for information; resolve or refer complaints or other situations using the utmost diplomacy and tact.
- Facilitate constituent events and follow up on issues and concerns.
- Protect confidential information regarding departmental matters; record actions to be taken on sensitive matters; release information to authorized parties and outside sources as directed using diplomacy, tact, and solid judgment

Schedules/Office Administration:

- Maintain the Director of REIB’s calendar. Make appointments using discretion in committing time. Brief the Director on upcoming appointments to help keep office meetings within scheduled time frames. Regular review of schedules and prepare materials as needed.
- Manages the front desk administrative tasks and communicates with community members under the supervision of the (REIB) Communication and Community Engagement Manager
- Open, review, and prioritize incoming mail. Prepare and post outgoing mail. Prepare documents for Director’s signature and return to requestor at the direction of Director.
- Draft a variety of correspondence, memos, self-composed letters, minutes, reports, agendas and other confidential documents. Assemble materials and coordinate office functions to meet deadlines.
- Prepare records for audits and public information requested, either electronically or in writing.
- Supports the drafting of a variety of office materials and correspondence memos, letters, and meeting agendas.
- Assist in preparing department reports, developing policy briefs, and quantitative/qualitative analysis for internal and external stakeholders
- Maintain office files and filing system.
- Serve as liaison between supervisor and other staff or other offices

Events:

- Facilitate and/or support Mayor’s Office events and employee events
- Supports staffing of committees and task forces in support of the Department and City’s strategic efforts and takes minutes as requested.
- Draft agenda and minutes from REIB staff meetings and support office organization through ordering office supplies, material, and gathering mail.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Associates degree and at least two years' experience of experience working in a computerized office environment required. Experience working in a Human Resources Office preferred.
- Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Strong written and verbal communication.
- Strong computer skills, including MS Office required to fulfill the essential functions of the job. Visio and database management is preferred.
- Ability to maintain the utmost level of confidentiality, integrity and trustworthiness.
- Ability to communicate diplomatically and effectively with the general public, elected officials, employees and outside entities in a courteous, in a professional and confidential manner is required.
- Ability to plan, develop and implement office procedures and make decisions on priority and scheduling of work.
- Ability to operate standard office equipment, including copier, adding machine, postage meter, and recording equipment.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.

Physical & Mental/Reasoning Requirements; Work Environment:

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

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

Supervision:

Directly Supervises: _____

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: _____

City of Burlington Job Description

Position Title: Communications and Community Engagement Manager

Department: Racial Equity, Inclusion, and Belonging

Reports to: Director of REIB

Pay Grade: 21

Job Code:

Exempt/Non-Exempt: Exempt

Union: Non-Union

Office of Racial Equity, Inclusion, and Belonging Mission and Vision

The City of Burlington's Office of Racial Equity, Inclusion, and Belonging (REIB) is responsible for leading all City departments in creating sustainable priorities and opportunities to advance the City's shared equity goals. The REIB provides quality assurance to build fair procedural practices within the City's programming, operations, and decision-making. The REIB empowers and ensures agency for the community and City government to develop innovative and collaborative solutions to inform systems, policies, and practices. Aligned with the City of Burlington's 2020 declaration of "Racism as a Public Health Crisis," the office will provide strategic guidance, training, technical assistance, and support to municipal departments and community stakeholders to address structural racism. The Office of REIB aims to ensure that race and other demographic factors or identities do not negatively influence outcomes within our city.

Our Mission

To be the leader and trusted partner in eradicating the legacy of persistent systemic racism and historical disenfranchisement for residents of Vermont's largest city. Through innovative solutions, using the tools of municipal government, we strive to safeguard equitable accessibility. Our ultimate goal is to ensure that all Burlingtonians can fully embrace the everyday joys of life, free from discrimination and marginalization.

General Purpose

Under the general direction of the Director of REIB, the (REIB) Communications and Community Engagement Manager is responsible for providing staff supervision, communication strategies, event management, public safety, community partnerships, economic development, and municipal staff development programming.

The REIB Communications and Community Engagement Manager will be critical in developing our community engagement initiatives through effective planning, programming, and continually refining our communication strategies. This role will be the point person for the Department for the City's Reparations Task Force and Language Access Plan and will lead the team that executes the City's directive for mandatory staff training as outlined in the 2020 Resolution Relating to "Racial Justice through Economic and Criminal Justice" and all other REIB educational content, in partnership with Human Resources.

The Manager will lead City-wide efforts in community building and belonging, economic empowerment, and educational initiatives to reflect the City's position on racial equity through a public health model. Duties include but are not limited to the following.

Non-Essential Job Functions

- Performs other duties as assigned

Qualifications / Basic Job Requirements

- The educational requirements are as follows:
 - A Master's Degree in public policy, public administration, communications, urban planning, public health, facilities management and planning, social science, or another related field, and four years of experience in DEI, civil rights and social justice, public policy, housing, planning, public works, community development, public health, community-based advocacy and/or organizing (beyond summer or short-term internships); OR
 - Bachelor's Degree in one of the above fields and six years of experience; DEI, civil rights and social justice, public policy, housing, planning, public works, community development, public health, community-based advocacy and/or organizing (beyond summer or short-term internships); OR
 - Associate's Degree and eight years of experience; DEI, civil rights and social justice, public policy, housing, planning, public works, community development, public health, community-based advocacy and/or organizing (beyond summer or short-term internships); OR
 - High school diploma or equivalent and ten years of experience in an office environment. DEI, civil rights and social justice, public policy, housing, planning, public works, community development, public health, community-based advocacy and/or organizing (beyond summer or short-term internships); Relevant experience can be substituted for education on a 2 to 1 ratio.
- The Communications and Community Engagement Manager will, in addition to providing direct supervision of REIB team members, provide interim support if the Director of the REIB has scheduled leave or if the position is vacant for any length of time.
- Collaborate with the REIB director to design and implement the department's strategic planning and annual budgeting process.
- Manage the REIB Communication and Community Engagement strategies and initiatives by formulating policies, procedures, program opportunities, and department-wide equity goals.
- Collaborate with the Director of the REIB to lead the design and implementation of the department's digital footprint, department brand, and economic initiatives, including the BIPOC business registry, supplies diversity programs, and cannabis equity framework.
- Collaborate with the Director of the REIB, community leaders, and consultants to pilot and implement programs and events, such as the Youth Safety Committee and Reparations Task Force.
- Facilitates the data collection process regarding community engagement, economy, reparations, civic education, and departmental communication strategies.

- Leads the collection and analysis of data to measure and inform change processes related to the City's mandatory training and equity performance outcomes.
- Plan and execute all mandatory City-wide REIB staff training and other educational and professional development offerings in collaboration with Human Resources.
- Manages language access programming, department reports, and other City-wide communications.
- Lead department efforts in grant and budget management, and serve on relevant committees, taskforces, and other municipal work groups to support REIB and City efforts.
- Staff and liaise with REIB Employee Resource Group and REIB City Council Committee.
- Leads community and municipal staff engagement efforts. Gather internal and external stakeholder input and data using various methods including, but not limited to, focus groups, stakeholder forums, needs assessments, etc.
- Develops and maintains working relationships with a broad spectrum of stakeholders inside and outside the City of Burlington.
- Leads the research and integration of public safety data into law enforcement and community-based organizations' policies, practices, and procedures.
- Builds, strengthens, and maintains productive and respectful relationships with historically disenfranchised and marginalized leaders and community members by continuously centering and creating avenues to incorporate community perspectives and feedback into work and policymaking.
- Plan and execute community cultural events, such as Juneteenth and other related events.
- Partners with community organizations and institutions, such as AALV, VNAAC, CEDO-CJC, and USCRI, to support recreational and youth programming with immigrant and refugee communities.
- Attend events and meetings related to the job and utilize the information gathered to inform and improve work activities, strategies, and initiatives.
- Act as the direct supervisor to the REIB Program Consultants and other REIB team members.
- Supports the hiring and selection of staff. Implement sound performance management techniques, including timely completion of probationary reports, annual performance appraisals, and individual development plans.
- Communicate clear performance expectations to staff and provide guidance and direction to REIB staff with appropriate coaching and mentoring while identifying training opportunities for improved staff performance and job satisfaction.
- Delegates work tasks related to REIB Program Consultants' programmatic expectations, review workload and evaluates employee performance by providing timely feedback and recognition.

Special Requirements / Desirable Qualifications

For the REIB Communications and Community Engagement Manager include, but are not limited to:

- Knowledge of best practice models and experience implementing DEI, Race Equity, and Social or Racial Justice principles in the workplace and community.
- Knowledge of collecting and analyzing data from diverse sources to make improvements in the workplace and community.
- Knowledge of training others on the principles and concepts of DEI, Race Equity, and Social or Racial Justice, or equal employment opportunity and discrimination-free workplace or community.

- Experience creating and implementing DEI, Racial Equity, Social or Racial Justice policies, procedures, and processes
- Experience managing staff, including hiring, delegation, performance management, and motivating a team toward tangible outcomes.
- Experience facilitating change management.
- Excellent communication skills with demonstrated experience communicating with all levels of community and leadership
- Ability to establish and maintain cooperative working relationships with other departments.

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		ability to move distances within warehouses and offices
	color perception (red, green, amber)		lifting (specify __ pounds)
x	hearing/listening		carrying (specify __ pounds)
x	clear speech		climbing
x	touching	x	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: __TBD__

Indirectly Supervises: __TBD__

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 10/2010). May 16, 2023.

City of Burlington Job Description

Position Title: Data and Policy Manager

Department: Racial Equity, Inclusion, and Belonging

Reports to: Director of REIB

Pay Grade: 21

Job Code:

Exempt/Non-Exempt: Exempt

Union: Non-Union

Office of Racial Equity, Inclusion, and Belonging Mission and Vision

The City of Burlington's Office of Racial Equity, Inclusion, and Belonging (REIB) is responsible for leading all City departments in creating sustainable priorities and opportunities to advance the City's shared equity goals. The REIB provides quality assurance to build fair procedural practices within the City's programming, operations, and decision-making. The REIB empowers and ensures agency for the community and City government to develop innovative and collaborative solutions to inform systems, policies, and practices. Aligned with the City of Burlington's 2020 declaration of "Racism as a Public Health Crisis," the office will provide strategic guidance, training, technical assistance, and support to municipal departments and community stakeholders to address structural racism. The Office of REIB aims to ensure that race and other demographic factors or identities do not negatively influence outcomes within our city.

Our Mission

To be the leader and trusted partner in eradicating the legacy of persistent systemic racism and historical disenfranchisement for residents of Vermont's largest city. Through innovative solutions, using the tools of municipal government, we strive to safeguard equitable accessibility. Our ultimate goal is to ensure that all Burlingtonians can fully embrace the everyday joys of life, free from discrimination and marginalization.

General Purpose

Under the general direction of the Director of REIB, the REIB Data and Policy Manager will lead municipal and REIB coordinated efforts to address "Racism as a Public Health Crisis". The manager will adopt a public health model that focuses on social determinants of health that drive health outcomes, particularly as they relate to historically marginalized and disenfranchised populations, as well as other relevant fields. The manager will also lead and design the implementation of a City-led Community STAT model.

The Data and Policy Manager will play a critical role in developing data and policy initiatives through effective planning, programming, and continued refinement of the Neighborhood Equity Index. This position leads the centralization of existing public health functions in the City to bring a sustained focus on eliminating disparities in racial health outcomes that particularly affect the physical and mental

health of historically marginalized and underrepresented communities including substance use, housing, and other environmental factors.

The Data and Policy Manager will research and coordinate data driven interventions and services to address public health disparities through policy and systems, by collaborating with the City Departments and Racism as a Public Health Emergency signatories to implement and evaluate changes. The Manager will establish partnership with the local research institutions and local community advocates to support data disaggregation, analysis, and equity policy research.

The Manager will lead City-wide equity data initiatives across all REIB domains, including but not limited to social and human development, economics, physical environment, health, and community and belonging. The goal is to accurately reflect the City's position on addressing racial equity through a public health model, data informed outcome driven. Duties include, but are not limited to, the following:

Non-Essential Job Functions:

- Performs other duties as required

Qualification/ Basic Job Requirements:

- Provide consultation and recommendations to all levels of municipal staff regarding REIB policies and procedures, practices, and programming related to health and data initiatives, and the organization's equity goals and outcomes.
- Collaborate with the Director of the REIB, to design and implement the department's strategic planning and annual budgeting process.
- Manage the REIB Data and Policy strategies and initiatives by formulating policies, procedures, and program opportunities and alternatives.
- Lead the centralization of existing public health functions in the City to bring a sustained focus on racism through a public health model.
- Design and implement data collection instruments, devices and procedures including extracting information from core City systems.
- Collaborate with the Director of the REIB, to execute equity data initiatives, including transportation efforts, quality of care programming, rapid response planning, CommStat Model, and the Burlington Census.
- Lead innovation on new methodologies to advance small area data modeling down to the neighborhood/ward level.
- Research and coordinate data driven interventions and services to address public health disparities through policy and systems by working the City's Planning data team.
- Continue to lead the City's efforts to eliminate disparities in racial health outcomes that particularly affect the physical and mental health of historically marginalized and underrepresented communities, including substance use, housing, and other environmental factors.

- Develop and maintain a comprehensive database of relevant health equity data in collaboration with various departments, including demographic, economic, and environmental information, to inform City policies and programs.
- Secure funding opportunities and write policy proposals for evidence-based interventions and programming for the REIB Department.
- Research and analyze complex sets of data; identify and interpret, for example, City operational activity, patterns, trends and projected future resource needs and allocations.
- Employs an array of methods including rigorous quantitative and qualitative approaches involving large and small datasets, machine learning models, analysis of natural experiments, regression methods, and qualitative research methods to accomplish the research objectives.
- Leads community and municipal staff public health efforts. Gather internal and external stakeholder input and data using various methods including, but not limited to, focus groups, stakeholder forums, needs assessments, etc.
- Design, standardize, and implement City-wide internal equity audit process and be the point person with any external partners.
- Develops and maintains working relationships with a broad spectrum of stakeholders inside and outside the City of Burlington.
- Builds, strengthens, and maintains productive and respectful relationships with historically disenfranchised and marginalized leaders and community members by continuously centering and creating avenues to incorporate community perspectives and feedback into work and policymaking.
- Partners with other municipal departments and community organizations, such as Public Works, UVMHC, and Community Health Centers dedicated to physical environment and health.
- Attend events and meetings related to the job and utilize the information gathered to inform and improve work activities, strategies, and initiatives.
- Act as the direct supervisor to the REIB Program Consultants, and other REIB team members.
- Supports the hiring and selection of staff. Implement sound performance management techniques, including timely completion of probationary reports, annual performance appraisals, and individual development plans.
- Communicate clear performance expectations to staff and provide guidance and direction to REIB staff with appropriate coaching and mentoring while identifying training opportunities for improved staff performance and job satisfaction.
- Delegates work tasks, as it relates to REIB Program Consultants' programmatic expectations, review workload and evaluate employee performance by providing timely feedback and recognition.

Special Requirements / Desirable Qualifications:

For the REIB Data and Policy include, but are not limited to:

- Knowledge of best practice models, and experience implementing, the principles and concepts of DEI, Race Equity, and Social or Racial Justice in the workplace and community.

- Knowledge of collecting and analyzing data from diverse sources to make improvements in the workplace and community.
- Knowledge of training others on the principles and concepts of DEI, Race Equity, and Social or Racial Justice, or equal employment opportunity and discrimination-free workplace or community.
- Experience creating and implementing DEI, Racial Equity, Social or Racial Justice policies, procedures, and processes
- Experience managing staff, including hiring, delegation, performance management, and motivating a team toward tangible outcomes.
- Experience facilitating change management.
- Excellent communication skills with demonstrated experience communicating with all levels of community and leadership
- Ability to establish and maintain cooperative working relationships with other departments.

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		ability to move distances within warehouses and offices
	color perception (red, green, amber)	x	lifting (specify _20_ pounds)
x	hearing/listening		carrying (specify __ pounds)
x	clear speech		climbing
x	touching	x	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: __TBD__

Indirectly Supervises: __TBD__

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 10/2010). May 16, 2023.

City of Burlington Job Description

Position Title: REIB Financial and Grant Coordinator

Department: Racial Equity, Inclusion, and Belonging

Reports to: Director of REIB

Pay Grade: 17

Job Code:

Exempt/Non-Exempt: non-exempt

Union: AFSCME

Office of Racial Equity, Inclusion, and Belonging Mission and Vision

The City of Burlington's Office of Racial Equity, Inclusion, and Belonging (REIB) is responsible for leading all City departments in creating sustainable priorities and opportunities to advance the City's shared equity goals. The REIB provides quality assurance to build fair procedural practices within the City's programming, operations, and decision-making. The REIB empowers and ensures agency for the community and City government to develop innovative and collaborative solutions to inform systems, policies, and practices. Aligned with the City of Burlington's 2020 declaration of "Racism as a Public Health Crisis," the office will provide strategic guidance, training, technical assistance, and support to municipal departments and community stakeholders to address structural racism. The Office of REIB aims to ensure that race and other demographic factors or identities do not negatively influence outcomes within our city.

Our Mission

To be the leader and trusted partner in eradicating the legacy of persistent systemic racism and historical disenfranchisement for residents of Vermont's largest city. Through innovative solutions, using the tools of municipal government, we strive to safeguard equitable accessibility. Our ultimate goal is to ensure that all Burlingtonians can fully embrace the everyday joys of life, free from discrimination and marginalization.

General Statement

Under the supervision of the (REIB) direct supervision of the Director of the REIB or designee, the REIB Financial and Grant Coordinator will provide critical support in researching and developing recommendations for the Office of the REIB, with a focus on the identification and tracking of relevant opportunities resulting from various funding sources. This position will form relationships with relevant state, federal, and local officials to ensure a reliable flow of information and reporting required by granting and other financial departments and organizations.

The REIB Financial and Grant Coordinator will work with REIB leadership to examine the available opportunities and prioritize them according to City relevance and need. It may also help with recommendations for individual proposals, as directed. This position will assist the office with administrative components, including record keeping, director and department

scheduling, reporting, operations, and communications for internal/external meetings, committees, and task forces as needed.

They will assist in community engagement initiatives, including City-wide cultural initiatives and celebrations, public relations, and civic education initiatives that reflect the City's position on addressing racial equity through a public health model. Duties include but are not limited to the following.

Non-Essential Job Functions

- Performs other duties as assigned

Qualifications / Basic Job Requirements

- The educational requirements are as follows:
 - Bachelor's Degree in one of the list fields and one year of experience; DEI, civil rights and social justice, public policy, housing, education, planning, public works, community development, public health, community-based advocacy and/or organizing, or other relevant fields of study. (beyond summer or short-term internships); OR
 - Associate's Degree and four years of experience in the fields listed above; (beyond summer or short-term internships); OR
 - High school diploma or equivalent and eight years of office experience (beyond summer or short-term internships); Relevant experience can be substituted for education on a 2 to 1 ratio.
- Work closely with the Director and the REIB Manager to implement a system to track grant opportunities relevant to the office based on programs and services offered by the city and areas of need.
- Work closely with the City's grants staff to provide information and reporting to support their work.
- Responsible for the grant processes, including grant proposal writing, data collection, reporting, management, and recommendations, under the direction of the Director or the (REIB) Manager.
- Actively communicate with the leadership team to better understand department needs and ensure grant applications capture the positive impact of grants.
- Supports the REIB department to ensure compliance with all financial and procurement practices, applicable contracts, agreements, invoicing, and all forms aligning with City and department standards and policies.
- Assist in preparing department reports, developing policy briefs, and quantitative/qualitative analysis for internal and external stakeholders.
- Performs financial processes, supports development of budget amendments, updates financial tracking spreadsheet, and reconciles REIB department ledges with Clerk/Treasurer's Office New World reports and credit card to meet timely deadlines.
- Prepare records for audits and public information requested, either electronically or in writing.
- Supports the drafting of a variety of office materials and correspondence memos, letters, and meeting agendas.

- Perform and/or assist in monitoring & reconciliation of accounts payable & accounts receivable for REIB. This includes inputting payable, electronic & paper receipts, and payments made through credit cards.
- Prepare accounting reports, which includes accounts payable, credit card expenses, deposits, budget projections, and grant information request from REIB Director and others.
- Draft agenda and minutes from REIB staff meetings and support office organization through ordering office supplies, material, and gathering mail.
- Maintains REIB's public service values by greeting and assisting the public and visitors in person and over the phone.
- Participate in and/as REIB representative at meetings and events as requested by Director.
- Conducts REIB grant and administrative research to support policy recommendations.
- Manages the front desk administrative tasks and communicates with community members under the supervision of the (REIB) Manager.
- Supports the preparation of communications, as requested by the leadership team.
- Manages the Director's schedule with direction from the (REIB) Manager.
- Maintains working relationships with a broad spectrum of stakeholders inside and outside the City of Burlington to ensure and promote a culture of racial equity, inclusion, and belonging as defined in the department's strategic goals.
- Supports staffing of committees and task forces in support of the Department's and City's strategic efforts and takes minutes as requested.
- Perform other duties as required by Director.

Special Requirements / Desirable Qualifications

For the REIB Financial and Grant Coordinator include, but are not limited to:

- Excellent communication skills with demonstrated experience communicating with all levels of community and leadership
- Excellent organization and time management skills
- Ability to establish and maintain cooperative working relationships with outside organizations and community partners.
- Strong computer skills, including Microsoft Office, required fulfilling the job's essential functions.
- Must have a demonstrated ability to show attention to detail.
- Ability to maintain the utmost level of confidentiality, integrity, and trustworthiness.
- Ability to communicate diplomatically, courteous, and professionally with the general public, elected officials, and employees.
- Database and Excel management experience is preferred
- Experience with budgeting processes within systems is preferred
- Ability to plan, develop and implement office procedures and make decisions on priority and scheduling of work based on deadlines and urgencies.
- Regular attendance is necessary and essential to meeting job functions' expectations.
- Ability to understand and comply with City standards, safety rules, and personnel policies.
- Experience with grant writing, research, and supervision.

Physical & Mental/Reasoning Requirements; Work Environment

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x	touching	x	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
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	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: __TBD__

Indirectly Supervises: __TBD__

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 10/2010). May 16, 2023.

City of Burlington Job Description

Position Title: REIB (Specific Domain) Program Manager

Department: Racial Equity, Inclusion, and Belonging

Reports to: REIB Manger

Pay Grade: 18

Job Code:

Exempt/Non-Exempt: Exempt

Union: Non-union

The City of Burlington's Office of Racial Equity, Inclusion, and Belonging (REIB) is responsible for leading all City departments in creating sustainable priorities and opportunities to advance the City's shared equity goals. The REIB provides quality assurance to build fair procedural practices within the City's programming, operations, and decision-making. The REIB empowers and ensures agency for the community and City government to develop innovative and collaborative solutions to inform systems, policies, and practices. Aligned with the City of Burlington's 2020 declaration of "Racism as a Public Health Crisis," the office will provide strategic guidance, training, technical assistance, and support to municipal departments and community stakeholders to address structural racism. The Office of REIB aims to ensure that race and other demographic factors or identities do not negatively influence outcomes within our city.

Our Mission

To be the leader and trusted partner in eradicating the legacy of persistent systemic racism and historical disenfranchisement for residents of Vermont's largest city. Through innovative solutions, using the tools of municipal government, we strive to safeguard equitable accessibility. Our ultimate goal is to ensure that all Burlingtonians can fully embrace the everyday joys of life, free from discrimination and marginalization.

REIB Domains of Focus

Economy: in order to address systemic racial inequality in the economy, this domain will assess and design interventions and policies relating to workforce development, wealth disparities, business development, entrepreneurship, investment, and procurement.

Social and Human Development: This domain will address systemic inequities in recreation, family integration and development, and K-12, higher, and adult education.

Health: Recognizing racism as a public health crisis, this domain will evaluate and design interventions in access to healthcare, cultural competency in healthcare settings and quality of care, systemic inequities across morbidity, mortality, chronic disease, and other health outcomes.

Physical Environment: Work in this domain will address equity in housing, neighborhood development, public infrastructure, land use, and other related aspects of the built and natural environment.

Community and Belonging: This domain will address systemic inequities in policing, public safety, civic engagement, and representation in power structures.

General Statement

Under the general direction of the (REIB) Manager, the (REIB) Program Manager is tasked with addressing systemic racial inequality as it relates to Racism as a Public Health Crisis within the identified domain category. This position will primarily focus on assessing, examining, and designing interventions and policies relating to one of the five domains for identified communities and city departments.

The Program Manager is the identified lead for programming as it relates to the specific domain and the associated specific categories. The position will be critical in executing REIB's racial equity objectives. This includes but is not limited to leading, consulting, and auditing programs and identifying future programmatic needs. The Program Manager will ensure that historically marginalized and disenfranchised impacted communities are provided equal access to the City's resources and services regardless of any protected demographic characteristics. This position will also document and correct discriminatory factors that may arise that directly impact historically marginalized and disenfranchised communities.

As an integral part of our team, this individual will support the program management, reporting, analysis, and relationship-building component of all current and future equity programs. The role requires a collaborative skillset, an understanding of strategic processes related associated domain and it best practices, and the ability to support the implementation and development of program principles within the City. The position will also lead the assessment of City departments' culture, policies, processes, and strategies related to race equity, inclusion, and belonging, utilizing a collaborative approach in designing and tailoring engagement and strategic planning aligning with their designated equity goals. The program manager will manage City-wide equity initiatives ranging from the Equity Tool Kit, Neighborhood Equity Index, and cultural events, such as Juneteenth, that accurately reflect the City's position on addressing racial equity through a public health model.

The Program Manager will plan, manage and execute the City's directive for racial equity staff training as outlined in the 2020 Resolution Relating to "Racial Justice through Economic and Criminal Justice" and all other REIB educational content in partnership with Human Resources and other city departments.

Essential Job Functions –

- Create and implement the City's Equity Programs. Includes policies, procedures, objectives, processes, and communications to increase the opportunities in relevant areas of current processes and future identified area

City Work –programming/policies/systems development

- Directs the evaluation of policies and practices within the municipality utilizing REIB best practice framework to assess compliance, functionality, and effectiveness.
- Identifies innovation and change management opportunities that align with the department goals and convenes with relevant stakeholders to support these efforts when applicable.
- Work with relevant city departments. Identify and support to implement opportunities to lower systemic barriers and opportunities to apply/qualify/partner with the City.
- Act as the first point of contact and collaborator with Department Heads and other constituents to increase engagement to meet programmatic goals.
- Assist in developing annual and multi-year program plans to help meet equity goals and continuous improvement efforts for assigned city departments.
- Collaborate with REIB team members to plan strategic development and implementation of the Equity Index dashboard.
- Strategy Development: Create/Contribute to the development of opportunities strategy.
- Lead developing equitable development of policies focused on historically marginalized and disenfranchised communities.
- Coordinate projects or grants to meet internal needs and other departments' needs regarding equity, including drafting grant memos, managing project timelines, and serving as a resource to partners and grantees
- Coordinates management of projects to ensure all applicable contracts, agreements, and form documents align with City and department standards.

Community Work

- Support efforts to build relationships with various local and regional councils and other organizations
- Attend and represent the City at various local and national conferences and meetings.
- Promote the City in the Racial Equity and DEIB communities.
- Perform other duties as requested that support the success of the City's Race Equity Programs
- Leads in developing and managing community projects aligned with the City and department's strategic efforts aligned with the specific domain.
- Lead liaison assigned to specific underrepresented communities to build rapport, align resources, and provide technical assistance and sustainable solutions to address disparities related to Racism as a Public Health Crisis and the Public Health Model.

- Provide advocacy and manage intergovernmental affairs for identified communities in the City of Burlington

Research

- Leads the research and the creation of policy recommendations, including helping to prepare reports, develop policy briefs, and quantitative/qualitative analysis for internal and external stakeholders aligned with the REIB domains.
- Lead research and data collection addressing barriers to accessibility for historically marginalized and disenfranchised communities within the City of Burlington
- Work closely with the City's Analytics and finance teams to measure and report activity, including assisting in analyzing data and developing presentation materials
- Conduct research and analysis to refine and vet potential strategic directions and identify potential partners and advisors
- Manages the monitoring, research, and reporting on actionable and measurable goals, strategies, and metrics in the REIB domains for internal and external partners.
- Heads the needs assessment processes, including data collection, reporting, and recommendations for specific departments and REIB domain indicators to measure barriers, inequities, and outcomes.
- Research tools, propose, design, and implement the City's mandatory staff training and other REIB-focused professional development.

Training/auditing/ technical support

- Leads in the collaborative process with assigned departments to support the implementation of relevant policies, practices, training, and employee resource groups for municipal employees.
- Creates and implements tools that assess the equitability of programs, processes, and policies for assigned City departments.
- Identify and coordinate with various stakeholders to collect REIB domains and demographic data.
- Supports identification for staffing of internal and external stakeholders for committees and task forces supporting the Department's and City's strategic efforts.
- Collecting and reporting on community programming data aligned with the City's and department's strategic efforts and providing quality assurance as necessary regarding the REIB Domains.
- Lead, support, and assist in conducting REIB Domains content-related training sessions for internal and external stakeholders
- Support and assist in the development of presentations and reports, both internal and external
- Manage limited services, seasonal and intern staff as required.

Qualifications / Basic Job Requirements

- The educational requirements are as follows:

- A Master's Degree in public policy, public administration, communications, urban planning, public health, facilities management and planning, social science, or another related field, and two years of experience in DEI, civil rights and social justice, public policy, housing, planning, public works, community development, public health, education, community-based advocacy and/or organizing (beyond summer or short-term internships); OR
- Bachelor's Degree in one of the above fields and four years of experience; DEI, civil rights and social justice, public policy, housing, planning, public works, community development, public health, community-based advocacy and/or organizing (beyond summer or short-term internships); OR
- Associate's Degree and eight years of experience; DEI, civil rights and social justice, public policy, housing, planning, public works, community development, public health, community-based advocacy and/or organizing (beyond summer or short-term internships); OR
- High school diploma or equivalent and 12 years of experience in an office environment. DEI, civil rights and social justice, public policy, housing, planning, public works, community development, public health, community-based advocacy and/or organizing (beyond summer or short-term internships); Relevant experience can be substituted for education on a 2 to 1 ratio.

Non-Essential Job Functions

- Performs other duties as assigned

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		ability to move distances within warehouses and offices
	color perception (red, green, amber)		lifting (specify __ pounds)
x	hearing/listening		carrying (specify __ pounds)
x	clear speech		climbing
x	touching	x	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: __TBD__

Indirectly Supervises: __TBD__

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 10/2010). May 16, 2023.

City of Burlington, Vermont
Department of Permitting & Inspections
FY2024 Fee Schedule

Unless otherwise noted all fees are non-refundable

Development Applications and Permits	Applicable Fee
Administrative Review	
Administrative pre-application conference	No charge
Administrative Time Extension	No charge
Administrative Determinations	1. \$15 filing fee + 2. \$140
Awning Permit (no signage) Basic Zoning Permit (non-design control RL) Fence Permit Certificate of Appropriateness Level I (COA I) Change of use or projects with an estimated construction cost (ECC) of less than \$27,000 ^F	1. \$15 filing fee + 2. \$107
Sign Permit	1. \$15 filing fee + 2. \$118 for one sign 3. + \$80 for each additional sign 4. 1/2 price per sign if part of an approved Master Sign Plan.
Certificate of Appropriateness (COA) Level II For projects with an estimated construction cost (ECC) of greater than or equal to \$27,000. ^F Administrative review as allowed under Section 3.2.7 (b) of the Comprehensive Development Ordinance. A. Application Fee	1. \$15 filing fee + 2. \$140 + 2. \$2.20 per \$1,000 of ECC.
B. Development Review Fee (due prior to release of permit)	\$4.50 per \$1,000 of ECC.
Certificate of Appropriateness (COA) Level III Lot Line Adjustments and Lot Merger – no new lots created	1. \$15 filing fee + 2. \$140

Development Review Board Review	
Sketch Plan Review A. Initial Review B. Subsequent Review	\$300 per Board per visit \$250 per Board per visit
Certificate of Appropriateness (COA) Level III Preliminary Plat A. Application Fee	1. \$200 + 2. \$2 per \$1,000 of ECC; <u>or</u> \$300 per

B. Development Review Fee Due prior to release of the DRB approval	lot if subdivision only. (see next page) \$3 per \$1,000 of ECC.
Certificate of Appropriateness (COA) Level III Final Plat A. Application Fee B. Development Review Fee Due prior to release of the DRB approval Preliminary/Final Combination A. Application Fee B. Development Review Fee Due prior to release of the permit	1. \$15 filing fee + 2. \$250 + 3. \$2.20 per \$1,000 of ECC, <u>or</u> \$330 per lot if subdivision only. \$3.00 per \$1,000 of ECC. 1. \$15 filing fee + 2. \$250 + 3. \$4.40 per \$1,000 of ECC, <u>or</u> \$330 per lot if subdivision only. \$3.00 per \$1,000 of ECC.
Conditional Use, Variance, Major Impact, Public Hearings and Appeals	
Conditional Use or Variance In addition to any applicable COA fees Major Impact Review In addition to any applicable COA fees Other Matters requiring an action by the DRB Time extensions, Master Sign Plan, etc. Appeals to the DRB Appeals of Administrative and Enforcement decisions to the DRB.	\$195 1. \$250 + 2. \$1.21 per \$1,000 of ECC. \$155 \$250
Other Fees	

Impact Fees	Visit: https://www.burlingtonvt.gov/PZ/Impact-Fees
Documents, Copies, etc. a. Audio Tapes b. File research c. Planning documents i. Municipal Development Plan ii. Comprehensive Development Ordinance d. Postage and Handling e. Photocopies f. Paper zoning map g. Digital Maps	\$3.50/tape \$20.00/hour Actual cost of publication (hardcopy or CD) \$4.00 in-state \$5.00 out-of-state \$0.10 per page (black-and-white) \$1.00 per page (color) \$15.00 per map (24 x 36, color) No charge

Other Related Fees	
Zoning Compliance Report A. Standard B. Expedited (within 2 weeks) C. Renewal (if within 2 years of prior compliance report)	\$35 \$70 \$17
Zoning Certificate of Occupancy A. Final Certificate of Occupancy B. Temporary Certificate of Occupancy C. "After the fact" Zoning Certificate of Occupancy	Included in application fees above, the fee is \$30 + 10% of the total application fees and may be refunded if the permit is not enacted. \$150 each See attached schedule

Appeals of DRB Decision to the Vermont Superior Court Environmental Division	Visit: https://www.vermontjudiciary.org/fees
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Fee Schedule Notes

- A. All fees are non-refundable and are due at the time of application unless otherwise noted.
- B. All revenue generated by this Fee Schedule, with the exception of Impact Fees, is deposited into the City's General Fund. Therefore, this Fee Schedule shall not apply when any fees would also be paid out of the City's General Fund, with the exception of the payment of Impact Fees, in order to eliminate the duplicative and unnecessary accounting for payments and deposits within the same City fund. For any application submitted by a municipal entity listed as a City Department by the City of Burlington that is not fully funded by the City's General Fund, the application and development review fee shall together be capped at \$165,000. The payment of Impact Fees out of the City's General Fund and/or other funds shall continue to apply.
- C. Permit fees include a \$15 filing fee assessed by the Burlington Clerk/Treasurer's office as required by state statute unless otherwise noted.
- D. Checks should be made payable to the "City of Burlington." Credit cards are accepted (Visa, MasterCard, and American Express) for a \$3 processing fee plus 2.65% for transactions over \$123.00.
- E. Permit applications resulting from a zoning Notice of Violation are subject to double, triple or triple plus up to \$500 the application fee as specified under Section 2.7.9 of the *Burlington Comprehensive Development Ordinance*.
- F. "ECC" is the Estimated Construction Cost as specified under Section 3.2.4 (a) of the *Comprehensive Development Ordinance*. Fees are calculated for every \$1,000 of ECC.
- G. The Administrative Officer shall make the determination if an application shall be administered as an amendment to an existing permit or a new project entirely based on the relationship between what is being proposed and the original permit. Applications for an amendment to modify an active permit will be assessed based on the net difference in ECC from the original permit or actual area affected by the proposed amendment.
- H. The ECC threshold between COA Level I and COA Level II applications is annually adjusted based on the Consumer Price Index pursuant to Section 3.2.4 (a) of the *Burlington Comprehensive Development Ordinance*. For Fiscal Year 2023, this amount is \$27,000.

Water Resources Rate Schedules FY24

FY24 Private Fire Protection Fee Schedule

Fire Service Size/Type	Monthly Charge
1"	\$ 27.90
1.5"	\$ 27.90
2"	\$ 27.90
3"	\$ 27.90
4"	\$ 27.90
6"	\$ 81.00
8"	\$ 172.62
10"	\$ 310.44
Private Fire Hydrant	\$ 81.00

FY24 Water and Wastewater Fixed Charge by Meter Size Schedule

	Water	Wastewater
Meter Size	Monthly Charge	
5/8"	\$ 3.74	\$ 5.25
3/4"	\$ 5.61	\$ 7.87
1"	\$ 9.34	\$ 13.12
1.5"	\$ 18.65	\$ 26.24
2"	\$ 29.84	\$ 41.98
3"	\$ 55.95	\$ 78.71
4"	\$ 93.23	\$ 131.18
6"	\$ 186.46	\$ 262.35
8"	\$ 298.31	\$ 419.74
10"	\$ 428.84	\$ 660.84

Water Resources Rate Schedules FY24

FY 24 Water and Wastewater Volumetric Rate Schedule

	Water	Wastewater
	Rate per 100 Cubic Feet (CF) per month	
Meter Type and Usage Tiers		
Single-Family Residential		
Tier 1 (0-400 CF)	\$ 2.79	\$ 6.71
Tier 2 (401 CF and higher)	\$ 6.96	\$ 6.71
Duplex		
Tier 1 (0-600 CF)	\$ 2.79	\$ 6.71
Tier 2 (601 CF and higher)	\$ 6.96	\$ 6.71
Triplex		
Tier 1 (0-900 CF)	\$ 2.79	\$ 6.71
Tier 2 (901 CF and higher)	\$ 6.96	\$ 6.71
Multi-Family Residential	\$ 4.77	\$ 6.71
Mixed Residential & Commercial	\$ 4.77	\$ 6.71
Commercial	\$ 4.77	\$ 6.71
City	\$ 4.77	\$ 6.71
Heating/Cooling Make Up Water	\$ 5.39	-
Irrigation	\$ 8.34	-

Stormwater Monthly Fee **\$3.04 per ISU per month**

1 ISU = 1000 sq. ft. of impervious

The Council sets the ISU fee which is then multiplied by the flat rate multipliers in the ordinance to establish the Flat Fees for SF, Duplex and Triplex customers

Single Family	\$ 8.12	per month
Duplex	\$ 8.07	per month
Triplex	\$ 9.30	per month

Resolution Relating to

ANNUAL TAX ASSESSMENTS ON THE PROPERTY
GRAND LIST OF THE CITY FOR THE FISCAL YEAR
BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024

RESOLUTION_____

Sponsor(s): Mayor Weinberger; Bd. of
Finance
Introduced: _____
Referred to: _____

Action: _____
Date: _____
Signed by Mayor: _____

CITY OF BURLINGTON

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

1 That the taxes on the Property Grand List of the City made up in 2023 (the “Grand List”) hereby are
2 levied and assessed for the fiscal year beginning July 1, 2023, and ending June 30, 2024 (“the Fiscal Year
3 ending June 30, 2024” or “FY 24”), as follows:
4 FIRST: that a tax of nineteen and fifty-two one-hundredths cents (\$.1952), one-half cent (\$.0050) of
5 which is dedicated to the Bike Path Maintenance and Improvement Fund, on the dollar of said Grand List is
6 levied and assessed for City purposes to meet the accrued and accruing liabilities of the City for the Fiscal
7 Year ending June 30, 2024;
8 SECOND: that a tax of five and one-half cents (\$.0550), twenty-eight-hundredths of a cent (\$.0028) of
9 which is dedicated to tree and green belt improvements, on the dollar of said Grand List is levied and assessed
10 to pay for keeping the streets of the City in repair during the Fiscal Year ending June 30, 2024;
11 THIRD: that a tax of seven and eight-five one-hundredths cents (\$.0785) on the dollar of said Grand
12 List is levied and assessed to meet the facility and other needs of the City Police Department and the City Fire
13 Department for the Fiscal Year ending June 30, 2024;
14 FOURTH: that a tax of one cent (\$.0100) on the dollar of said Grand List is levied and assessed to
15 provide funding for open space land conservation for the Fiscal Year ending June 30, 2024;
16 FIFTH: that a tax of one cent (\$.0100) on the dollar of said Grand List is levied and assessed to
17 provide funding for the Housing Trust Fund for the Fiscal Year ending June 30, 2024;
18 SIXTH: that a tax of four and fifty-one-hundredths cents (\$.0450) on the dollar of said Grand List is
19 levied and assessed for the care and improvement of park property and expenses of the parks and recreation
20 department for the Fiscal Year ending June 30, 2024;
21 SEVENTH: that a tax of one cent (\$.0100) on the dollar of said Grand List is levied and for the
22 funding of the “Penny for Parks” program administered by the Parks and Recreation Department for the Fiscal
23 Year ending June 30, 2024;

24 EIGHTH: that a tax of three and twelve one-hundredths cents (\$.0312) on the dollar of said Grand List
25 is levied and assessed to pay for keeping the highways of the City in repair during the Fiscal Year ending June
26 30, 2024;

27 NINTH: that a tax of fifty-one-hundredths of a cent (\$.0050) on the dollar of said Grand List is levied
28 and assessed for the purchase of books and other media and other book acquisition related expenses for the
29 Fletcher Free Library for the Fiscal Year ending June 30, 2024;

30 TENTH: that a tax of three and twenty-eight one-hundredths cents (\$.0328) on the dollar of said Grand
31 List is levied and assessed to pay for transportation (Green Mountain Transit) for the Fiscal Year ending June
32 30, 2024;

33 ELEVENTH: that a tax of forty-one one-hundredths of a cent (\$.0041) on the dollar of said Grand List
34 is levied and assessed to pay the County tax against the City for the Fiscal Year ending June 30, 2024;

35 TWELFTH: that a tax of fifteen and seventy-eight one-hundredths cents (\$.1578) on the dollar of said
36 Grand List is levied and assessed to provide the funds required for the appropriations to be paid to the
37 Burlington Employees' Retirement system for the Fiscal Year ending June 30, 2024 under the provision of the
38 Ordinance relating thereto;

39 THIRTEENTH: that a tax of eleven and seventy-seven one-hundredths cents (\$.1177) on the dollar of
40 said Grand List is levied and assessed for payments of bonds due for general City purposes for the Fiscal Year
41 ending June 30, 2024;

42 FOURTEENTH: that a tax of three- and fifty-one-hundredth cents (\$.0350) on the dollar of non-
43 residential properties located in the downtown improvement district of said Grand List is levied and assessed
44 for the purposes of a downtown parking program for the Fiscal Year ending June 30, 2024;

45 FIFTEENTH: that the total Municipal Tax Rate for the year ending June 30, 2023, which includes all
46 elements set forth above (except paragraph Fourteenth) is seventy-five and twenty-three one-hundredths cents
47 (\$.7523) on the dollar of said Grand List for the Fiscal Year ending June 30, 2024;

48 BE IT FURTHER RESOLVED that the City Clerk-Treasurer's office is directed to include in the
49 preparation of tax bills for the year ending June 30, 2024, the Local Agreement Tax Rate required by 32
50 V.S.A. §5404a (d), which shall be of five one-thousandths cents on the dollar (\$.0005), and this tax rate shall
51 be shown as a separate and distinct tax rate; and

52 BE IT FURTHER RESOLVED that the City Clerk-Treasurer's office is directed to include in the
53 preparation of tax bills the annual tax assessment for the Burlington School Department as directed by the
54 Board of School Commissioners in accordance with the City Charter and State law; and

55 BE IT FURTHER RESOLVED that the Chief Administrative Officer is directed to make out tax rate
56 bills of all the foregoing taxes as soon as can be completed for the collection properly certified according to
57 law.

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JP/KS/Resolutions 2023/Treasurer - Annual Tax Assessments on the Property Grand List of the City for the Fiscal Year Beginning July 1, 2023
(Tax Assessment)
6/26/2023



Office of Mayor Miro Weinberger

MEMORANDUM

To: City Council
From: Mayor Miro Weinberger
Date: 6/20/24
Re: Fiscal Year 2024 Proposed Budget

Herein is the Mayor's proposed budget for Fiscal Year 2024 (FY24). As with the past three budget years since the pandemic, FY24 revenues and expenditures have once again proven very complex, ever-evolving, and difficult to project. In some ways, this is the most difficult of the pandemic-era budgets and many of the challenges that shaped this year's fiscal strategy will ripple into the future.

In recent years, a significant infusion of one-time federal relief dollars helped balance dramatic revenue shortfalls driven by the pandemic, enabling us to restore City operations and make progress on numerous equity initiatives.

This year, our major budget challenges are driven by lingering pandemic impacts on City revenues, severe and sustained inflationary pressures which have increased City costs across all operations, and our commitment to minimize cost impacts on residents as Burlingtonians continue to face uncertain and challenging economic times.

To answer these challenges, this budget implements a creative combination of one-time funds, repurposed reserves, non-service or personnel-related cuts, and a modest tax increase pursuant to the City Council Charter Authority to properly fund Parks and Recreation (the Parks tax rate has remained at or below the current rate of .025 since FY14).

FY24 Budget Principles

The Administration began the FY24 budgeting process by laying out principles that would guide our work to develop the budget. Those principles were:

- Restoring public safety through rebuilt and expanded Burlington Police Department and additional public safety resources is top priority of the budget.
- Minimizing increases to property tax burden as constituents and Burlington businesses recover from pandemic and absorb costs of new high school.
- Retaining current City employees through the volatility of the pandemic and recovery continues to be a high priority as it has been since 2020.

- Continuing historically high level of public infrastructure investment as in all years since 2016.
- Cuts are focused on non-personnel budget lines.
- Few, if any, new initiatives can be added to the structural budget this year unless funded externally.
- We will need a multi-year plan to address the challenges that are coming into focus as we emerge from the pandemic.
- We will continue to invest heavily in addressing the climate emergency in significant part through expanded BED efforts.
- Additional new federal and state opportunities are available and we continue our expanded efforts to apply for them.

Now, at the conclusion of the process, the budget that we have submitted reflects all of these principles. The General Fund Budget makes significant investments in a rebuilt and expanded police department, retains current City services and employees, and maintains historic levels of infrastructure investment – while minimizing property tax and fee increases as Burlingtonians and local businesses work to recover from the pandemic and absorb the debt burden of the new high school.

I would like to recognize the work of our Chief Administrative Officer, Katherine Schad, who has led the budget process, members of the Clerk Treasurer’s Office team, especially Jason Gow, City Department Heads, and their teams, who worked diligently towards our common goals to deliver this budget.

A Challenging Budget Period

Factors contributing to challenges in the FY24 budget, and likely future years, include:

- Inflation-driven COLA increases across all unions for FY23 and FY24 add substantial costs to the operating budget.
- Increases to most of the City’s non-personnel operating costs are driven by significant and sustained inflation rates (an average of 8.0% across all months in 2022, and 5.26% across the first 5 months of 2023).
- We are in the third and final year of phasing out federal support for dramatically expanded city-wide equity initiatives, including the creation of the Racial Equity, Inclusion, and Belonging (REIB) Department, paying board and commission members, our language access program, and paying all City employees a livable wage. In FY22 the General Fund budget allocated \$2.76M to launch these initiatives, the FY24 the budget commits only \$800k of federal dollars to REIB and \$170K to CEDO to support these initiatives.
- Pandemic-impacted revenue shortfalls persist across numerous sources, such as boat slip rental at the waterfront and parking across the City.
- Our largest revenue source, property taxes, can only increase by 1) growing the Grand List (which historically drives a <1% increase in tax revenue per year) or 2) voter-approved tax rate increases.
- Rebuilding of police officer ranks (in alignment with the Rebuilding Plan, the budget assumes 7 additional officers in FY24), hiring three new firefighters, and fully staffing the CSL (6) and CSO (11) programs, also contribute to considerable public safety cost increase.

Process & Solutions for a Full-Service Budget

This budget includes many initiatives proposed by Councilors during the budget process and in meetings that took place over the course of the last six weeks including rolling over unspent

councilor initiative funds from the prior-year budget, increased funds for lobbying for City initiatives during the legislative session, and increased patching and paving in the 2024 construction season.

Voters have not increased the municipal tax rate since an increase since the Public Safety tax was approved in March 2020 and implemented in the FY22 budget (which was used to pay for the cost of adding a third ambulance crew). Level funding a full-service budget amidst a high inflationary environment and without significant new federal funds or a commensurate increase in the tax rate created real challenges to this budget process.

To solve for these challenges, the FY24 budget implements the following solutions:

- As in FY23, we are assuming that pandemic-impacted revenues continue to strongly rebound, and we are continuing to carry a \$1 million ARPA-funded Revenue Replacement Reserve for revenue shortfalls.
- Department Heads level-funded all operating budgets with few exceptions (ambulance supplies, diesel fuel, etc.) and all Departments maintain current staffing levels, the only new hires are in public safety positions.
- Use of City Council Charter Authority to sufficiently fund public parks and recreation, and paving and patching.
- Repurposing of unspent FY23 Revenue Replacement Reserve and other reserves to fund the first year of multi-year plan to phase in new Public Safety costs into the structural budget.
- Use of one-time funds to address one year of vehicle needs.
- Approximately \$750,000 of additional cuts and adjustments.

Increased Public Safety costs are driving a significant portion of the year-over-year budget increase. This pressure will increase in the next two budget years as the Rebuilding Plan is implemented and as police officer ranks approach the authorized headcount as detailed in the “Stabilized Budget” projection included in the BPD budget presentation. In order to continue our momentum in the Rebuilding Plan, the FY24 budget relies on \$1.3 million of federal funds. In order to complete the rebuilding of the department we will need to phase these costs and the projected future cost increases into the structural budget over the next couple of years.

Furthermore, in 2022 the City created two new positions in the Clerk Treasure’s Office to support primarily General Fund departments in their collective efforts to compete for new and ongoing state and federal grant funding opportunities, to more aggressively reduce financial burdens on property tax revenues, and to grow new and underfunded initiatives. In FY23 the City leveraged \$212,000 of City funds for more than \$2 million in non-federally funded projects and received \$107 million in federal awards across all City departments.

The Grants team has made \$26.5 million in further requests which are pending, and anticipates opportunities ahead in FY24 to seek state and federal support for major infrastructure projects including the QCPR bridge, Great Streets improvements in the Downtown, and in various city parks, as well as for programs including REIB’s planned Neighborhood Equity Index, workforce development, public art, planning, and public health.

Significant Public Investments in FY24

Despite the major challenges detailed above, the FY24 budget avoids any service cuts, layoffs, or hiring freezes on existing positions and will continue to forge critical progress in our highest priority areas, including:

- Robust investments in green stimulus incentives for BED ratepayers and work underway to ready the electric grid for future increased electricity demand will continue, funded in part by the voter-approved \$20 million Net Zero Energy Revenue Bond passed in 2021.
- Expanded resources, recruitment tools, and new hires for public safety, including \$1.3 million of increased BPD personnel costs and \$950,000 of increased BFD personnel costs.
- Major public infrastructure investments supported in large part by the 2022 voter-approved Capital Bond, federal and state awards, and more than \$1 million in Street Capital funds for paving and large patching repairs, including an additional \$282,000 (for approximately 1/3 mile of full-width paving) beyond the 2.3 miles already planned for FY24.
- New deployment of \$183,000 in annual Opioid Settlement funds to support the City's expanded efforts to advance harm reduction and expand access to MOUD treatment and contingency management. The City has signed two settlements that will provide steady funds over more than a decade and is expecting to sign more agreements in FY24.
- A \$1.7 million budget for the REIB Department which includes the elimination of any temporary or limited services positions and the structural reorganization of 10 full-time employees to advance the Department's key initiatives, including cultural events, programs to address racism as a public health emergency, the continuation of the Empowerment Fund, and the planned Neighborhood Equity Index.

Finally, I want to note that the Regional Programs budget includes \$15,000 for the construction of the Children of St. Joseph's Orphanage Memorial. The memorial is one of a number of important, restorative initiatives being taken in the wake of the investigation of the orphanage that the City helped launch in 2015 and will be added to the \$10,000 of councilor initiative funds that the Board of Finance has already approved. [You can read more about this memorial here.](#)

Property Tax Rates

The General Fund Budget is level funded and holds the overall increase in City expenses below the average rate of inflation for 2023 to date, which is 5.26% (the current rate of inflation is 4%).

	FY23 Amended Budget	FY24 Proposed Budget	Year over Year Increase, dollars	Year over Year increase, percent
Revenues	\$98.0M	\$101.1M	\$3.1M	3%
Expenses	\$97.4M	\$101.1M	\$3.7M	4%

The proposed FY24 budget will require an increased tax rate of \$.7523 from the FY23 tax rate of \$.7082 -- or an increase of 6.2%, which is comparable to this year's projected State Education tax rate increase. This includes an addition of \$.005 to the dedicated Street Capital and Greenbelt tax to increase patching and paving in the 2024 construction season, and an additional \$.02 to the dedicated Parks tax which will generate an additional \$1.1 million of revenue to pay for BPRW expenses the City is already incurring.

As prescribed by Charter, the dedicated Retirement and Debt Service taxes are adjusted annually to meet the needs of those funds. The proposed budget also increases the Business Personal Property Tax exemption from \$45,000 to \$75,000.

The total year over year increase in the municipal property tax rate represents a \$13.60 per month, or \$163.20 per year, increase for homeowners with a home with median tax assessed value of \$370,000.

FY24 Mayor's Recommended Budget General Fund Tax Rate Revenue

Grand List / \$100	FY23		FY24	
	\$56,324,734		\$57,068,220	
	Budget Tax Rate	Projected Taxes	Budget Tax Rate	Projected Taxes
REVENUE NEUTRAL RATES:				
General City	0.1952	\$ 10,994,588	0.1952	\$ 11,139,717
Police/Fire	0.0785	4,421,492	0.0785	4,479,855
RATES CAPPED BY VOTERS:				
Parks	0.0250	1,408,118	0.0450	2,568,070
Penny for Parks	0.0100	563,247	0.0100	570,682
Highway	0.0312	1,757,332	0.0312	1,780,528
Street Capital and Greenbelt	0.0500	2,816,237	0.0550	3,138,752
Library Tax	0.0050	281,624	0.0050	285,341
Housing Trust	0.0100	563,247	0.0100	570,682
Open Space - Conservation Legacy	0.0100	563,247	0.0100	570,682
BUDGET DRIVEN RATES:				
GMT (formerly CCTA)	0.0295	1,660,893	0.0325	1,852,861
County Tax	0.0041	230,931	0.0042	237,859
Retirement	0.1534	8,640,214	0.1564	8,925,470
Debt Service	0.1063	5,989,270	0.1166	6,654,154
	=====	=====	=====	=====
TOTAL	0.7082	\$ 39,890,441	0.7495	\$ 42,774,654

Looking Ahead to FY25 and Beyond

Many of the financial pressures we faced this year are likely to continue and intensify in the future. To plan for future budget years and maintain the City's commitments to equity, good fiscal health, and to minimizing financial burdens on ratepayers and taxpayers, numerous operational analyses and studies are planned.

Following the most recent citywide appraisal, the Planning Department initiated a revenue and equity analysis now being conducted by an outside firm to map the financial health of built environments in Burlington in order to understand which areas of the City are the most underperforming from a valuation perspective, but simultaneously have the most tax revenue potential for redevelopment. This work will be completed in FY24 and will inform future budgets, land use policy reforms, and City planning to support the equitable and sustainable growth of property tax revenues.

In addition to the revenue and equity analysis, and ongoing work by City staff to complete an updated Capital Investment Plan and review our current Franchise Fee ordinance, the FY24 budget includes:

- \$50,000 for a Fleet Management Study to establish sustainable funding for City vehicles.

- \$75,000 for operational analysis of City operations to ensure functions aren't duplicated across the City and to increase inter-department efficiencies.
- Continued support for the Impact Fee Study (for which the City allocated \$100,000 in FY23) so that a leading expert firm can advise the City and CCRPC on an update of our impact fee program.
- Funding provided by HUD for no-cost technical assistance to complete a Financial Sustainability Study for CEDO.



Presentation of FY24 Mayor's Budget

June 26, 2023



Context

FY24 is a particularly challenging budget year because of:

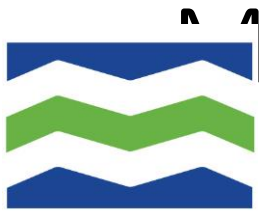
- increased public safety personnel costs,
- vehicle fleet costs, and
- COLA increases to non-public safety staff and general inflationary pressures.

Over five Marvelous Nights in May City Councilors reviewed, in detail, each aspect of the budget and provided feedback.



General Fund Overview

Category	FY23 Amended Budget	FY24 Proposed Budget	Y over Y \$ Increase	Y over Y % Increase
Revenues	\$98.0M	\$101.1M	\$3.1M	3%
Expenses	\$97.4M	\$101.1M	\$3.7M	4%



Major Elements of \$5 Million Challenge Entering Budget Season

- **\$1M of Vehicle Fleet Costs**
- **\$1.3M of increased BPD personnel costs**
 - \$950K for increased uniform officer costs, including 7 new hires and COLA
 - \$350K for other increased staffing costs, including dispatch and community support
- **\$950K of increased BFD personnel costs**
 - All for firefighters - for COLA and 3 new hires
- **\$1.7M of COLA increases to non-public safety staff and general inflationary pressures**



Major Elements of Solution

- Use of one-time funds to address one year of fleet challenge - \$400K from unassigned fund balance and \$600K from other one-time sources
- Use of City Council Charter Authority to Properly Fund Parks - \$1.1M
- Repurposing of ARPA Revenue Replacement Reserve and other reserves to Fund first year of multi-year plan to phase in new public safety costs to structural budget - \$1.75M
- Use of BPD Rebuilding Reserve to fund first year of multi-year plan to phase in new public safety costs to structural budget - \$500K
- Approximately \$750,000 of additional cuts and adjustments including doubling of FY23 attrition



Unassigned Fund Balance

- FY24 budget proposes use of \$800,000 of UAFOB

Category	Amount
FY22 Starting Balance from ACFR	\$8,637,873
Items from FY23 Budget Resolution not captured in FY22 Starting Balance	(\$513,000)
WF TIF audit resolution	(\$459,136)
May 30, 2023 UAFOB	\$7,647,737 (10.13%)

- New balance would be \$7,057,678 (9.35%, within Fund Balance Policy)



FY24 Municipal Tax Rate

	FY24	
Grand List / \$100	\$56,544,085	
	Budget Tax Rate	Projected Taxes
REVENUE NEUTRAL RATES:		
General City	0.1952	\$ 11,037,405
Police/Fire	0.0785	4,438,711
RATES CAPPED BY VOTERS:		
Parks	0.0450	2,544,484
Penny for Parks	0.0100	565,441
Highway	0.0312	1,764,175
Street Capital and Greenbelt	0.0550	3,109,925
Library Tax	0.0050	282,720
Housing Trust	0.0100	565,441
Open Space - Conservation Legacy	0.0100	565,441
BUDGET DRIVEN RATES:		
GMT	0.0328	1,852,861
County Tax	0.0041	231,831
Retirement	0.1578	8,925,470
Debt Service	0.1177	6,654,154
	=====	=====
TOTAL	0.7523	\$ 42,538,059

- FY23 \$.7082
- FY24 \$.7523 (6.2% increase)
- Includes \$.005 addition to dedicated street capital and greenbelt tax to allow for additional patching program
- Includes raising exemption for Business Personal Property Tax from \$45K to \$75K



Impact of FY24 Municipal Tax Rate

- Increasing BPRW appropriation from \$.025 to \$.045 represents a \$6.16/month increase for homeowners at median of \$370,000
- Increasing street tax from \$.05 to \$.055 represents a \$1.54/month increase for those homeowners
- Total municipal tax increase represents \$13.60/month increase for homeowners at median



Approximate Impact of FY24 Increases

Type of tax or fee	FY24 monthly increase
Property tax- school (on \$370K home)	\$17.25
Property tax – muni (on \$370K home)	\$13.60
Electricity for average consumer	\$ 4.39
Water for average consumer	\$ 3.46
Recycling	\$ 0.30
Total	\$39.00



Approximate Impact of on Lower-Income Residents

Type of tax or fee	FY24 monthly increase
Property tax- school	\$17.25
Property tax - muni	\$13.60
Electricity (low-moderate income)	\$ 3.20
Water (customer assistance program)	\$ 2.96
Recycling	\$ 0.30
Total	\$37.31



Proposed FY24 Revenues

FY24 Revenues		
Non-dept	\$ 69,700,000	69%
CT	\$ 4,800,000	5%
Fire	\$ 3,800,000	4%
Police	\$ 2,500,000	2%
DPW	\$ 6,200,000	6%
P&I	\$ 3,800,000	4%
BPRW	\$ 5,600,000	6%
BCA	\$ 1,600,000	2%
Other	\$ 3,055,000	3%
TOTAL	\$ 101,055,000	100%



Proposed FY24 Expenses

FY24 Expenses		
Non-dept	\$ 20,600,000	20%
Regional	\$ 3,000,000	3%
Mayor	\$ 548,000	1%
CC	\$ 158,000	0%
CT	\$ 3,500,000	3%
CA	\$ 1,500,000	1%
Planning	\$ 807,000	1%
Assessor	\$ 542,000	1%
HR	\$ 1,500,000	1%
REIB	\$ 1,700,000	2%
IT	\$ 2,000,000	2%
BWD/ELI	\$ 1,600,000	2%

Fire	\$ 15,600,000	15%
Police	\$ 18,700,000	19%
DPW	\$ 9,500,000	9%
P&I	\$ 2,300,000	2%
FFL	\$ 2,700,000	3%
BPRW	\$ 10,100,000	10%
BCA	\$ 3,200,000	3%
CEDO GF	\$ 1,500,000	1%
	\$ 101,055,000	100%



Looking Ahead to FY25 and Beyond

- Many of the FY24 budget challenges are likely to intensify in future years.
- FY24's reliance on cuts and one-time funds is not sustainable moving forward.
- Administration will complete and implement numerous revenue and operational studies in first half of FY24 including: fleet management, revenue & equity analysis, fire staffing, impact fee study, and CEDO financial sustainability
- Develop Capital Plan to meet City's needs before additional bond capacity available
- Increase franchise fees, PILOT and other non-property tax sources of revenue
- Develop multi-year sustainability plan to pay for expanded public safety
- Budget is tight and will require tight monitoring of personnel expenses throughout the year to ensure balanced budget – will report quarterly to BOF on revenues and expenses



Questions and Discussion



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June 26, 2023



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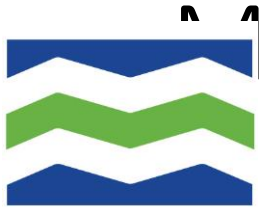
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May 30, 2023 UAFB	\$7,647,737 (10.13%)

- New balance would be \$6,847,737 (9%, within Fund Balance Policy)



FY24 Municipal Tax Rate

FY24 Mayor's Recommended Budget General Fund Tax Rate Revenue

Grand List / \$100	FY23		FY24	
	\$56,324,734		\$57,068,220	
	Budget Tax Rate	Projected Taxes	Budget Tax Rate	Projected Taxes
REVENUE NEUTRAL RATES:				
General City	0.1952	\$ 10,994,588	0.1952	\$ 11,139,717
Police/Fire	0.0785	4,421,492	0.0785	4,479,855
RATES CAPPED BY VOTERS:				
Parks	0.0250	1,408,118	0.0450	2,568,070
Penny for Parks	0.0100	563,247	0.0100	570,682
Highway	0.0312	1,757,332	0.0312	1,780,528
Street Capital and Greenbelt	0.0500	2,816,237	0.0550	3,138,752
Library Tax	0.0050	281,624	0.0050	285,341
Housing Trust	0.0100	563,247	0.0100	570,682
Open Space - Conservation Legacy	0.0100	563,247	0.0100	570,682
BUDGET DRIVEN RATES:				
GMT (formerly CCTA)	0.0295	1,660,893	0.0325	1,852,861
County Tax	0.0041	230,931	0.0042	237,859
Retirement	0.1534	8,640,214	0.1564	8,925,470
Debt Service	0.1063	5,989,270	0.1166	6,654,154
	=====	=====	=====	=====
TOTAL	0.7082	\$ 39,890,441	0.7495	\$ 42,774,654

- FY23 \$.7082
- FY24 \$.7523 (6.2% increase)
- Includes \$.005 addition to dedicated street capital and greenbelt tax to allow for additional patching program
- Includes raising exemption for Business Personal Property Tax from \$45K to \$75K



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TOTAL	\$ 101,055,000	100%



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CEDO GF	\$ 1,500,000	1%
	\$ 101,055,000	100%



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- Develop Capital Plan to meet City's needs before additional bond capacity available
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- Budget is tight and will require tight monitoring of personnel expenses throughout the year to ensure balanced budget – will report quarterly to BOF on revenues and expenses



Questions and Discussion

Resolution Relating to

ANNUAL TAX ASSESSMENTS ON THE PROPERTY
GRAND LIST OF THE CITY FOR THE FISCAL YEAR
BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024

RESOLUTION 4.3. _____

Sponsor(s): Mayor Weinberger, Bd. of
Finance

Introduced: 06/26/23

Referred to: _____

Action: adopted

Date: 06/26/23

Signed by Mayor: 06/27/23

CITY OF BURLINGTON

In the year Two Thousand Twenty-Three

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

1 That the taxes on the Property Grand List of the City made up in 2023 (the “Grand List”) hereby are
2 levied and assessed for the fiscal year beginning July 1, 2023, and ending June 30, 2024 (“the Fiscal Year
3 ending June 30, 2024” or “FY 24”), as follows:

4 FIRST: that a tax of nineteen and fifty-two one-hundredths cents (\$.1952), one-half cent (\$.0050) of
5 which is dedicated to the Bike Path Maintenance and Improvement Fund, on the dollar of said Grand List is
6 levied and assessed for City purposes to meet the accrued and accruing liabilities of the City for the Fiscal
7 Year ending June 30, 2024;

8 SECOND: that a tax of five and one-half cents (\$.0550), twenty-eight-hundredths of a cent (\$.0028) of
9 which is dedicated to tree and green belt improvements, on the dollar of said Grand List is levied and assessed
10 to pay for keeping the streets of the City in repair during the Fiscal Year ending June 30, 2024;

11 THIRD: that a tax of seven and eight-five one-hundredths cents (\$.0785) on the dollar of said Grand
12 List is levied and assessed to meet the facility and other needs of the City Police Department and the City Fire
13 Department for the Fiscal Year ending June 30, 2024;

14 FOURTH: that a tax of one cent (\$.0100) on the dollar of said Grand List is levied and assessed to
15 provide funding for open space land conservation for the Fiscal Year ending June 30, 2024;

16 FIFTH: that a tax of one cent (\$.0100) on the dollar of said Grand List is levied and assessed to
17 provide funding for the Housing Trust Fund for the Fiscal Year ending June 30, 2024;

18 SIXTH: that a tax of four and fifty-one-hundredths cents (\$.0450) on the dollar of said Grand List is
19 levied and assessed for the care and improvement of park property and expenses of the parks and recreation
20 department for the Fiscal Year ending June 30, 2024;

21 SEVENTH: that a tax of one cent (\$.0100) on the dollar of said Grand List is levied and for the
22 funding of the “Penny for Parks” program administered by the Parks and Recreation Department for the Fiscal
23 Year ending June 30, 2024;

* * * * *

DISTRIBUTION:

I hereby certify that this resolution
has been sent to the following
department(s) on

ORIGINAL

RESOLUTION RELATING TO

.....
.....
.....

Adopted by the City Council

....., 20.....

..... Clerk

Approved....., 20.....

..... Mayor

Vol. Page

* * * * *

24 EIGHTH: that a tax of three and twelve one-hundredths cents (\$.0312) on the dollar of said Grand List
25 is levied and assessed to pay for keeping the highways of the City in repair during the Fiscal Year ending June
26 30, 2024;

27 NINTH: that a tax of fifty-one-hundredths of a cent (\$.0050) on the dollar of said Grand List is levied
28 and assessed for the purchase of books and other media and other book acquisition related expenses for the
29 Fletcher Free Library for the Fiscal Year ending June 30, 2024;

30 TENTH: that a tax of three and twenty-eight one-hundredths cents (\$.0328) on the dollar of said Grand
31 List is levied and assessed to pay for transportation (Green Mountain Transit) for the Fiscal Year ending June
32 30, 2024;

33 ELEVENTH: that a tax of forty-one one-hundredths of a cent (\$.0041) on the dollar of said Grand List
34 is levied and assessed to pay the County tax against the City for the Fiscal Year ending June 30, 2024;

35 TWELFTH: that a tax of fifteen and seventy-eight one-hundredths cents (\$.1578) on the dollar of said
36 Grand List is levied and assessed to provide the funds required for the appropriations to be paid to the
37 Burlington Employees' Retirement system for the Fiscal Year ending June 30, 2024 under the provision of the
38 Ordinance relating thereto;

39 THIRTEENTH: that a tax of eleven and seventy-seven one-hundredths cents (\$.1177) on the dollar of
40 said Grand List is levied and assessed for payments of bonds due for general City purposes for the Fiscal Year
41 ending June 30, 2024;

42 FOURTEENTH: that a tax of three- and fifty-one-hundredth cents (\$.0350) on the dollar of non-
43 residential properties located in the downtown improvement district of said Grand List is levied and assessed
44 for the purposes of a downtown parking program for the Fiscal Year ending June 30, 2024;

45 FIFTEENTH: that the total Municipal Tax Rate for the year ending June 30, 2023, which includes all
46 elements set forth above (except paragraph Fourteenth) is seventy-five and twenty-three one-hundredths cents
47 (\$.7523) on the dollar of said Grand List for the Fiscal Year ending June 30, 2024;

48 BE IT FURTHER RESOLVED that the City Clerk-Treasurer's office is directed to include in the
49 preparation of tax bills for the year ending June 30, 2024, the Local Agreement Tax Rate required by 32
50 V.S.A. §5404a (d), which shall be of five one-thousandths cents on the dollar (\$.0005), and this tax rate shall
51 be shown as a separate and distinct tax rate; and

* * * * *

DISTRIBUTION:

I hereby certify that this resolution
has been sent to the following
department(s) on

ORIGINAL

RESOLUTION RELATING TO

.....

.....

.....

Adopted by the City Council

....., 20.....

..... Clerk

Approved....., 20.....

..... Mayor

Vol. Page

* * * * *

52 BE IT FURTHER RESOLVED that the City Clerk-Treasurer's office is directed to include in the
53 preparation of tax bills the annual tax assessment for the Burlington School Department as directed by the
54 Board of School Commissioners in accordance with the City Charter and State law; and

55 BE IT FURTHER RESOLVED that the Chief Administrative Officer is directed to make out tax rate
56 bills of all the foregoing taxes as soon as can be completed for the collection properly certified according to
57 law.

58

59

60 JP/KS/Resolutions 2023/Treasurer - Annual Tax Assessments on the Property Grand List of the City for the Fiscal Year Beginning July 1, 2023
61 (Tax Assessment)
62 6/26/2023

* * * * *

DISTRIBUTION:

I hereby certify that this resolution
has been sent to the following
department(s) on

C/T Office, Traci Isham

* * * * *

ORIGINAL

RESOLUTION RELATING TO

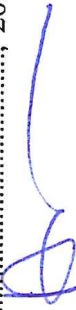
Annual Tax Assessments On The Property Grand List Of The City For The

Fiscal Year Beginning July 1, 2023 And Ending June 30, 2024

.....

Adopted by the City Council

June 26, 2023.....



..... Clerk

Approved June 27, 2023.....



..... Mayor

Attest:

Lori Olberg

Licensing, Voting and Records Coordinator

Vol. Page

* * * * *

MEMO

To: Burlington City Councilors

Cc: Mayor Miro Weinberger
 CAO Katherine Schad
 Acting City Attorney Kim Sturtevant

From: Councilors Gene Bergman and Ben Traverse, co-chairs, Joint Committee on Oversight

Re: Decision on extension of time for Report to the Full Council as per February 6, 2023 resolution

On February 6, 2023, the City Council approved a resolution on police oversight and accountability. The final resolved clause made the following request:

“...the City Council requests the Ordinance Committee and Charter Change Committee hold joint meetings, allowing for community and stakeholder input on the disciplinary authority of the Chief of Police, the oversight role of the Police Commission, and the creation of a separate community oversight body independent from the Burlington Police Department, and that the Ordinance Committee and Charter Change Committee shall refer back to the City Council any proposed legislation on such matters by June 1, 2023.”

The Ordinance and Charter Change Committees have met and developed an approach to addressing this work. It has become apparent that in order to do this work and do it well, we will need more time given all the other pressing priorities, including the budget and other annual responsibilities at this time of year.

The joint committee wanted to inform the full Council that this work will continue in earnest over the summer, and we expect to have a report on this matter by the second meeting in September.